

August Meeting  
Monday, August 8, 2022 7:00 PM

Media Center, Amherst School  
100 North Sycamore  
Amherst, NE 68812-0008

## **Agenda**

1. Call meeting to order
  - 1.1. Pledge of Allegiance
  - 1.2. Notice of adherence to the Open Meeting Law
2. Roll Call
  - 2.1. Excuse absent Board members
3. Approval of Minutes, Claims and Reports
  - 3.1. Review previous meeting minutes
  - 3.2. Review financial reports and monthly claims
  - 3.3. Board Action on a consolidated motion to approve Minutes, Claims and Financial Reports.
4. Reports and communications from patrons or staff
5. Reports and communications from board members.
6. Principal's Report
7. Superintendent's Report
  - 7.1. Budget Update
8. Old Business
  - 8.1. Second Reading 113.2--Title IX Grievance Policy
  - 8.2. Second Reading 235--Agenda Construction and Control
  - 8.3. Second Reading 430-- Bidding Construction Projects
  - 8.4. Second Reading 441.1--Internal Controls
  - 8.5. Second Reading 605 Drug Use
  - 8.6. Second Reading Policy 241 PUBLIC PARTICIPATION AT BOARD MEETINGS
  - 8.7. Second Reading: Policy 617 SUBSTITUTE TEACHERS
  - 8.8. Second Reading: 310 - Supt Job Description and Qualifications
  - 8.9. Second Reading: 340 - Job Description, Activities Director
  - 8.10. Consolidated motion to approve policy.
9. New Business
  - 9.1. Amend School Calendar
  - 9.2. Handbooks for the 2022-23 school year.
  - 9.3. Approve a transfer from the General fund to the Activity fund.
  - 9.4. Approve summer hours for data steward and Technology Director work.
10. Miscellaneous or non-action items
11. Executive Session
12. Adjourn

**July Meeting**  
Media Center, Amherst School  
Monday, July 11, 2022 7:00 PM

Terry Abbott: Present  
Les Adelung: Present  
Jess Day: Absent  
Ryan Fisher: Present  
Karen Harmony: Absent  
Casey Mitchell: Present

Visitors present: Mr. Matt Gordon, Mr. Roger Thomsen, Kari Malleck, Andrea Ripp

Moved to approve absent Board members, Karen Harmony and Jess Day. This motion, made by Terry Abbott and seconded by Casey Mitchell, Passed.

Terry Abbott: Yea, Les Adelung: Yea, Ryan Fisher: Yea, Casey Mitchell: Yea

Moved to approve minutes claims and financial reports. This motion, made by Ryan Fisher and seconded by Terry Abbott, Passed.

Terry Abbott: Yea, Les Adelung: Yea, Ryan Fisher: Yea, Casey Mitchell: Yea

Moved to approve contract with EEA Technologies Inc for the new telephone system. This motion, made by Terry Abbott and seconded by Les Adelung, Passed.

Terry Abbott: Yea, Les Adelung: Yea, Ryan Fisher: Yea, Casey Mitchell: Yea

Moved to set lunch prices for the 22-23 school year as follows: K-3 \$2.60, 4-6 \$2.70, 7-12 \$2.85, Milk 50 cents. Breakfast at \$1.75. This motion, made by Les Adelung and seconded by Ryan Fisher, Passed.

Terry Abbott: Yea, Les Adelung: Yea, Ryan Fisher: Yea, Casey Mitchell: Yea

Moved to increase classified staff wages 2.85%. This motion, made by Casey Mitchell and seconded by Les Adelung, Passed.

Terry Abbott: Abstain (With Conflict), Les Adelung: Yea, Ryan Fisher: Yea, Casey Mitchell: Yea

Moved to set substitute pay at \$130 for the 2022-23 school year. This motion, made by Ryan Fisher and seconded by Casey Mitchell, Passed.

Terry Abbott: Yea, Les Adelung: Yea, Ryan Fisher: Yea, Casey Mitchell: Yea

Moved to approve review of Board Policies 201 through 231. This motion, made by Terry Abbott and seconded by Ryan Fisher, Passed.

Terry Abbott: Yea, Les Adelung: Yea, Ryan Fisher: Yea, Casey Mitchell: Yea

Moved to adjourn at 7:57,. This motion, made by Casey Mitchell and seconded by Les Adelung, Passed.

Terry Abbott: Yea, Les Adelung: Yea, Ryan Fisher: Yea, Casey Mitchell: Yea

President Adelung began the Regular Board Meeting in the Media Center at 7:35 PM.

President Adelung made known the location of the “Open Meetings Law” poster, which is hanging on the Media Center’s wall. The First reading of Board Policies 113.2; Title IX Grievance Policy, 235; Agenda Construction and Control, 430; Bidding Construction Projects, 441.1; Internal Controls, and 605; Drug use, 241; Public Participation at Board Meetings, 617; Substitute Teachers, 310; Supt Job Description and Qualifications, and 340; Job Description, Activities Director occurred. Superintendent Gordon gave a building update.

# FINANCIAL REPORT For July 30, 2022

Fund	Bank	Interest	Co. Treas	NSDLAF	Int.	TOTAL	Mo. Intr.	Balances
	07/30/22		06/30/22	07/30/22		07/30/22		07/31/21
<b>General</b>	2,384,484.19	836.94	28,157.69	768.60	0.72	2,385,252.79	837.66	1,697,449.43
CD								1,033,727.00
<b>Lunch</b>	74,178.83	1.75				74,178.83	1.75	50,592.77
<b>Petty Cash</b>	2,773.26					2,773.26		2,842.38
<b>Activity</b>	197,200.49	15.37				197,200.49	15.37	178,159.72
<b>Retirement</b>	36,164.81					36,164.81		34,690.51
<b>Spe. Bld.</b>	1,922,443.37	544.54	3,256.22	235.43	0.22	1,922,678.80	544.76	937,666.47
CD								509,879.02
<b>Handicp</b>	1,108.58	0.30		503.92	0.31	1,612.50	0.61	1,607.71
<b>Deprec.</b>	610,108.61	169.96		439.39	0.41	610,548.00	170.37	597,615.94
<b>Unemployment</b>	9,049.48			2,226.03	2.10	11,275.51	2.10	11,270.68
<b>Caf. Plan</b>	7,518.82					7,518.82		7,536.92
<b>Bond</b>	10,665.69	2.12	4.68	363.10	0.34	11,028.79	2.46	84,745.15
<b>Construction</b>	9,115,126.46	3,357.62				9,115,126.46	3,357.62	
<b>TOTAL</b>	\$ 14,370,822.59	\$ 4,928.60	\$ 31,418.59	\$ 4,536.47	\$ 4.10	\$ 14,375,359.06	\$ 4,932.70	\$ 5,147,783.70

interest .35% General fund, Bond Fund, Special Building, and Depreciation Funds  
interest .1% on all other accounts      Construction account 2.5% Money Market

	Budgeted	Spent to Date	Under budget
General Fund	\$ 5,100,000.00	\$ 4,195,114	9.41%
Lunch Fund	\$ 380,000.00	\$ 260,210	23.19%

Construction Project Account Spending	
Construction	\$ -
Depreciation	\$ 2,638.00
General Fund	\$ 862,636.49
Special Building	\$ 149,645.00
<b>Total Project Spending</b>	<b>\$ 1,014,919.49</b>

## Construction Spending

DATE	CK#	ACCOUNT (specbldg/depr/gen/constr)	VENDOR	DESCRIPTION	Disbursed
1/11/21	33060	general	Buffalo County Election Commissioner	election costs	100.00
8/9/21	33554	general	Wilkins Architecture Design Planning LLC	inv 4400 and	4,100.00
9/11/21	33627	general	Wilkins Architecture Design Planning LLC	inv 4526	1,300.00
10/10/21	33703	general	Wilkins Architecture Design Planning LLC	bal due plus mileage, inv 4548	1,333.92
11/7/21	33778	general	Wilkins Architecture Design Planning LLC	inv 4602	1,300.00
12/11/21	33844	general	Wilkins Architecture Design Planning LLC	bal due, inv 4686	163,185.18
12/11/21	33801	general	Buffalo County Election Commissioner	election costs	3,746.91
2/14/22	33981	general	Wilkins Architecture Design Planning LLC	1/20 invoice, inv: 4757 and 4744	195,992.92
3/13/22	34037	general	Wilkins Architecture Design Planning LLC	services, inv 4800	183,690.11
4/10/22	34105	general	Wilkins Architecture Design Planning LLC	bal due, inv 4844	62,267.50
5/8/22	34179	general	Wilkins Architecture Design Planning LLC	inv 4882	41,614.87
5/11/22	34183	general	Dawson Public Power	construction charge	\$ 28,655.13
6/12/22	34209	general	Dawson Public Power	aid to construction	\$ 3,935.00
6/12/22	34246	general	Black Hills Energy	service relocation	\$ 17,353.62
7/8/22		general	Wilkins Architecture Design Planning LLC	services, inv 4914	\$ 10,241.33
7/8/22		general	Nickman Brothers LLC	tear concrete footing with backhoe	\$ 1,125.00
7/8/22		general	B2 Environmental	inspection prior to demolition of house	\$ 750.00
				<b>Total Costs To date</b>	<b>\$ 720,691.49</b>

Bond Purchase cost    \$ 81,550.00    Cost so purchase bonds\*\*\*

Total Project Spending    \$ 802,241.49

In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

PERIOD TO: 6/30/2022  
 ARCHITECTS PROJECT NO: 21072

**AMHERST PUBLIC SCHOOLS ADDITION/RENOVATION**

ITEM NO.	Description of Work	Scheduled Value	WORK COMPLETED		MATERIAL PRESENTLY STORED (NOT IN	TOTAL COMPLETED AND STORED TO DATE	% (G +C)	BALANCE TO FINISH (C-G)	RETAINAGE (IF VARIABLE RATE)	TOTAL TO BE PAID	ACCOUNT (GEN, CONST, DEP, SPE)
			From Previous Application D+E	This Period							
1	EXCAVATION & GRADING	246,412						246,412	0	0	
2	TERMITE PROTECTION	4,500						4,500	0	0	
3	SELECTIVE DEMOLITION	185,946		2,931		2,931	2%	183,015	293	2638	DEPRECIATION
4	FENCE	2,500						2,500	0	0	
5	RESTEEL	104,984						104,984	0	0	
6	CONCRETE	870,084						870,084	0	0	
7	PRECAST HOLLOW CORE	39,600						39,600	0	0	
8	MASONRY	391,150						391,150	0	0	
9	STEEL MATERIAL	471,351		12,177		12,177	3%	459,174	1,218	10959	SPECIAL
10	STEEL & PRECAST ERECTION	481,210						481,210	0	0	
II	ROUGH CARPENTRY	103,049						103,049	0	0	
12	CASEWORK	125,084						125,084	0	0	
13	FINISH CARPENTRY	93,530						93,530	0	0	
14	EXPANSION JOINTS	14,932						14,932	0	0	
15	METAL WALL PANELS/SOFFIT	6,240						6,240	0	0	
16	ROOFING	258,874						258,874	0	0	
17	JOINT SEALANTS	23,313						23,313	0	0	
18	DOORS/FRAMES/HARDWARE	204,953						204,953	0	0	
19	OVERHEAD DOORS	68,460						68,460	0	0	
20	ALUMINUM GLASS/GLAZING/CURTAINWALL	126,594						126,594	0	0	
21	DRYWALL	1,460,152						1,460,152	0	0	
22	ACOUSTICAL CEILINGS	193,914						193,914	0	0	
23	CARPET/CERAMIC TILE	152,300						152,300	0	0	
24	GYM WOOD FLOOR	158,180						158,180	0	0	
25	PAINTING/POLISHED FLOORS	265,116						265,116	0	0	
26	SPECIALTIES	69,834						69,834	0	0	
27	SIGNAGE	28,791						28,791	0	0	
28	FLAGPOLE	3,095						3,095	0	0	
29	LOCKERS	67,609						67,609	0	0	
30	ACCESS DOORS	720						720	0	0	
31	ATHLETIC EQUIPMENT	58,990						58,990	0	0	
32	BLINDS	11,800						11,800	0	0	
33	PRE-ENGINEERED METAL BUILDING	629,721						629,721	0	0	
34	PRE-ENGINEERED METAL BUILDING INSULATION	62,450						62,450	0	0	
35	FIRE PROTECTION SYSTEMS	149,525						149,525	0	0	
36	SITE UTILITIES/MECHANICAL	2,344,738		67,800		67,800	3%	2,276,938	6,780	61020	SPECIAL
37	ELECTRICAL	1,058,511		14,170	5,670	19,840	2%	1,038,671	1,984	17856	SPECIAL
38	GENERAL CONDITIONS/SITE SUPPORT	995,860		123,932		123,932	12%	871,928	12,393	111539	GENERAL
39	PRECONSTRUCTION SERVICES	10,000		10,000		10000	100%		1,000	9000	GENERAL
40	BUILDING PERMIT	25		25		25	100%		3	22	GENERAL
41	MATERIAL TESTING & INSPECTION ALLOWANCE	45,000						45,000	0	0	
42	SURVEYING ALLOWANCE	35,000		3,895		3,895	11%	31105	390	3505	SPECIAL
43	BUILDERS RISK	23,068		23,068		23,068	100%		2,307	20761	GENERAL
44	GENERAL LIABILITY INSURANCE	34,602		692		692	2%	33910	69	623	GENERAL
45	CM CONTINGENCY	346,022						346,022	0	0	
46	FEE@ 1.85%	222,749		4,891		4,891	2%	217,858	489	4402	SPECIAL
47	BOND	57,670		57,670		57,670	100%		5,767	51903	SPECIAL
	<b>GRAND TOTALS</b>	<b>12,298,208</b>		<b>321,251</b>	<b>5,670</b>	<b>326,921</b>		<b>11,981,287</b>	<b>32,693</b>	<b>294,228</b>	

ACCOUNT TOTALS 6/30/2022	
TOTALS CONSTRUCTION	\$ -
TOTALS DEPRECIATION	\$ 2,638.00
TOTALS GENERAL	\$ 141,945.00
TOTALS SPECIAL	\$ 149,645.00
CERTIFIED AMMOUNT	\$ 294,228.00

## Consolidated Check Listing

Direct Dep.	Check	Check Date	Payable To	Amount
<b>01 - GENERAL FUND</b>				
	00034317	08/06/2022	Activity Account	10,000.00
	00034318	08/06/2022	Am. Family Life Assurance Co	1,585.96
	00034319	08/06/2022	Country Partners Cooperative	684.14
	00034320	08/06/2022	Amherst Post Office	360.00
	00034321	08/06/2022	Apple, Inc.	24,419.00
	00034322	08/06/2022	DAS State Accounting - Central Finance	259.49
	00034323	08/06/2022	ASK Supply Co.	3,834.80
	00034324	08/06/2022	Kearney Auto Value	81.22
	00034325	08/06/2022	Heartland Bank	15.00
	00034326	08/06/2022	Blue Cross-Blue Shield	50,315.71
	00034327	08/06/2022	Buffalo Outdoor Power LLC	1,450.84
	00034328	08/06/2022	Burwell Public Schools	1,750.00
	00034329	08/06/2022	Cash Drawer-amherst School	124.06
	00034330	08/06/2022	Computers Etc	216.08
	00034331	08/06/2022	Computer Hardware	100.00
	00034332	08/06/2022	Culligan of Kearney	138.00
	00034333	08/06/2022	Dawson Co Pub Power	3,291.95
	00034334	08/06/2022	DHHS Licensure Unit	50.00
	00034335	08/06/2022	Eakes Office Plus	1,356.23
	00034336	08/06/2022	Ecolab Pest Elimination	73.42
	00034337	08/06/2022	Erin M. McCartney, Chapter 13 Trustee	425.00
	00034338	08/06/2022	ESU 10	914.30
	00034339	08/06/2022	First Bankcard	2,925.85
	00034340	08/06/2022	Follett School Solutions	3,774.98
	00034341	08/06/2022	Frontier	444.62
	00034342	08/06/2022	GovConnection, Inc	828.76
	00034343	08/06/2022	hand2mind, Inc	33.99
	00034344	08/06/2022	Dana Dietz	49.71
	00034345	08/06/2022	Harris School Solutions	5,497.07
	00034346	08/06/2022	Heartland Bank	40,830.99
	00034347	08/06/2022	HireRight Solutions, Inc	38.88
	00034348	08/06/2022	Hometown Leasing	492.30
	00034349	08/06/2022	Horace Mann	24.66
	00034350	08/06/2022	Horace Mann	25.00
	00034351	08/06/2022	Houghton Mifflin Company	540.00
	00034352	08/06/2022	Innovative Office Solutions	681.52
	00034353	08/06/2022	Island Supply Welding Co	19.52
	00034354	08/06/2022	LandMark Implement, Inc	4.53
	00034355	08/06/2022	Liberty National Life Ins. Co	245.06
	00034356	08/06/2022	Matheson-Linweid Tri-Gas Inc	172.41
	00034357	08/06/2022	Mcgraw-hill School Education Holdings, LLC	16,317.71

# Consolidated Check Listing

Direct Dep.	Check	Check Date	Payable To	Amount
	00034358	08/06/2022	Menards - Kearney	3,128.53
	00034359	08/06/2022	Midwest Floor Specialists	3,049.60
	00034360	08/06/2022	Miscellaneous Cash Account	946.84
	00034361	08/06/2022	Nebraska Council of School Administrators	260.00
	00034362	08/06/2022	Nebraska Safety Center @ UNK	200.00
	00034363	08/06/2022	TK Elevator Corporation	316.62
	00034364	08/06/2022	Oriental Trading Company, Inc	108.39
	00034365	08/06/2022	Platte Valley Communication	366.25
	00034366	08/06/2022	Principal Life	807.22
	00034367	08/06/2022	Pyramid School Products	2,286.53
	00034368	08/06/2022	Quill Corp	12.62
	00034369	08/06/2022	Ravenna Sanitation	406.62
	00034370	08/06/2022	Retirement	35,244.72
	00034371	08/06/2022	Stacy Ringlein	27.57
	00034372	08/06/2022	Heartland Bank	6,046.40
	00034373	08/06/2022	Sampson Construction Co, Inc	141,945.00
	00034374	08/06/2022	School Specialty, LLC	410.57
	00034375	08/06/2022	Black Hills Energy	211.09
	00034376	08/06/2022	Spracklin Chiropractic	90.00
	00034377	08/06/2022	Staples Advantage	45.72
	00034378	08/06/2022	Heartland Bank	4,699.16
	00034379	08/06/2022	TASC	109.00
	00034380	08/06/2022	Todd's Auto Repair	1,003.47
	00034381	08/06/2022	Verizon Wireless	143.13
	00034382	08/06/2022	Village Of Amherst Water Dept	1,031.79
	00034383	08/06/2022	Wilkins Architecture Design Planning LLC	10,218.71
	00034384	08/06/2022	Kearney Winnelson Co.	195.00
	00034385	08/06/2022	Yellow Van Cleaning	4,071.00
	00034386	08/06/2022	Zeliff Control Systems	316.00
<b>01 - GENERAL FUND Totals:</b>				<b>392,090.31</b>
<b>02 - Depreciation Fund</b>				
	02208 01	08/06/2022	Sampson Construction Co, Inc	2,638.00
<b>02 - Depreciation Fund Totals:</b>				<b>2,638.00</b>
<b>06 - LUNCH FUND</b>				
	00004455	08/06/2022	Katie Adam	17.15
	00004456	08/06/2022	Cash-wa Dist Co	49,083.16
	00004457	08/06/2022	Amy Fanholz	78.65
	00004458	08/06/2022	Heartland Bank	551.85
	00004459	08/06/2022	Heartland Refrigeration LLC	227.70
	00004460	08/06/2022	Innovative Office Solutions	125.76
	00004461	08/06/2022	Juli Klingelhoef	100.00
	00004462	08/06/2022	Carrie Mickelson	10.40

ALL Data

# Consolidated Check Listing

Arranged by:  
Check Number

Direct	Dep.	Check	Check Date	Payable To	Amount
		00004463	08/06/2022	Pyramid School Products	8.37
		00004464	08/06/2022	Retirement	649.43
		00004465	08/06/2022	Heartland Bank	51.26
				<b>06 - LUNCH FUND Totals:</b>	<b>50,903.73</b>
				<b>08 - Special Building Fund</b>	
		02208f01	08/06/2022	Sampson Construction Co, Inc	149,645.00
				<b>08 - Special Building Fund Totals:</b>	<b>149,645.00</b>
				<b>Report Total:</b>	<b>595,277.04</b>

## Notice of Special Hearing To Set Final Tax Request

Amherst Public School (10-0119) in Buffalo County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Section 77-1632, that the governing body will meet on the day of, September 2022 at 6:10 o'clock PM ( or to follow budget hearing), at Amherst Public School Media Center for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to setting the final tax request.

	2021-2022	2022-2023	Change
Property Valuations	340,092,741	349,649,888	3%

### 2021-2022 Budget Information

### 2022-2023 Budget Information

Fund	2021-2022 Operating Budget	2021-2022 Property Tax Request	2021 Tax Rate	Property Tax Rate (2021-2022 Request Divided By 2022 Valuation)	2022-2023 Operating Budget	2022-2023 Proposed Property Tax Request	Proposed 2022 Tax Rate	Change in Tax Rate	Change in Operating Budget
<b>General Fund</b>	7,051,264.36	2,297,480.00	0.675545	0.657080	7,893,212.00	2,505,050.00	0.716445	6%	12%
<b>Bond Fund(s) K - 12</b>	158,921.00		0.000000	0.000000	506,623.00	489,899.00	0.140111	#DIV/0!	219%
<b>Bond Fund(s) K - 8</b>			0.000000	0.000000			0.000000	#DIV/0!	0
<b>Bond Fund(s) 9 - 12</b>			0.000000	0.000000			0.000000	#DIV/0!	0
<b>Bond Fund</b>			0.000000	0.000000			0.000000	#DIV/0!	0
<b>Special Building Fund</b>	1,975,000.00	475,758.00	0.139891	0.136067	2,113,936.00	-	0.000000	-100%	7%
<b>Qualified Capital Purpose Undertaking Fund K - 12</b>	1,610.00		0.000000	0.000000	1,606.00	-	0.000000	#DIV/0!	0%
<b>Qualified Capital Purpose Undertaking Fund K - 8</b>			0.000000	0.000000			0.000000	#DIV/0!	0
<b>Qualified Capital Purpose Undertaking Fund 9 - 12</b>			0.000000	0.000000			0.000000	#DIV/0!	0
<b>Total</b>	9,186,795.36	2,773,238.00	0.815436	0.793147	10,515,377.00	2,994,949.00	0.856556	5%	14%

## NOTICE OF BUDGET HEARING AND BUDGET SUMMARY

Amherst Public School (10-0119) in Buffalo County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Sections 13-501 to 13-513, that the governing body will meet on the 12 day of September, 2022 at 6:00 o'clock, PM, at Amherst Public School Media Center for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the following proposed budget and to consider amendments relative thereto. The budget detail is available at the office of the Clerk/Secretary during regular business hours. For more information on statewide receipts and expenditures, and to compare cost per pupil and performance to other school districts, go to: <https://nep.education.ne.gov>

FUNDS	Actual Disbursements & Transfers	Actual/Estimated Disbursements & Transfers	Budgeted Disbursements & Transfers	Necessary Cash Reserve (4)	Total Available Resources Before Property Taxes (5)	Total Personal and Real Property Tax Requirement (7)
	2020-2021 (1)	2021-2022 (2)	2022-2023 (3)			
General	\$ 4,394,958.00	\$ 5,198,374.00	\$ 7,893,212.00	-	\$ 5,413,212.00	\$ 2,505,050.00
Depreciation	-	-	\$ 600,000.00		\$ 600,000.00	
Employee Benefit	-	-	\$ 11,281.00	-	\$ 11,281.00	
Contingency	-	-	-		-	
Activities	\$ 318,083.00	\$ 320,000.00	\$ 475,145.00	-	\$ 475,145.00	
School Nutrition	\$ 179,025.00	\$ 255,207.00	\$ 270,500.00	-	\$ 270,500.00	
Bond	\$ 632,027.00	\$ 99,125.00	\$ 506,623.00	-	\$ 21,623.00	\$ 489,899.00
Special Building	-	-	\$ 2,113,936.00		\$ 2,113,936.00	-
Qualified Capital Purpose Undertaking	-	-	\$ 1,606.00	-	\$ 1,606.00	-
Cooperative	-	-	-	-	-	
Student Fee	-	-	-	-	-	
	-	-	-	-	-	
<b>TOTALS</b>	<b>\$ 5,524,093.00</b>	<b>\$ 5,872,706.00</b>	<b>\$ 11,872,303.00</b>	<b>-</b>	<b>\$ 8,907,303.00</b>	<b>\$ 2,994,949.00</b>

Community RelationsTitle IX – Procedure for Complaints of Sexual Harassment**A. Complaint Procedure - Generally**

1. Reporting Procedures: All employees are responsible for helping to prevent sexual harassment. Employees or students who believe they have been subjected to, or believe they have witnessed sexual harassment should follow these procedures:

1. Directly inform the person engaging in the discrimination or harassment that such conduct is offensive and must stop.
2. For employee reporters, contact your principal or supervisor, the principal or supervisor of the offending person, or the Title IX Coordinator if you do not wish to communicate directly with the person whose conduct is offensive or if direct communication with the offending person has been ineffective.
3. Report the matter to the Title IX Coordinator if the offending conduct continues or has not been resolved to your satisfaction after you have reported the matter to a principal or supervisor.
4. For student reporters, contact any teacher, counselor, or administrator, or the Title IX Coordinator.
5. Report to the Title IX Coordinator if you are the adult to whom the student has made a report so that the matter can be properly resolved. The Title IX Coordinator is:

**TITLE IX COORDINATOR CONTACT INFORMATION**

Matt Gordon  
100 N. Sycamore St  
Amherst, NE  
308-826-3131  
mgordon@amherstbroncos.org

2. District Actions upon Report of Sexual Harassment or Sexual Misconduct: Upon receipt of a report of sexual harassment, the Title IX Coordinator, or designee, including but not limited to a building principal or assistant principal, will conduct an initial inquiry. The first step of the inquiry will typically include a preliminary meeting between the individual whom the reporting party alleges has been subjected to sexual harassment or sexual misconduct and the Title IX Coordinator, or designee. The initial inquiry may also include a meeting between the Title IX Coordinator, or designee, and the individual whom the reporting party alleges has committed sexual harassment or sexual misconduct. The purpose of these meetings is to gain a basic understanding of the nature and circumstances of the report, it is not intended to be a full investigative interview. During the initial assessment, the reporting party may also receive

information about resources, rights, procedural options, and supportive measures. The Title IX Coordinator, or designee, may inquire into whether the person who has is alleged to have been subject to sexual harassment or misconduct requests resources, no further action, supportive measures, and/or initiation of the “Formal Complaint” process. The Title IX Coordinator will make a reasonable effort to respect the wishes of the person who experienced sexual harassment or sexual misconduct; however, if the reported incident constitutes an imminent or ongoing threat to school safety, based on the assessment of the Title IX Coordinator, then the Title IX Coordinator may file a Formal Complaint, on behalf of the District, with or without the consent or permission of the person who has experienced sexual harassment or sexual misconduct.

With or without a Formal Complaint, allegations of sexual harassment or discrimination shall be investigated and if substantiated, corrective or disciplinary action will be taken, up to and including dismissal from employment, if the offender is an employee, or suspension and/or expulsion, if the offender is a student. Retaliatory action will not be taken against any person for reporting discrimination or harassment. This policy does not limit or prohibit the District from instituting disciplinary measures pursuant to other Board Policy, rules, or other expectations if the District determines that a person violated District rules or expectations.

#### **B. Formal Complaint Process**

The following procedures apply only in the event that a Formal Complaint is filed. All other reports of sexual harassment shall be resolved using the general complaint procedure. Any timelines set forth in the following procedures may be extended by the Title IX Coordinator with notice to the parties.

1. Misconduct Which May Be Investigated Under a Formal Complaint: The Formal Complaint process is only available if the Formal Complaint alleges: (i) conduct which occurs on District grounds or property owned or controlled by the District; (ii) conduct which occurs in the context of District employment or an education program or District-sponsored activity within the United States, and (iii) conduct which occurs when the District has substantial control over both the Respondent and the context in which the sexual harassment or sexual misconduct occurs. The conduct must also fall within one of the following categories: (a) an employee of the District conditioning an aid, service, or benefit of the District on an individual’s participation in unwelcome sexual contact; (b) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the District’s education program or activity; (c) sexual assault; (d) domestic violence; (e) dating violence; or (f) stalking.

2. Parties to a Formal Complaint: The only parties to a Formal Complaint are the Complainant, who is the person alleged to have been subject to misconduct, and the Respondent, the person who is alleged to have committed the misconduct.

3. Filing a Formal Complaint: A Formal Complaint may only be filed by a Complainant or the Title IX Coordinator. An employee or student Complainant may file a Formal Complaint in writing with the Title IX Coordinator in person or by mail, or by electronic mail. The Formal Complaint must be signed by the Complainant or by the Title IX Coordinator.

4. Immediate Actions Upon Receipt of Formal Complaint: Upon receipt of a Formal Complaint, the Title IX Coordinator will conduct an initial assessment of the allegations contained within the Formal Complaint to determine if the allegations in the Formal Complaint, if true, allege misconduct which may be investigated under the Formal Complaint process. If the allegations in the Formal Complaint do not allege misconduct which may be investigated under the Formal Complaint process, the Title IX Coordinator must dismiss the Formal Complaint and may proceed under other District policies or procedures. The Complainant will be provided notice in writing if the Formal Complaint is dismissed.

If the allegations in the Formal Complaint allege misconduct which may be investigated under the Formal Complaint process, the Title IX Coordinator shall provide the following to all known parties: (1) The complaint procedure as outlined in this policy; and (2) Notice of the allegations of sexual harassment, known by the District at the time of filing the Notice, including (i) the identities of the parties involved, if known, (ii) the conduct allegedly constituting sexual harassment, and (iii) the date and location of the alleged incident.

The Title IX Coordinator shall then provide the Formal Complaint and the Notice of the Formal Complaint to the District's Title IX Investigator.

5. Investigation of Formal Complaint: Upon receipt of a Formal Complaint, the Investigator will promptly investigate the allegations contained within, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The Investigator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this complaint procedure. If the allegation(s) involve possible criminal conduct, the District will notify the Complainant of his or her right to file a criminal complaint, and District employees will not dissuade the Complainant from filing a criminal complaint either during or after the District's investigation.

The Investigator will contact the Complainant, Respondent, and relevant witnesses to schedule interviews. All parties may bring up to two people to this meeting: (1) Support Person and/or (2) Advisor of Choice. The Advisor of Choice may or may not be an attorney. Neither the Support Person nor the Advisor of Choice can direct questions or comments to the Investigator, nor may the Support Person or Advisor of Choice advise a student or employee how to answer the Investigator's questions.

The Investigator will also aim to collect all tangible evidence relevant to the investigation.

The Investigator will complete the investigation within a reasonable time frame, as determined by the Title IX Coordinator. The factors to determine a reasonable time frame include, but are not limited to, the allegations of the Formal Complaint and the number of witnesses that may need to be interviewed. The time frame originally set by the Title IX Coordinator may be extended by the

Title IX Coordinator, upon notice to the parties, as deemed necessary to complete the investigation. Periodic status updates will be given to the parties, when appropriate.

(A) *Neutrality*: The Title IX Coordinator, Investigator, Decision-Maker, or any person designated by the District to facilitate this Formal Complaint process, shall not have any conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. The District shall ensure that Title IX Coordinator, Investigator, Decision-Maker, and any person who facilitates this Formal Complaint process shall receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and complaint process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudice of the fact at issue, conflicts of interest, and bias.

(B) *Burden of Production*: It shall be the Investigator's burden to gather evidence sufficient to reach a determination regarding the outcome of the Formal Complaint. To reach a determination, the investigation will include, but is not limited to:

- i. Providing the parties with the opportunity to present witnesses and provide evidence.
- ii. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- iii. A consideration of various factors, including: (1) the nature of the conduct and whether the conduct was unwelcome, (2) the surrounding circumstances, expectations, and relationships, (3) the degree to which the conduct affected one or more students' education, (4) the type, frequency, and duration of the conduct, (5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, (6) the number of individuals involved, (7) the age and sex, if applicable, of the alleged harasser and the alleged victim(s) of the harassment, (8) the location of the incidents and the context in which they occurred, (9) the totality of the circumstances, and (10) other relevant evidence.
- iv. A review of the evidence using a "preponderance of the evidence" standard. To meet the "preponderance of the evidence" standard, the evidence must show that the discrimination, harassment, or retaliation more likely occurred than did not occur.

(C) *Rights of the Parties*: The Respondent is entitled to a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process. The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Investigator shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

The District retains the right to place any person on administrative leave during the pendency of the investigation. The District also retains the right to remove a Respondent from the District's educational program prior to the conclusion of the investigation. In the event of a removal, the Respondent shall have the opportunity to challenge the decision for removal by meeting with the Title IX Coordinator to discuss the removal.

(D) *Conclusion of Investigation:* Prior to the conclusion of the investigation, the Investigator shall send each party the evidence that is subject to inspection and review in an electronic format or a hard copy. This information shall be known as the “Draft Investigative Report.” The Draft Investigative Report shall include all evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the Investigator does not intend to relay to the Decision-Maker. The parties shall then have ten (10) calendar days to submit a written response, which the Investigator will consider. Responses may not be submitted by the parties’ Advisor of Choice or Support Person, unless such person is the parent or guardian of the Complainant or Respondent. Responses may include corrections to the Investigator’s summary of the parties’ interviews, suggestions for additional investigation, or additional information not known at the time of the interviews. Any new information provided by the parties during the response period will not result in an additional time period for response by the other party unless determined necessary by the Title IX Coordinator. The Investigator is not obliged to respond to any question or requests for information in the parties’ responses. The Investigator will consider the information provided by the parties and will incorporate relevant information into the Final Investigative Report. The Final Investigative Report will fairly summarize the relevant evidence. The Investigator shall then submit the Final Investigation Report to the Decision-Maker. The parties shall each receive a copy of the Final Investigative Report at the same time as the Decision-Maker.

6. Actions Taken By Decision-Maker Upon Receipt of Final Investigative Report: Upon receipt of the Final Investigative Report, the Decision-Maker shall provide 10 days for each party to submit written, relevant questions that a party wants asked of any party or witness. Questions shall be submitted to the Title IX Coordinator who shall determine whether questions are relevant. The Title IX Coordinator shall contact parties or witnesses to request answers to the parties’ relevant questions. The Title IX Coordinator will provide each party, and the Decision-Maker with the answers provided by the opposing party or witness and allow for additional, limited follow-up questions from each party.

7. Notice of Determination: Once the Decision-Maker has received the answers to relevant questions submitted by the parties, the Decision-Maker shall consider the answers and the Decision-Maker shall issue a written determination regarding responsibility by a preponderance of the evidence within a reasonable time frame, as determined by the Title IX Coordinator. The Decision-Maker shall consider all relevant evidence, including inculpatory and exculpatory evidence, and will not consider the credibility of the evidence to be based on a person’s status, such as the Complainant, Respondent, or witness. The Decision-Maker shall provide the written determination to both parties simultaneously. The written determination shall include:

- (a) Identification of the allegations potentially constituting sexual harassment;
- (b) A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence;
- (c) Findings of fact supporting the determination;
- (d) Conclusions regarding the application of each recipient’s code of conduct to the facts;
- (e) A statement of, and rationale for, the results as to each allegation, including a

determination regarding responsibility, any disciplinary sanctions the recipient imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the Complainant; and

- (f) The recipient's procedures and permissible bases for the Complainant and Respondent to appeal.

The Family Educational Rights and Privacy Act (FERPA) permits the District to disclose relevant information to a student who was discriminated against or harassed.

8. Sanctions: At the conclusion of the investigation, the Decision-Maker may institute disciplinary measures against the Respondent if the Decision-Maker determines that the Respondent engaged in sexual abuse or harassment. Disciplinary measures may include, but are not limited to, in-school suspension, out-of-school suspension, expulsion, and, in the case of an employee disciplinary action, up to and including immediate termination from employment.

The Title IX Coordinator is responsible for coordinating the implementation of supportive measures for the victim(s).

### C. Appeals

If either party is not satisfied with the outcome of the investigation and the decision of the Decision-Maker, they may appeal on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent generally or the individual Complainant or Respondent that affected the outcome of the matter.

The request for an appeal shall be in writing and submitted on the appropriate document. The appeal document shall be submitted to the Superintendent.

Upon notice of an appeal by either party, the Superintendent of Schools shall notify the other party in writing when the appeal is filed and of the appeal procedures, which apply equally to both parties.

The Superintendent shall give both parties a reasonable and equal opportunity to submit a written statement in support of or challenging the outcome.

The Superintendent shall review the investigative report, Decision-Maker's determination, and written statements of the parties and then issue a written decision describing the result of the appeal and the rationale for the result. The Superintendent shall provide the written decision simultaneously to both parties.

**D. Informal Resolution**

If a Formal Complaint is filed, the District may offer the Complainant and Respondent the opportunity to participate in an informal resolution process. The informal resolution process may take place at any time prior to reaching a determination regarding responsibility. The informal resolution process shall only take place upon:

1. Written notice to both parties disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the resolution process and resume the complaint process with respect to the Formal Complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
2. The parties' voluntary, written consent to the informal resolution process; and
3. That the allegations of the Formal Complaint do not involve any allegations that an employee sexually harassed a student.

**E. Record Keeping**

The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings for a period of seven (7) years.

Legal Reference: Title IX

Date of Adoption: [Insert Date]

Internal Board Policies - Methods of Operation

Agenda Construction and Control

- A. Written meeting agendas will be prepared by the Superintendent in collaboration with the President of the Board of Education. Any Board member may submit agenda items to be placed on the agenda by the Superintendent and the Board President.
  
- B. Control of the agenda is the responsibility of the Board President. Agenda items shall set forth the matter to be discussed at that agenda item. An agenda, kept continuously current, shall be readily available for public inspection at the office of the Superintendent of Schools of the [Name] School District during normal business hours. Except for items of an emergency nature, the agenda shall not be altered later than 24 hours before the scheduled commencement of the meeting. The School Board shall have the right to modify the agenda to include items of an emergency nature only by action taken at the public meeting at which the item is to be considered. Agenda items shall be sufficiently specific to advise the public of the issues to be discussed under that agenda item.

Legal Reference: Neb. Rev. Stat. Sec. 84-1411

Date of Adoption: [Insert Date]

Business OperationsProcedures—Bidding Construction Projects

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project is in excess of one hundred nine thousand dollars (\$109,000), or such sum as adjusted pursuant to Section 73-106. The bidding procedures shall comply with the requirements of state law and shall include the following:

1. Notice to Bidders: The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders, when the hour is reached for the bids to close.
2. Regular Manner of Advertisement for Bids: The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
3. Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
4. Contract Award: The contract shall be awarded to the lowest responsible bidder as to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria determined appropriate by the Board or administration.
5. Performance and Payment Bonds. Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of ten thousand dollars (\$10,000) or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.

6. Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed one hundred and eighteen thousand dollars (\$118,000), as adjusted from time to time by Section 81-3445 or other applicable law.
  
7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

Legal Reference: Neb. Rev. Stat. Sec. 52-118; Neb. Rev. Stat. Sec. 73-101 *et seq.*; Neb. Rev. Stat. Sec. 73-106; Neb. Rev. Stat. Sec. 81-3445

Date of Adoption: [Insert Date]

Business OperationsInternal Controls

The District will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Generally: If the District receives federal awards, grants, or other funds, the District will:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the District manages the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. The District will endeavor to develop and maintain these internal controls consistent with the “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);
- (b) Comply with the U.S. Constitution, federal statutes, regulations, and the terms and conditions of the federal award;
- (c) Evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of federal award;
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency, or pass-through entity, designates as “sensitive” or the District considers sensitive, consistent with applicable federal, state, and local laws regarding privacy and responsibility over confidentiality.

Legal Reference: 2 C.F.R. § 200.303.

Management requirements: The District will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the District disposes of such equipment. The District will, as a minimum, meet the following requirements:

- 1) Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
- 2) Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two (2) years;
- 3) Implement a Control System procedure;

- 4) Continue to develop and implement adequate maintenance procedures for the equipment;
- 5) Continue to develop and implement sales procedures for the equipment; and
- 6) Continue to develop and implement disposition procedure for the equipment.

Legal Reference: 2 C.F.R. §§ 200.313 & 200.33.

Procurement: The District will use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the requirement standards imposed by law, including:

- 1) A procedure for micro-purchases (Under \$10,000);
- 2) A procedure for small purchases (between \$10,000 to \$250,000);
- 3) A procedure for sealed bids;
- 4) A procedure for competitive proposals; and
- 5) A procedure for noncompetitive bids.

Legal Reference: 2 C.F.R. §§ 200.317 through 200.326.

Cross-Reference: Policies 3130 & 3131.

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient.

For all other records, the District will retain such records for the length of time as required by law.  
Legal Reference: 2 C.F.R. § 200.333.

Suspension and Debarment: The District will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Before entering into a contract regarding a federal award, the District will verify that a vendor has not been debarred, suspended or otherwise excluded, and the District will maintain a copy of said verification.

Legal Reference: 2 C.F.R. § 200.213.

Financial Management: The District will maintain financial management systems to account for the federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award. These records will be sufficient to permit the District to prepare reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. The financial management system will provide for the following:

- 1) Identifying all of the federal awards received and expended and the federal programs under which they were received;

- 2) Ensuring that accurate, current, and complete disclosure of the financial results of each federal award or program are maintained in accordance with reporting requirements;
- 3) Identifying adequately the source and application of funds for federally-funded activities;
- 4) Ensuring effective controls over and accountability for all funds, property, and other assets;
- 5) Comparing actual expenditures with budget amounts for each federal award;
- 6) Ensuring payments of federal funds are made in accordance with applicable law, including 2 CFR § 200.305; and
- 7) Determining the allowability of costs in accordance with applicable law and the conditions of the federal award.

Legal Reference: 2 C.F.R. § 200.302.

Program Income: The District will consult with the federal awarding agency and refer to the applicable law and federal program terms and conditions to determine how to account for, deduct and otherwise handle income from federal programs.

Legal Reference: 2 C.F.R. § 200.307.

Cost Sharing or Matching: For all federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as part of the District's cost sharing or matching, when such contributions meet all of the following criteria:

- 1) Are verifiable from the District's records;
- 2) Are not included as contributions for any other Federal award;
- 3) Are necessary and reasonable for accomplishment of project or program objectives;
- 4) Are allowable under the applicable Cost Principles requirements;
- 5) Are not paid by the Federal Government under another Federal award, except where the federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- 6) Are provided for in the approved budget when required by the federal awarding agency; and
- 7) Conform to other provisions of the law or terms and conditions of the federal award, as applicable.

Legal Reference: 2 C.F.R. § 200.306.

Compensation: Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under federal law and the federal grant to the extent that they satisfy the following requirements:

- 1) Is reasonable for the services rendered; and
- 2) Conforms to the established written expectations of the District, as applied consistently to both Federal and non-Federal activities.

If the District intends to charge compensation to federal awards, such charges will be based on records that accurately reflect the work performed, and will:

- 1) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- 2) Be incorporated into the official records of the District;
- 3) Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
- 4) Encompass both federally-assisted and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records as defined in the District's written procedures;
- 5) Comply with the established accounting policies and practices of the District; and
- 6) Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two (2) or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Budget estimates will generally not be used to support charges to Federal awards but may be used for interim accounting purposes.

Legal Reference: 2 C.F.R. §§ 200.430 & 200.431.

Federal Funds for Construction Projects: For all federal awards, the District will comply with all applicable legal requirements, including the Davis-Bacon Act.

Legal Reference: 34 C.F.R. § 75.600, et seq.

Capitalization and Depreciation: The District will follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E, when charging these specific expenditures to a federal grant. When applicable, District staff will check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, federal, state, or program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those requirements. The following rules of allowability apply to equipment and other capital expenditures:

A. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the federal awarding agency or pass-through entity.

B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the federal awarding agency or pass-through entity.

C. Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the federal awarding agency or pass-through entity.

D. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR § 200.436 and 2 CFR § 200.465.

E. When approved as a direct cost by the federal awarding agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.

F. If the District is instructed by the federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

G. Any depreciation will be computed, charged, and recorded in a manner consistent with federal regulations and any requirements of the federal awarding agency.

Legal Reference: 2 C.F.R. §§200.436 & 200.439.

Maintaining Records: Financial records, supporting documents, statistical records, and all other District records pertinent to a federal award must be retained for the minimum period time as required by federal law or the terms of the federal awarding agency, whichever is longer in time.

Legal Reference: 2 C.F.R. § 200.334.

Conflict of Interest: Notwithstanding any other Board Policies or Procedures, the District shall ensure that it avoids any conflicts of interest regarding any federal awards. The District will disclose in writing any potential conflict of interest to the federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policy.

Legal Reference: 2 C.F.R. § 200.112.

Unexpected or Extraordinary Circumstances: For all federal awards, if the District does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the District may amend or create a policy at a later date in order to put emergency contingencies in place for federal and non-federal similarly situated employees. If the conditions exist for charges to be made to the federal grant, then charges may also be made to any non-federal sources that are used by the District in order to meet a matching requirement. The District will take other steps to comply with federal award requirements in the event of unexpected or extraordinary circumstances.

Legal Reference: 2 C.F.R. § 200, et seq.

Date of Adoption: [Insert Date]

Personnel - All EmployeesDrug and Substance Use and Abuse

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

**Section 1 Drug-Free Workplace**

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The school district recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

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

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

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

### **Section 2 Alcohol and Drug Testing**

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

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

Date of Adoption: [Insert Date]

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

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

**(A) The persons designated by Amherst Public Schools to answer employee questions about these materials are:**

Superintendent of Schools  
Secondary Principal

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

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

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

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

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

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

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

1. **Pre-employment testing.**  
Prior to the first time a driver performs safety-sensitive functions, the driver shall undergo testing for alcohol and controlled substances. No safety-sensitive functions are to be performed unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer indicating a verified negative test result.
2. **Post-accident testing.**
  - (a) As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver:
    - (1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
    - (2) Who receives a citation under State or local law for a moving

traffic violation arising from the accident shall undergo a test for alcohol and controlled substances.

- (b) (1) *Alcohol tests.* Shall be administered within two hours following the accident unless such cannot reasonably be done, and not more than eight hours following the accident.
- (2) *Controlled substance tests.* Shall be administered within 32 hours following the accident.
- (c) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. The driver shall be permitted to leave the immediate scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care, but shall otherwise remain readily available for testing.

### 3. **Random testing.**

(a) Drivers shall be subject to random testing. The minimum annual percentage rate for random alcohol testing should be 25 percent of the average number of driver positions, or such minimum annual percentage rate as established from time to time by the FHWA. The minimum annual percentage rate for random controlled substance testing shall be 50 percent of the average number of driver positions.

(b) The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.

(c) The random alcohol and controlled substances tests shall be unannounced and the dates for administering random alcohol and controlled substances tests shall be spread reasonably throughout the calendar year.

(d) Each driver who is notified of selection for random alcohol and/or controlled substances testing shall proceed to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, the driver shall cease to perform the safety-sensitive function and proceed to the testing site as soon as possible.

### 4. **Reasonable suspicion testing.**

(a) A driver shall submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations (except for possession of alcohol).

(b) Under federal law, notwithstanding the absence of a reasonable suspicion alcohol test, a driver is prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol and must not perform or continue to perform safety-sensitive functions, until:

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

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

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

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

**6. Follow-up testing.**

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

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

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

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

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

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

*Refuse to submit* (to an alcohol or controlled substances test) means that a driver (1) Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the testing process. A failure to remain readily available for post-accident testing, or to notify the employer of the need for such testing, or to proceed to the test site immediately for random testing, may be deemed by the employer to constitute a refusal to submit.

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

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

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

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

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

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

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

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

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

Date of Adoption: [Insert Date]

## **Policy: 241**

### **PUBLIC PARTICIPATION AT BOARD MEETINGS**

The public shall have the right to attend and the right to speak at meetings of the Board of Education. The public further has the right to videotape, televise, photograph, broadcast, or record all or any part of a meeting of a Board of Education by means of a tape recorder, camera, video equipment, or other means of pictorial or sonic reproduction or in writing. The Board of Education may make and enforce reasonable rules and regulations, in addition to this policy, regarding the conduct of the persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings. The Board of Education is not required to allow citizens to speak at each meeting, but the Board of Education shall not forbid public participation at all meetings.

The Board of Education shall not require members of the public to identify themselves as a condition for admission to a Board meeting. 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.

Normally, the Board of Education shall hold its regular and special meetings in the library/media center. Upon request, the Board of Education shall make reasonable efforts to accommodate the public's right to hear the discussion and testimony presented at a Board meeting.

(Legal Reference: 84-1412)

### **PROCEDURES FOR ADDRESSING THE BOARD OF EDUCATION**

#### WHO MAY ADDRESS THE BOARD

1. Residents of the district.
2. Members of the staff or student body.
3. Parents of students enrolled in the district.
4. Individuals who have been requested by the superintendent or board to present a given subject.
5. Nonresidents of the district who have requested and received the permission of the superintendent in the prescribed manner.

#### ITEMS OF DISCUSSION

Only items on the written board agenda will be discussed at any meeting unless the board, by a majority action, agrees to place additional items on the agenda at the request of the superintendent or a board member.

#### TO PLACE AN ITEM ON THE AGENDA

An applicant may place an item on the agenda by filing a written request with the superintendent at least one week prior to the regularly scheduled board meeting. The written request should include the name, address, and telephone number of the person making the request; the name of the organization or group represented, if any; a statement of action to be requested of the board; any pertinent background information leading to the request.

#### TIME AND PLACEMENT ON THE AGENDA

The superintendent, upon receipt of a properly executed request, shall set a date for inclusion of the requested item on the agenda as soon as practicable, bearing in mind such considerations as allowing time to gather pertinent information, to assemble members of the staff who have knowledge of the subject, etc. The superintendent shall notify the individual or group of the date, time, and place of the meeting at which the item will be considered.

#### TO SPEAK TO AN ITEM ON THE AGENDA

1. Stand during the visitors' period (agenda item 5) and be recognized by the presiding officer.
2. State your name and address.
3. State the subject about which you wish to speak.
4. Your name will be placed under that subject on the agenda and you will be called upon when that subject comes up for discussion.

#### TO SPEAK TO AN ITEM NOT ON THE AGENDA

1. Stand during the visitors' period and be recognized by the presiding officer.
2. State your name and address.
3. No action will be taken by the board on items brought up during the visitors' period. If action is desired the subject should be placed on the agenda of a future meeting in the manner described in the third section of this document.

#### TIME LIMIT FOR SPEAKERS

A time limit of five minutes per speaker will be allowed. Not more than a total of twenty minutes will be allowed for the presentation of any specific topic. These time limits may be changed by a majority of the board members voting to extend the time for a specific topic or speaker.

#### CONDUCT AND REMARKS OUT OF ORDER

Undue interruption or other interference with the orderly conduct of business cannot be allowed. Defamatory or abusive remarks are always out of order. A speaker's privilege of address may be terminated if he persists in improper conduct or remarks.

#### QUESTIONS AND COMMENTS BY THE BOARD AND SUPERINTENDENT

Members of the board of education and the superintendent may question a speaker or make comments in response to the speaker's remarks. Board members and the superintendent are not subject to questioning by speakers.

#### CHARGES, COMPLAINTS, OR CHALLENGES

At a public meeting of the board, no person shall orally initiate charges or complaints against individual employees of the district or challenge instructional materials used in the district. All such charges, complaints, or challenges shall be presented to the superintendent or board in writing (on Personnel Complaint form), signed by the complainant. All such charges, if presented to the board directly, shall be referred to the superintendent for investigation and report.

#### CIRCULATION OF MATERIALS

Any written or printed material to be circulated at a board meeting must be submitted to the superintendent by the Wednesday preceding the meeting. This material will be transmitted to the members of the board for their consideration.

Reviewed: January 10, 2011

Amherst, Nebraska

PERSONNEL COMPLAINT

What is the nature of the complaint or allegation? (Be Specific)

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When did this occur? (Be Specific)

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What or Whom are the source/sources of this complaint?

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If this employee requests a hearing before the Board of Education would you be willing to testify before the Board regarding the complaint?

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Date of Complaint filing: \_\_\_\_\_

Signature of Complainant: \_\_\_\_\_

## **Policy: 617**

### **SUBSTITUTE TEACHERS**

A. Requirements for Substitutes. Persons wishing to serve as a substitute teacher in the Amherst Public Schools are required to file an application with the superintendent. The substitute teachers must be qualified as set forth by the State Department of Education.

Substitutes will be paid at a rate to be annually established by the board of education and will be utilized only to the extent allowed in the particular teaching certified of the substitute involved. A substitute teacher that teaches ten (10) consecutive days for the same teacher will then be compensated at the rate of 1/182 of the base salary.

Supervising principals are required to maintain an evaluation on substitute teachers and the placement and utilization of substitutes will be based upon the recommendation of the principal involved and the evaluation of past teaching performance made by the district's administrative personnel.

B. Provisions for Substitutes. It is the function of the building principal to furnish substitutes when teachers are absent. It is the responsibility of the teacher to notify their principal as soon as possible when they are going to be absent.

C. Persons holding a "Local Substitute Teaching Certificate" are approved for substituting 90 days/year at Amherst Public School.

D. The Superintendent shall be responsible for recruitment, selection, assignment, orientation and evaluation of substitute teachers. The Superintendent, or Superintendent's designee, is hereby authorized on behalf of the District to execute any necessary documents to assist a substitute teacher to secure a local substitute teaching permit.

Legal References: NDE Rule 21

Policy adopted: November 12, 2007  
Reviewed: April 11, 2011

Amherst Public Schools  
Amherst, Nebraska

## SUPERINTENDENT JOB DESCRIPTION AND QUALIFICATIONS

Title:	Superintendent
Reports to:	Board of Education
Requirements:	(Minimum certification required by the State and/or board)
General description:	Serves as chief executive officer of the board; administers, supervises, directs, and evaluates the total school system.

- Selection of the Superintendent. The board of education at such time as it deems expedient shall elect a superintendent of schools who shall be the executive officer to the board of education, for a term not to exceed three years and whose term shall begin July 1.
- Qualifications. The Superintendent shall meet the requirements for an administrative certificate as prescribed by the State Department of Education. If not required for that certificate as a minimum these qualifications should include an Educational Specialist certificate, graduate study in school administration, curriculum and supervision; a strong general education background; and a minimum of three years of successful teaching experience and four year's successful administrative experience.

### **Duties and Responsibilities**

#### **Board of Education**

- Attends and participates as an ex officio member in all meetings of the board, except when the superintendent's employment or salary is being considered;
- Develops the board meeting agenda in consultation with the board president;
- Supervises the preparation and distribution of reports and information prior to board meetings;
- Makes recommendations on the action to be taken on all matters brought before the board; ▪ Works with the school board to develop district vision.
- Interprets and implements all board policies and all state and federal laws relevant to education and recognizes and protects the chain of command.
- Represents the board as a liaison between the school district and the community; and supervises, either directly or through delegation, all activities of the school system according to, and consistent with, the policies of the board and in accordance with the Superintendent's job description.
- Maintain a positive relationship with the members of the board of education.
- Build the board, through mentorship, team planning to ensure the cohesiveness of the board.
- Provides accurate, timely, and complete information when presenting a critical issue to the board.

#### **Personnel**

- Recommends to the board the selection of employees for the school district;
- Makes and records assignments and transfers of all employees pursuant to their qualifications;
- Recommends to the board, for final action, the promotion, salary change, demotion, or dismissal of any employee;
- Supervises and evaluates the administrators who report directly to him/her and ensures that all other personnel are supervised and evaluated; and
- Ensures staff participation in relevant professional development activities.

## Policy 310

- Promotes academic rigor and excellence among staff and students.
- Reviews, recommends and maintains job descriptions and work agreements for staff seeking Board approval when required by law.

### **Public Relations**

- Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the schools;
- Ensures that the board is kept abreast of proposed legislation and exercises leadership in developing and maintaining effective relations with political representatives;
- Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the district, effecting a wholesome and cooperative working relationship between the schools and the community
- Develop and continue to identify opportunities to build relations with forms of media, community and various stakeholder groups.
- Formulates internal and external communication strategies in a timely and appropriate manner.
- Works to build strong relationships with staff, community, and the board.
- Exhibits acceptable moral and ethical integrity in his/her actions.

### **Policy Governance**

- Utilizes policy in his/her decision-making on a daily basis.
- Actively reviews and works with the board to maintain, review, and update district policy on a routine basis.
- Recommends policies for the board's consideration.
- Utilizes data to help the board make policy decisions that will ensure progress in student achievement.

### **Business/Financial Management**

- Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the board for review and approval;
- Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to the direction and approval of the board.
- Provides continued updates and proper budget summary information to the board in a timely and appropriate fashion.
- Knowledgeable and involved in current legislative matters pertaining to the financial wellbeing of the school district.
- Includes the board in the budget planning and development process.
- Seeks opportunities to promote school programs and utilize community and alternative resources to fund and enhance learning.

### **Planning/School Improvement**

- Ensures that the district regularly engages in a strategic planning process and regularly informs the board as to the progress being made by the school improvement team.
- Supervises the implementation of goals established in the planning process and ensures that progress is regularly reported to the board;

## Policy 310

- Assumes responsibility for the efficient maintenance and use of district facilities and sites, and for recommending to the board plans for needed improvements; and
- Assumes responsibility for directing the organization and supervision of support services (such as transportation and food programs), and for recommending to the board plans for needed improvements.
- Ensures the district maintains an effective and current school improvement plan, and provides the board with scheduled updates and recommendations.
- Develop a vision and achieve success through its planning and implementation.
- Regularly review the progress of the district against the vision and mission.
- Involves the board and administration in the planning and leadership of the district.

### **Curriculum/Instructional Management**

- Defines educational needs and formulates policies and implementation plans for recommendation to the board
- Ensures that the district complies with all legal requirements and maintains its state accreditation.
- Ensures quality and effective curriculum is provided to all students.
- Demonstrates an understanding of effective classroom instruction.
- Develop and implement a process for professional growth for staff.
- Uses data to make sound educational decisions to ensure the district is progressing.
- Identify facilities needs and improvements to support student achievement.
- Maintains sound fiscal decision-making to improve student achievement.

### **Professional Growth**

- Attends such conventions and conferences as are necessary to keep abreast of the latest trends that might have an impact on the schools, in keeping with board policies and regulations.

### **Standards and Assessments**

- Assigns responsibility to ensure the school district complies with state standards in Mathematics, Reading/Writing, Science, Social Studies/History
- Ensure that the school district, develops standards that are adequate to represent the knowledge of the students
- Ensures that all standards for which reporting is required are taught, assessed and reported at the local level
- Ensures that Nebraska NeSA standards are reported to the Nebraska State Department of Education in the appropriate manner and at the appropriate time.

The list of duties shall not act to limit the board's authority and responsibility over the superintendent. In executing these duties and others the board may delegate, the superintendent shall consider the district's financial condition as well as the needs of the students of the district.

Legal Reference      Neb Statute 79-501  
                                    Neb Statute 79-828

Approved

Reviewed  
Reviewed

## JOB DESCRIPTION-ACTIVITIES DIRECTOR

The Activities Director position is an extra duty position assigned by the Superintendent (subject to approval by the Board of Education) in conjunction with a teaching or administrative assignment. The director will have a sincere interest in and belief of the value our students gain through participation in extra-curricular activity and/or athletic programs as enhancement to the curricular programs of the school. The goal is to assist school administration and staff with implementation of an efficient and effective activities program. The job performance is to be evaluated annually by the [Superintendent](#).

The Activities Director shall be responsible for organization and administration of Secondary School activity and athletic programs provided for students and application and enforcement of rules and regulations of the school and state along with those of any conference, or state activity association in which the school is a participating member. The director will represent the school at all conference meetings and district or state meetings as held by the state activity association at the discretion of and with counsel from the superintendent.

The Activities Director assignment shall include the following among others which may from time to time be assigned by school administration:

- I. May be requested by school administration to assist in interview and selection of applicants for athletic and/or activity coach or sponsor positions.
- II. In agreement with the superintendent, be responsible for assignment and evaluation of coaches and/or sponsors assigned to athletic and activity positions. This shall include specific duties and expectations of head coaches and sponsors as they fulfill their duties and responsibilities.
- III. Development, maintenance and implementation of the activity/athletic handbook to include activity/athletic policies and regulations of the school. Assure that all coaches, sponsors and student participants receive and are informed of the handbook and its contents; and assure that all coaches meet with student participants and their parents at the beginning of each athletic season or sport to distribute and explain the activity/athletic handbook.
  - a. Review school district's suspension, expulsion, eligibility and alcohol/drug suspension policy with coaches, sponsors, students, parents.
  - b. Review accident insurance policy which is made available through the school with coaches, sponsors, students, parents.
  - c. Emphasize that coaches take appropriate and proper immediate action to assure that injured participants receive timely and proper attention to injuries and/or to advise and assist student to seek medical attention.
  - d. Hold meetings with coaching staffs on a regular or as-needed basis to provide communications and to keep them informed of current rules, policy, etc.
- IV. Establish and maintain yearly schedules of athletic and activity events in a manner to provide a minimum of conflict or interference with other scheduled school events and with the regular instructional program and schedule of the school. This shall include the execution of all written contracts and maintenance of records as required for proper scheduling of events with other schools and all written contracts or oral commitments to secure services of referees, officials, judges as necessary for appropriate administration of the school's athletic or activity programs.

- a. Develop, maintain and update the activities calendar for the school year. Distribute the activities calendar to administration, staff and community on a monthly basis. Develop and distribute posters and pocket-size schedules to publicize athletic schedules.
  - b. Notify the school secretary immediately when any changes occur in the schedule.
- V. Assume responsibility for Work with maintenance supervisor to insure proper maintenance, care and preparation of athletic playing fields, gymnasium and locker rooms. Communicate and coordinate with members of the school's custodial/maintenance and grounds staff as necessary to assure facilities are in proper condition to use for practice and/or game event purposes.
- a. Work with superintendent to assign supervisory personnel, ticket sales, concessions, custodial and other workers necessary for to host home activities.
  - b. Serve as director for conference and/or district events hosted by the school.
  - c. Coordinate time(s) for pre-game, pep bands, half-time activities at games.
  - d. Obtain information required from visiting teams for preparation of programs.
  - e. Inform visiting teams of details such as time schedule, dressing facilities and parking areas for team vehicles.
  - f. Coordinate arrangements in press box or at scorer's table for official personnel required, such as timer, scorer, P/A announcer and media coverage.
  - g. Arrange to have medical personnel and/or EMT personnel on site at football games or to have emergency call procedure prepared as appropriate.
- VI. Assume responsibility Work with transportation director for arrangement and use of necessary transportation needs and travel procedures. working in coordination with the grounds/transportation staff member in charge of vehicle maintenance and repair.
- VII. Assume responsibility for developing and managing the Athletic Department budget of revenue and expenditures in conjunction with the superintendent and district office. This responsibility includes use of a planned uniform and equipment replacement schedule, maintenance of inventory records of uniforms, equipment and supplies relating to the athletic department and authority to require same from the various Head Coaches of each sport.
- a. Ordering and purchasing of uniforms, equipment or supplies as needed for all athletics or activities after counsel with coaches, activity sponsors and building principal.
  - b. Work with the district bookkeeper who is Responsible for all monies received as Activity Passes, admissions and/or entry fees for home activities, deposit into appropriate school activity fund accounts, and timely bank deposits of funds.
  - c. Work with superintendent to establish procedure for budgetary controls and authorization of expenditures.
  - d. Prepare and distribute school's Activity Passes to staff, board members and administration, to include conference, district and state passes as received.
- VIII. Responsibility for completion of forms from State (N.D.E.), conference or state activities association required for participation in athletics or activities, to include eligibility determination and registration, verification of student residency, age and scholastic requirements.
- IX. Responsibility for verification of proper certification and endorsement for athletic coaches.

- X. Promotion of extra-curricular activities as a benefit for students and our school program, provide local media with information relating to school activities, and provide local and state media and the state activities association as required with scores and results of all home events.
  - a. Establish and maintain effective public relations program with staff and community.
  - b. Establish communications procedures within athletic and activity departments.
  - c. Expected to attend meetings of and cooperate with the Bronco Booster Club.
  - d. Instruct coaches and sponsors to provide local media with scores, statistics and relevant information of home and away events.
  
- XI. Distribute student accident insurance forms to appropriate coaches or to student athletes themselves, forward enrollment lists to the insurance company as these lists relate to participation in athletics.
  
- XII. Receive year end inventories of equipment, uniforms, and supplies from head coaches or activity sponsors for report to building principals.
  
- XIII. Prepare annual report to the superintendent and principal at the end of each school year. The report should include, but is not limited to:
  - a. Accomplishment and record of all participating teams.
  - b. Summary evaluation of head coaches/sponsors, and assistants.
  - c. Revised inventory of uniforms and equipment.
  - d. Summary of year's receipts and expenditures received from the district bookkeeper.
  - e. Recommendations for future consideration.
  
- XIV. Assume responsibility for other duties as may from time to time be assigned by the superintendent
  
  
- XV. Minimum educational preparation requirements.
  - A. Nebraska Bachelor's degree in education, or equivalent. Master's degree preferred.
  - B. Holds a Nebraska teaching certificate.
  - C. Previous successful teaching and activity experience.
  
- XVI. This position may require spending time outside during inclement weather.

## XVII. Minimum physical requirements for the position:

<b>ACTIVITY</b>	<b>SELDOM 0-10%</b>	<b>OCCASIONAL 11-35%</b>	<b>FREQUENT 36-65%</b>	<b>CONSTANT OVER 65%</b>
Standing			X	
Walking			X	
<b>ACTIVITY</b>	<b>SELDOM 0-10%</b>	<b>OCCASIONAL 11-35%</b>	<b>FREQUENT 36-65%</b>	<b>CONSTANT OVER 65%</b>
Sitting		X		
Bending/ Stooping			X	
Reaching/ Pulling		X		
Climbing	X			
Driving	X			
Lifting 40# Max.		X		
Carrying 25 ft.		X		
Manual Dexterity Tasks <sup>1</sup>			X	

- <sup>1</sup> Operate A-V equipment (TV, VCR, various projectors, recorders), calculator, and telephone. Knowledge of computer necessary in some areas.

Approved

Reviewed



# 2022-2023 Amherst Public Schools

July 2022						
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						

August 2022						
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			

September 2022						
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	

October 2022						
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					

November 2022						
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			

December 2022						
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

August	
8	First Day of Fall Practices
9	Teacher Workday / In-service - 8:00 a.m. - 4:00 p.m.
9	Open House 6-8PM
10	Teacher Workday / In-service - 8:00 a.m. - 4:00 p.m.
11	PK-12 Student First Day
17T / 15 S	

September	
5	Labor Day - No School
21 T / 21 S	

October	
14	End of 1st Quarter
21	NO SCHOOL Fall Break - State CC
27	1:34 dismiss PT Conference 3:00-8:00
28	NO SCHOOL
19 T / 17.5 S	

November	
14	Winter sports practice begins
23	No School - Thanksgiving Break
24	No School - Thanksgiving Break
25	No School - Thanksgiving Break
20 T / 20 S	

December	
19-20	Secondary Semester Tests
20	End of 2nd Quarter / 1st Semester
21	NO SCHOOL - Teacher In-Service
23-27	Sports moratorium
Student Days: 87.5 / Teacher Days: 92	
15 T / 14 S	

January 2023						
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				

February 2023						
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				

March 2023						
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	

April 2023						
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						

May 2023						
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			

June 2023						
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	

January	
2	NO SCHOOL
3	NO SCHOOL Teacher Workday / In-Service
4	Classes Resume - Beginning of 3rd Quarter
27	NO SCHOOL
20 T / 19S	

February	
9	Dismiss at 1:34 / P/T Conferences 3:00 - 7:00 PM
10	NO SCHOOL -Teacher In-Service District Wrestling
17	No School - State Wrestling
27	Spring sports practice begins
19 T / 17.5 S	

March	
3	NO SCHOOL - State Girls Basketball
9	3rd Qtr Ends (43 days)
10	NO SCHOOL - State Boys Basketball
21 T / 21 S	

April	
7	NO SCHOOL - Easter Break
10	NO SCHOOL - Easter Break
18 T / 18 S	

May	
13	Commencement
15/16	Secondary Semester Test
17	Last day of School 11 AM dismiss
18	NO SCHOOL -Teacher In-Service
19/ 20	State Track & 23/24 State Golf
14 T / 13.5 S	

Student Days Year: 176.5 / Teacher Days Year: 184



**AMHERST**  
**PUBLIC SCHOOL**

**District #0119**

**Grades 7-12**

**Student Handbook**

**2022-2023**

**Matt Gordon**  
**Superintendent**

**Roger Thomsen**  
**Secondary Principal**

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## **INTENT OF HANDBOOK**

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

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. 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.

## **ACADEMIC LOAD**

The minimum load in high school shall consist of seven (7) classes per day. Exception to the above may only be made by the principal. To drop or add a subject, a student must have it approved by the counselor.

## **ACTIVITIES**

Amherst High School is a member of the Nebraska School Activities Association. A student who participates in any interschool contest must conform to the eligibility requirements of this association. Amherst High School sponsors the following NSAA activities: Football; Volleyball; Cross Country; Basketball; **Girls & Boys Wrestling**; Golf; Track and Field; Journalism; Music; One-Act Play, Speech, **Gaming Club**, Co-op **Girls & Boys Soccer**, and **Co-op Girls Softball**.

Amherst High School is a member of the Fort Kearny Conference. Other member schools are: Ansley-Litchfield, Axtell, Elm Creek, Elwood (Hi-Line), Eustis-Farnam, Loomis, Overton, Pleasanton, SEM, and Wilcox-Hildreth.

## **ALCOHOL/DRUG POLICY**

Student use, possession, distribution, sale, or being under the influence of alcohol, marijuana, illegal drugs, controlled substances, "look-alike" drugs, steroids or possessing drug paraphernalia on any school premise or at any school function (home or away) is strictly prohibited. Penalty for violation of this policy ranges from suspension from school to permanent exclusion from school. Law enforcement officials may be contacted upon initial investigation and verification of the violation.

## **ANNOUNCEMENTS AND BULLETINS**

Daily announcements will be read to classes (7-12) at the beginning of first period of each day. Teachers need to have announcements turned into the office by 2:00 p.m. the day before the announcements are to be read. The office will compile announcements and posted on Schoology for staff. No announcements shall be made from any school group without authorization from the Administration. Any circulars or advertising displayed with the school shall be approved by the Administration before being displayed.

## **ASSEMBLIES**

Students will work hard to maintain a reputation for courteous behavior in school assemblies. Students should give full attention to the performers on stage and appreciation shown only through clapping hands.

## **ATTENDANCE RULES AND PROCEDURES**

The Nebraska School Laws require school attendance of all pupils of school for the entire time each year that school is in session. Absences from school are a contributing factor toward failure in school.

Parents can aid the school in promoting the welfare of the students if they do not ask to have them excused except in cases of extreme emergency. Parents, please make sure to notify the school by phone or send a note with the student when they will be absent. Parents should call the school by 9:00 a.m. if their child is going to be absent from school on that particular day. If a student leaves school without permission from the office, she/he will make up the time missed. Once a student is in school they must have permission to leave from the **office staff**.

Students who become ill at school must check out at the office. Students leaving school for any other acceptable reason must be cleared in advance by a telephone call or note from the parents and that student must check out of the office. If a student is absent for illness, or other acceptable reasons, the day of an athletic or extracurricular event, he/she must be in attendance the last four periods of the day of the event to be eligible to participate. This policy applies to students who do not participate in the activity and do not have parental permission to be gone but wish to attend an extra-curricular activity. The administration shall make the final determination on absences and/or participation. The Activity Handbook addresses other situations that may occur regarding attendance and extra-curricular participation.

Beginning and ending time: After the first ten minutes of each class the student will be recorded as absent not tardy. If a student leaves before the last ten minutes of class they will also be counted as absent for that period.

Truancy: Students are considered truant when they leave or are absent from school without parental and school approval. When a student is found to be truant, the school will contact his/her parents. Disciplinary action may be taken.

Excessive absence and forfeiture of credit: Students are allowed 10 absences per class per semester. A student who exceeds the absence limit may not receive credit for the classes missed. The student will have their attendance file looked at by the Faculty Attendance Committee. The student shall not receive credit for such class unless a waiver is obtained from the Faculty Attendance Committee. The Committee may, but is not required, to grant a waiver to students that meet a criteria set forth by the committee. Criteria may include make-up work and time, reduction in letter grade, or other deemed appropriate by the Attendance Committee. The committee reserves the right to request further information from the parent or guardian regarding the student absences and proper verification. The committee will consist of the counselor and 3 staff members.

Absence report to county attorney and commissioner of education: The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to the 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.

Absence due to physical therapy or surgery: Physical therapy should be before or after school. Some exceptions may be allowed but excessive absences for physical therapy will result in loss of credit in the class periods missed. If at all possible surgeries should be done at a time when the student will miss the least amount of days possible. Summer is encouraged.

Faculty Attendance Committee and Points of Consideration: The Faculty Attendance Committee will review all absences and consider each student as an individual. The committee may allow a waiver, granting credit for the class from the strict application of this policy, upon a showing of good cause. The committee may consider, but not be limited to, the following points of consideration.

1. Whether a parent or guardian has properly **provided appointment notes**.
2. Student make-up work must be completed on or before the due date.
3. Other factors deemed appropriate by the Faculty Attendance Committee.

Track Season Guidelines: Track meets are primarily for track participants and their families. Those students not participating in the track meet are expected to be in school the day of the track meet.

A student may attend the Fort Kearny Conference and Amherst assigned District track meet if

the following guidelines are met:

- a. The student is not on the "down list" the week of the meet.
- b. The student brings a note signed by a parent to the school office at least one day before the track meet.
- c. Attending the meets should not allow a student to exceed 7 class periods missed to attend the meet.
- d. The student has their work turned in to their teachers.

If the proper procedures for an excused absence are not followed it will be deemed an unexcused absence. Unexcused from school carries the penalty of receiving zeros in all class work for the day and all time missed will be made up.

Students who skip school or call in sick but attend the track meet may be reported by Amherst coaching staff and considered unexcused.

If a parent allows a student to attend any other track meet besides Conference or Districts, the child must be picked up and travel with their parent to and from the meet for it to be excused provided they have met the above guidelines. If the student attends by himself or herself or with someone other than a parent, it will be considered unexcused.

The purpose of this track meet policy is not to put undue hardship on families but to ensure the emphasis is placed on the importance of school. Amherst Public Schools firmly believes that the patrons and parents of this school district believe in the value of education and will be supportive of this policy.

### **ATTIRE AND GROOMING REGULATIONS**

Realizing that dress and appearance affect some attitudes, students should dress in a manner conducive to good conduct and appearance in order to help create a good educational atmosphere in the school. It is the intent of the school that it be free from the threats or harmful influence of any groups which advocate drugs or disruptive behavior.

Any apparel or manner of grooming which by the nature of its color, arrangement, trademark or any other attribute denotes membership in such groups will not be permitted.

Such group-related clothing may vary and may change from year to year; therefore, it is the responsibility of the administration to determine appropriateness of clothing or accessories.

Also, students may be restricted from attending school if their attire includes the following:

1. Clothing or articles which are excessively soiled, torn or ragged.
2. Clothing displaying vulgar writing or symbols, or sexual reference clothing.
3. Clothing that is excessively revealing such as short mini-skirts, short-shorts, tank tops, loosely fitting and low cut halter tops, mesh shirts (unless a T-shirt is worn underneath), shirts which expose the midriff or sagging pants.

Rule of thumb for both male and female students where appropriate:

- a. should not see bra straps
  - b. should not see underwear
  - c. no spaghetti straps
  - d. should not see hips or stomach
  - e. should not see chest or cleavage
  - f. no suggestive terms on clothing
  - g. no short skirts, shorts, skorts (should be past fingertips or 6 inches from the knee)
  - h. no tight skirts, shorts, skorts
  - i. wider top T-tops/muscle shirts need to cover under arm and show no chest/cleavage/sides
  - j. inappropriate wrist bands, bracelets, etc.
4. Clothing with alcohol, tobacco or controlled substance advertisement or references.
  5. Hats, caps, bandannas and/or sunglasses will not be worn in the building from the start of the school day until the end of the school day.
  6. Torn down the side or cut up T-shirts or Muscle shirts are not allowed in school or to any physical education/weightlifting classes. The rule of thumb is the armhole may not exceed three inches below the armpit.
  7. Any appearance or dress that disrupts the educational processes will not be allowed.

8. The administration reserves the right to determine appropriateness of student dress.

Consequences for dressing inappropriately:

1<sup>st</sup> offense: Student will be asked to change their clothing.

2<sup>nd</sup> offense: Student will be asked to change their clothing and receive a 30-minute detention that day.

3<sup>rd</sup> offense: Student parents will be notified and the student will receive an in-school suspension.

## **AUTOMOBILES/PARKING**

Students who use cars for transportation to and from school are expected to comply with the regulations listed below. These regulations are reasonable and are for the protection of the entire student body. Pupils should realize that their parents or guardians are responsible for damages, which may result from their carelessness. Students are asked to park appropriately in **their assigned** or on the north side of the street by the West Gym.

1. There is to be no reckless driving on or around school property.
2. Cars are to be parked in designated areas and are NOT to be driven during the noon break unless approved by the office (Parents will always be notified before a student receives permission to drive off of school grounds).
3. Students are not to go to the parking area or cars unless permission is granted by office.
4. Students driving on permits are reminded that such a permit entitles the student to go only directly to and from school via the shortest route.
5. Students are not to loiter in parked cars before or after school.
6. Students are not to use cars for errands during school time unless given special permission by the administration.
7. All vehicles should enter in the **ally and exit North**. All vehicles should park **facing southeast or southwest**.

Consequences for parking inappropriately:

1<sup>st</sup> offense: Student will be asked to move the vehicle.

2<sup>nd</sup> offense: Student will be asked to move the vehicle and receive a 30-minute detention. 3<sup>rd</sup>

offense: Student will lose parking privileges on school grounds for a month, receive an in-school suspension, and parents will be notified.

## **BACKPACKS**

Backpacks are to only be used to take books and school supplies to and from school. They should not be worn or carried between classes. They are NOT allowed in the classrooms and should not be left in the hallways or in any common areas. Exceptions may be allowed to students who are on crutches or require assistance in transporting books and supplies because of some physical difficulty. Administration will need to grant permission before the student is allowed to carry a bag or back pack between classes or into a classroom.

1<sup>st</sup> offense: Student asked to put backpack in locker.

2<sup>nd</sup> offense: Student asked to put backpack in locker and receive a 30-minute detention.

3<sup>rd</sup> offense: Student asked to put backpack in locker and receive an in-school suspension.

## **BIOMETRIC NORTH DOOR VOID UNTIL AFTER CONSTRUCTION IS COMPLETE**

Amherst High School has installed a biometric door lock system on the north doorway to the student parking lot. This system will require students to "fingerprint" through that doorway into the building from 7:30-4:00 pm. The algorithm for storage and protection of their fingerprints cannot be used for any other system.

This will close the north doors during school hours. The doorway next to the superintendent office will be the only door unlocked to the 3<sup>rd</sup>-12<sup>th</sup>-grade building during regular school hours.

The office will enter fingerprint information for 7-12 grade students into the biometric system to allow students to come and go through those doors to travel to appointments but to now be locked to anyone outside of our school system.

## **BUS REGULATION**

Regular routes: Bus service is provided to and from school on a regular schedule. There will not be any school if the buses are unable to run due to inclement weather. Rigid standards of discipline must be maintained at all times in order to satisfy requirements. Foremost in our minds is the safety of each passenger.

While riding the bus students are expected to:

1. Follow the driver's instructions.
2. Keep all parts of their bodies in the bus.
3. Except for ordinary conversation, students shall observe quiet conduct on the bus.
4. Help keep the bus clean.
5. Treat others respectfully.
6. No pushing, tripping, hitting or bothering others.
7. Sit in assigned seats, when assigned
8. Be in their seats when the bus is moving.
9. Be quiet at railroad crossings.
10. Do not damage or deface bus property.
11. Use appropriate language at all times.
12. Do not eat or drink anything on the regular bus route without the driver's permission. Students may eat and/or drink on activity buses when given permission to do so by the sponsor.
13. Transportation of Unsafe Items. Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver.  
Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Any items that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.
14. Notify the school when not riding. Parents of students who usually ride the bus should notify the school in advance when students will not be riding the bus.

### Consequences for Bus Rule Violations

1<sup>st</sup> offense: Verbal Warning

2<sup>nd</sup> offense: Change in assigned seating or other action that may be appropriate to achieve desired behavior.

3<sup>rd</sup> offense: Detention.

4<sup>th</sup> offense: One-week suspension from riding the bus.

5<sup>th</sup> offense: Two-weeks suspension from riding the bus.

6<sup>th</sup> offense: Suspension from riding the bus for the remainder of the school year.

Extreme violations may result in an immediate short or long-term suspension. The riding privileges of a student may be revoked for violation of the rules or for conduct, which is detrimental to the safe operation of the bus.

### Activity Bus

To participate in any activity, students must ride on school provided transportation unless other arrangements have been made with the school administrator. Buses will leave for Amherst immediately following the event unless the sponsor has made other arrangements. Students going to a school activity on a bus must return on the bus unless they receive permission from the sponsor and their parents pick them up at the activity.

## **CALENDAR**

The official calendar for all school events is in the office of the principal and before any event is placed on the calendar or scheduled, it must be approved by the principal. It is the responsibility of the sponsor to notify the office of the principal of their proposed events.

## **CARE OF SCHOOL PROPERTY**

Students can show their appreciation for the facilities provided them by taking care of the building, equipment and grounds so that they may be passed on to future students. Any student who defaces, damages, or destroys school property will be required to repair or replace the damaged item(s) and will also face further disciplinary action. Except in cases of unavoidable accidents, students are liable for all damage they may do to school property.

## **CHEATING**

Any student caught cheating in any form will receive a "zero" for the assignment. The second offense of cheating in the same class may result in an "F" for the semester. The instructor will notify the principal and the student's parents/guardian when the student is found to have cheated. Cheating includes but is not limited to:

1. Using the work of another person as your own.
2. Copying information from another student's test, examination, theme, book report or term paper.
3. Plagiarizing – plagiarism means using another person's idea, expression or words without giving the original author credit.
4. Preparing for cheating in advance. Such action involves (a) having in your possession a copy of the test to be given (or answer key) or having been given by a teacher, (b) using the test or notes during a test or examination without teacher permission, (c) talking while taking quizzes, tests, or examinations, (d) using a cell phone or electronic device for answers, (e) informing other students in later sections of questions that appear on the test, (f) having another person take a test for another student, (g) assisting others in cheating, (h) "swiping on devices during quizzes or exams that allow for cheating, (i) being dishonest on times/dates of when you turned in assignments.

## **CHURCH EVENTS**

Wednesday evenings have been set aside for church activities and no school activity will take place on Wednesday **after 6:30 p.m.** Students will be out of the building by 6:30 p.m. Exceptions will be made through the administration.

## **CLASS MEETINGS AND OFFICERS**

A class meeting will be held the first day of school. At this time, each class will elect its President, Vice President, Secretary, Treasurer by majority vote. Class meetings will be held as the need arises. Meetings are held only if a sponsor is present.

## **CLASSIFICATION**

The principal shall determine the grade in which a student shall be placed. The final grades shall determine the grade in which the student will be placed at the beginning of the next term. Those entering the seventh grade, and coming from a school other than Amherst must furnish the administration evidence that he/she has successfully completed the sixth grade. Every student, prior to entering school, must provide evidence of adequate immunization as specified by Nebraska Statute. Also, any student beginning seventh grade or any new student that is transferring from out of state at any grade level must provide evidence of a physical examination within the last six months as specified by Nebraska Statute. An official transcript of grade school work completed must be in the permanent file of each junior high student as soon after admission to high school as possible.

## **CLOSING OF SCHOOL**

In the event that school is closed because of bad weather, the decision will be made the night before or as soon as possible by the administration. Closing information will be made through the schools Alert Solutions Telephone Information System and on television stations KHGI (13) and [weatherthreat.com](http://weatherthreat.com).

Parents are urged to develop plans with their children so they will know what to do and where to go when school is dismissed early.

## CODE OF CONDUCT FOR ACTIVITIES PROGRAMS

A code of conduct for students involved in the activities program is outlined in the Activities Handbook. (All rules in the Activities Handbook apply to this handbook.)

## COLLECTION NOTICE

The School District is subject to personal information privacy laws, and will undertake the collection of this information in compliance with the requirements of such laws, including by limiting collection to information that is relevant and necessary to address a risk or threat and by ensuring that information is collected from online sources and is only obtained from open source sites. The School District will not collect information as part of a threat assessment unless there is reason to believe that a risk exists. Information collected as part of a threat assessment may be provided to law enforcement authorities in appropriate circumstances.

## COMPLAINT OR CONCERN

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person with whom you have the complaint to discuss both sides.
2. If the problem still exists, contact the principal.
3. If still unresolved, contact the superintendent.
4. Finally, if unresolved, ask the superintendent to place the complaint on the following month's Board of Education agenda for further discussion.

## COMPUTER/INTERNET USE

District computers, programs, software and networks are for educational use only. Any information carried or contained on district computers is subject to review by the district. It shall be the policy of this district to revoke the privilege of any user who misuses the Internet.

### General Rules for Computer/Internet Use

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. All students will be allowed to use computers and the Internet if they follow all the stated guidelines. If a parent does not want a student to have access to computers or the Internet, they must provide the school a letter denying the student's computer or Internet privileges. Access for all staff and students is a privilege and not a right. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving the network. Users will comply with district rules and will honor the agreements they have read in the Student Handbook and in the iPad and Policies Handbook. 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.

As a student, you **may**:

- log on using your ID and password.
- use any programs that appear on your menus.
- change your password at any time.
- use the system for completing any class work or assignment for school.

As a student, you **may not**:

- log on using someone else's ID and password.
- use any type of filter to override apps on school devices.
- be on any sites that are banned by Amherst Public School.
- obtain a DOS prompt while connected to the network.
- use a computer without the permission of the teacher who is in charge of it.
- alter or attempt to alter the operation of the network through hardware or software changes.

- use the computer for other than fulfilling the specific educational requirements of your classes or for activities not approved by your teacher or the system administrator.
  - use the computer for personal gain or for any activity which is illegal.
  - send messages over the network without teacher approval.
  - change the background screens without teacher permission.
1. The use of your account and/or access must be consistent with the educational objectives of the Amherst Public School.
  2. To transmit or knowingly receive any materials in violation of any United States, Nebraska, or Amherst Public School regulation or law is prohibited. This includes, but is not limited to, the following copyrighted material, threatening, harassing, pornographic, obscene, or profane material, materials related to the illegal use or manufacture of restricted substances, defamatory or discriminatory material, or material protected by trade secret.
  3. Commercial activities, product advertising, political lobbying and extensive personal use are prohibited.
  4. Network Etiquette – you are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
    - Be polite. Do not be abusive in your messages to others.
    - Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language, material, or images.
    - Do not reveal your full name, phone number, home address, or those of other persons when using the Internet.
    - Note that electronic mail (e-mail) and other computer use of storage is not guaranteed to be private or confidential. Network or other computer use of storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by District personnel and may be accessed by other computer users.
    - Do not use computers or the network in such a way that you would disrupt the use by other people. Talk, Write, and Chat commands may be intrusive and should not be used. Chain letters and Inter-Relay Chat are misuses of the system.
    - Permission of the supervising staff member must be obtained before downloading large files.
    - Server space is limited. Remove outdated or unneeded files promptly.
  5. Students found guilty of vandalism will lose Internet privileges and may be subject to criminal prosecution. Parents and/or guardians are financially responsible for acts of vandalism committed by their children. Vandalism is defined as any malicious attempt to harm or destroy data or hardware on this system or any other system.
  6. Respect the integrity of the computing system. Do not harass other users, infiltrate a computer system or alter the software components of a computer or system. This includes but is not limited to: revealing, or attempting to learn or use other users' passwords, spreading viruses, attempting to "hack" into restricted systems or attempting to use administrative commands.
  7. Only public domain files and files in which the author has given expressed written consent for on-line distribution, may be uploaded to the system. Students and teachers may download copyrighted material only for their own use following the fair use provisions in the U.S. Copyright law.
  8. Security of any computer system is essential. Access to electronic resources is intended for the exclusive use of authorized individuals. If you feel you can identify a security problem on the Internet, you must notify a system administrator or faculty member. Do not demonstrate the problem to other users. Do not use another user's account or share your account. Doing so will result in the loss of privileges for both parties.
  9. Do not subscribe to a newsgroup or list serve.
  10. Do not download files unless you have the permission of an instructor.
  11. Any problems, which arise from the use of an account, are the liability or responsibility of the account holder or user. All account holders or users hereby release Amherst Public School from any and all claims or damages of any nature arising from the access, use, or inability to access or use computers or the network system and by obtaining an account or use of the computers or network system agree to such and agree to indemnify and hold Amherst Public School harmless

from same. Amherst Public School makes no warranties of any kind for the information or the service it is providing.

12. 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.
13. 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.
14. Users shall not make purchases of goods and/or services via the District's network.
15. No pornographic material is ever allowed. Pornographic material can include art, animation, etc. The consequence for viewing pornographic material is loss of computer privileges for up to 1 year depending on the severity of the incident.

#### Consequences for Misuse of Internet (Not including Pornographic material)

1<sup>st</sup> Offense: Loss of Internet for 2 weeks

2<sup>nd</sup> Offense: Loss of Internet for 4 weeks

3<sup>rd</sup> Offense: Loss of Internet for remainder of school year.

(Students who lose computer rights will be allowed to take on-line tests during their suspended time. They will be under the supervision of the person administering the online test.)

If you have any specific questions about where to go and where not to go on the Internet, you should talk to your classroom teacher. You will not lose privileges if you get into an inappropriate site by accident and let your instructor know immediately.

#### INTERNET SAFETY AND ACCEPTABLE USE POLICY - POLICY 552

It is the policy of Amherst Public School to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's

designees.

Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyber bullying awareness and response.

Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

Computer Acceptable Use Policy. This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet. The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy. The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

Unacceptable Uses. The following are unacceptable uses of the technology resources:

\*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.

\*Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.

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 family member or friend, paying bills online, using the Internet to access information during a teacher's planning time.

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 instructional 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.

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.

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, 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). Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks. Users shall not access resources not specifically granted to the user or engage in electronic trespassing. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users. Users shall not copy, change, or transfer any software without permission from the network administrators. 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. Users shall not engage in any form of vandalism of the technology resources. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

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:

- To access any material contrary to the Internet Safety Policy; or to create or generate any such material
- To engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
- To engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails 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 e-mails that divulge protected confidential student information to unauthorized persons.
- To engage in or promote violations of student conduct rules.
- To engage in illegal activity, such as gambling.
- In a manner contrary to copyright laws.
- In a manner contrary to software licenses.

Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

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

Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

## **COPY MACHINE**

The office copy machine will not be used to copy notes, unless a note from a teacher is received explaining the requirement for student usage. Students are encouraged to read, outline and summarize research materials instead of using the copy machines. Students may pay for copies if the secretaries allow them to make the copies.

## **COUNSELING SERVICES**

Amherst offers full-time guidance services. The door is open to all students and parents. Feel free to go and talk with your counselor. The purpose of the guidance program is to be of assistance to students, families, and teachers and to assist in making the educational process as effective as possible.

Secondary counseling services include: academic counseling, personal counseling, crisis intervention, referrals and coordination with agencies and professionals outside the school setting, school testing program, career exploration and post-graduate planning. The guidance office invites representatives from a wide variety of post high school educational institutions to the school. Students are urged to visit these representatives for information.

## **DANCES OR PARTIES**

All school dances or parties are to be for the Amherst Jr./Sr. High School students and their sponsors. All dances sponsored by the school **and held at the school** will have a breathalyzer present. Any dance sponsored by any group will be governed by the school board policies concerning dances and parties. Any organization wishing to sponsor dances or parties and using school facilities are required to submit their dance or party policies for review by the principal before holding their proposed dance. Dances or parties should be scheduled on Friday or Saturday evenings and must end at 12:00 a.m. Each event must be sponsored by faculty members.

Students, once admitted to the event, are to remain until the close of the event. Should they leave, re-admittance will not be permitted. Students are expected to be in the building within a reasonable amount of time after the start of the event. Admittance into the building after this period of time will only be by special permission.

The Homecoming Dance is for student in grades 9 – 12 and their dates.

Class, organizations, or group functions may plan social events but the event is for the members of the class, organization or group. If the sponsor and the principal have approved it, Senior High classes, organizations and groups may invite dates of the age group involved. Those that are not students of Amherst High School must be signed up in advance by the sponsor.

Social events at Amherst High School such as dances or parties should be attended in casual, but dressy attire.

## **DATING VIOLENCE**

Amherst Public School strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

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

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the school district's student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

## **DETENTION TIME**

If a teacher finds it necessary for a student to be detained, that teacher will be responsible for that student's supervision. No student should ever be kept after the teacher has left the building. Also, if a bus student is to be detained, arrangements should be made for detention the following day. Detention must be made up or the time will be doubled. Continued failure to serve detention will result in a conference with parents, suspension or expulsion. Students with a good reason for not making up a detention the day it is due must make arrangements with the teacher or principal prior to the end of the day on the day the detention time is to be served.

## **DISMISSAL FROM CLASS OR SCHOOL ACTIVITY**

Students who are rebellious, disrespectful, or cause disruptions may be removed from the class or activity for the day. If disruptions are of a serious or persistent nature the student may be removed from that class for the remainder of the semester and lose credit for the course.

## **DONATIONS**

Students often are asked for donations for school-sponsored activities or sometimes just a cause that may be supported by the school. In order to be responsible with money we ask that students only donate small amounts of money. Parents need to be conscience of the amount their children bring and donate to these causes.

## **DOWN LIST**

All Students 7-12 are expected to be in good standing with school administration and in their classes to participate in any extracurricular activities. In order to be eligible students must be passing 5 of 7 classes or 6 of 8 classes to be eligible to participate in activities.

If a student is on the down-list for **ONE** subject, they are eligible for all activities.

If a student is on the down-list in **TWO** classes, students are considered to be on academic probation BUT are still eligible to participate in activities.

If a student is on the down list in **THREE or MORE** the student is ineligible for that week and must also work with their teachers for the 30 minutes after school and/or make arrangements with their teachers to become eligible again.

**It is up to the student and parents to watch the student's grades on Schoology or to be in contact with their student's teachers if they have academic concerns.**

## **DROPPING OR ADDING SUBJECTS**

Students may not drop, discontinue or add subjects without the permission of the principal and counselor and subject to the following conditions:

1. Students will be allowed to arrange for a change of schedule during the first week of a semester. All work must be made up for classes missed due to schedule changes.
2. Students must have parental approval.
3. Classes dropped after the second week of a semester are recorded on the students' transcript with a WP (Withdraw Passing) or a WF (Withdraw Failing). The circumstances behind the drop will enter into the grade received at the time the drop is officially made.
4. Classes dropped after the fourth week of a semester may result in an automatic failing grade for the semester.
5. Classes should not be added after the second week of a semester.
6. A schedule change will not be permitted if it means undue disturbance of the class size balance between sections that is in place at that time.
7. To drop or add a subject, the student should secure the proper form from the counselor and follow the above procedure.

## **DRUG DOG**

On November 14, 2005, the Amherst Public School Board of Education approved the use of a drug dog to be used on school grounds and near the school grounds. Amherst Public Schools will request the use of a drug dog and law enforcement personnel to conduct a search of our school on an

as needed basis. The school will follow the emergency lockdown procedure prior to a drug dog entering any of the school buildings. If a dog alerts to any type of illegal substance, the student may be subject to legal and school disciplinary action.

## **ELIGIBILITY**

Policies and regulations governing student activities and student participation in extra-curricular activities: Nebraska School Activities Association Rules:

1. The Amherst School District is a member of the NSAA which is a voluntary organization of public and parochial schools of Nebraska, organized for the purpose of promoting and regulating the competition between schools in what is generally known as extra-curricular activities. The District is subject to and governed in part by the rules and regulations for extra-curricular activities of the NSAA.
2. Students are required to be in attendance in school at least the afternoon periods (periods 5 - 6 - 7 - 8) on the day of the scheduled activity in which they are to participate. On Fridays it will be 5-6-7 since AHS drops 8<sup>th</sup> period on Fridays. The principal can waive this requirement at his discretion. Any student that violates the above rule will be suspended from the next activity of similar description.
3. Students who are suspended may be allowed to participate in activities that have a grade or participation associated with them, with the determination being made by administration.
4. Eligibility is tied to tardy policy.

## **EMERGENCY EXIT AND FIRE DRILLS**

Fire drills, as required by law, will be held at regular intervals. Such practice is important and should be approached seriously. Specific instructions for evacuation of each room in the building will be given the fall term. Students will leave the room immediately on signal. There must be a minimum of conversation. Lines should be kept well organized and moving rapidly. The first student out of a door should step aside and hold the door open for those that follow.

## **ENERGY DRINKS**

Due to the unknowns of Energy drinks, Administration, staff and the Amherst student body representatives have banned energy drinks at Amherst Public School. Any staff member that finds a student with an Energy Drink from 8:10-3:27 Monday-Thursday and 8:10-2:24 Friday will report the student to the Principal's office and the following consequences will occur:

1<sup>st</sup> offense: Drink is thrown away...Student receives a verbal warning

2<sup>nd</sup> offense: Drink is thrown away...Student receives a 30-minute detention

3<sup>rd</sup> offense: Drink is thrown away...Student receives a one day In-School suspension

4<sup>th</sup> offense: Drink is thrown away ...Student receives a day out of school suspension and a parent meeting is required before the student is re admitted to school.

Any further offenses: Will be left up to the discretion of Administration

## **EVERY STUDENT SUCCEEDS ACT (ESSA)**

It is the policy of the District to comply with the Every Student Succeeds Act ("ESSA") and federal grant programs in which the District participates.

Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the ESSA formula grants on behalf of the District and may delegate such authority to other administrators in the Superintendent's discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education.

Supplement not Supplant. Federal funds shall be used to supplement, not supplant the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. ESSA funds shall not be used to provide services otherwise required by law to be made available.

Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among

the schools in compliance with the requirements of federal law.

Maintenance of Effort. The District shall maintain fiscal effort related to ESSA programs in compliance with the requirements of federal law.

Resources. The procurement of resources related to the ESSA programs, including contracts and purchase or service agreements for such program, shall be in accordance with the District's written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources such as staff, materials and equipment funded by Title I and IDEA shall be used only for children participating in the program.

Maintenance of Records. Records of all federal financial and program information shall be kept for a minimum of 5 years after the start date of the project.

Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.

Coordination of Services. Title I and IDEA services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.

Standards and Expectations. Students receiving services in Title I are held to the same standards and expectations as all other students.

Assessments. Students receiving services in Title I are assessed with the regular population without accommodations.

Parents Right to Know. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

(A) Whether the student's teacher—

- (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- (iii) is teaching in the field of discipline of the certification of the teacher.

(B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

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

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

Language Instruction Programs. At the beginning of each school year, if the District receives Title I funding, the District will implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—

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

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

Other Requirements. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.

Certification Regarding Debarment, Suspension and Ineligibility. The District will endeavor to ensure that all contracts and purchase orders reimbursed using federal funds will include the following "suspension and disbarment" language:

To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS" published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified.

Notwithstanding anything to the contrary, all persons or entities contracting with the District with any reimbursement using federal funds shall be bound by this certification and shall fully abide by and comply with the same.

## **FAN/PARTICIPANT BEHAVIOR**

Participants, students and parents are reminded that you represent the school when you are a fan at an extra-curricular event. Paying to attend Amherst Public Schools events allows admission only; the school reserves the right to set guidelines. You are expected to set a good example all around you by being enthusiastic in your support of our school and to be sportsmanlike in your support. We also expect you to cooperate with the guidelines set by the host school. Failure to do so could result in disciplinary action.

## **FIGHTING**

Students involved in a confrontation with another person while attending school or a school sponsored activity may be suspended or expelled from school depending on the severity of the confrontation.

## **FOOTBALL DOORWAY VOID UNTIL AFTER COMPLETION OF CONSTRUCTION**

~~The football doorway on the North side will only be allowed to be used during football season. Once the football season for this school year is over students will no longer be able to use that doorway without permission from a staff member. Students will receive an automatic 30-minute detention for the first offense, a 60-minute detention for the second offense and an in-school suspension for the third offense. Additional offenses will be left up to administration.~~

## **FUNDRAISING**

Fundraising projects are necessary since school organizations need funds to operate. All fundraising projects must be cleared by the administration, solicitors of fund raising items must be screened and approved by the administration and organized house-to-house campaigns will be limited to special projects during any one school year. All student accounts shall be deposited in the Main Office and shall be audited annually. All monies received shall be receipted and all expenses paid by check. The treasurer of each organization will work with the office and be responsible for funds.

- Non-consumable items may be sold before and after school hours.
- Definite beginning and ending dates are to be established for the fundraiser and placed on the activity calendar.
- School organizations should not be competing for time or for the product or services offered.

- Each organization will be allowed one fund raiser per semester. Exceptions to this rule need to be cleared by the administration.
- Students should not be issued items in large quantities which result in handling large sums of money. They are required to turn in money frequently.

## **GAMBLING**

Gambling, of any nature, is prohibited. Examples: flipping of coins, shooting dice, playing cards, etc.

## **GRADE POINT AVERAGES**

Grade point averages are calculated by the counselor to be used for various purposes. All classes and accompanying grades are used when calculating grade point average (GPA).

## **GRADING SYSTEM**

A	93-100	Superior	D	70-77	Below Average
B	86-92	Above Average	F	0 -69	Unsatisfactory
C	78-85	Average	I	Inc.	Incomplete

"Incompletes" will be given when a student's work for the term is not complete. An "incomplete" must be removed by the time set by the teacher in that subject if the student is to receive credit for the subject.

## **GRADUATION REQUIREMENTS**

Attendance: Eight semesters of attendance are required in order to be considered for graduation. Exception to the eight- semester requirement may be made in unusual circumstances and only with the approval from the Board of Education.

To be eligible for graduation a student must have earned a minimum of 250 credits in grades 9-12. Equivalent credit is to be awarded for courses or programs offered in other time patterns according to criteria prescribed by the North Central Association of Colleges and Secondary Schools.

Credit Distribution: Credits must be earned according to the schedule below.

Course of Studies	2022-2023 Credit Hours
English/Language Arts	40 (8 semesters)
Mathematics	30 (6 semesters)
Social Studies	30 (6 semesters)
Science	30 (4 semesters)
Business/Agriculture	20 (4 semesters)
Computer Applications	10 (2 semesters)
Fine Arts/Foreign Language	10 (2 semesters)
Physical Education	10 (2 semesters)
Speech	05 (1 semester)
Intro to Ag	05 (1 semester)
Elective Courses	65 (10 semesters)

The following courses are required by all students. Credit hours must be awarded to meet graduation requirements:

English 9, 10, 11, and 12	Physical Science & Biology
ITECH	Foreign Language or a Fine Art
Speech (1 semester)	Intro to Ag (1 semester)
Personal Finance	
American History & American Government & Global Studies 12	

The remainder of the minimum required credits may be earned from the comprehensive list of courses offered, as listed in the curriculum guide, which is established by the counseling department and administration, with the assistance of the faculty and Board of Education.

High school credit may be awarded to students in a middle grades course if the course content and requirements are equivalent to a course offered in the high school.

Credit granted by work done through other means such as correspondence can be requested from the administration. Individual courses will be provided for students with special needs according to IEP's for a course commensurate with their abilities. Such programs shall provide for those with limited abilities as well as those with exceptional abilities. The professional staff will plan individualized courses for students with special needs and will recommend the number of credits to be awarded, which are to be approved by the administration. IEP's will be followed.

There will be one graduation exercise per year, a traditional affair in the spring. An official diploma shall be awarded to each student who has satisfactorily met the graduation requirements set forth by the board of education.

Verified handicapped students will be eligible to graduate and receive a diploma upon successful completion of a prescribed course of study as set forth in each student's individual educational program (IEP).

Students not meeting graduation requirements due to violations of the attendance policy will not receive certificates of attendance, nor participate in graduation exercises. Students not meeting graduation requirements due to other circumstances may be entitled to receive certificates of attendance.

To be eligible for valedictorian or salutatorian, a student must have attended Amherst Public Schools for both semesters of their junior year and both semesters of their senior year.

#### Senior Dress and Conduct for Graduation

1. Boys will wear a nice dress shirt with a collar, dress pants, dress shoes and socks. No sandals or tennis shoes.
2. Girls will wear a nice dress slacks outfit, dresses or skirts and blouses, dress shoes only.
3. No gum, sunglasses, water pistols, silly string, lighters, or any other items other than the graduation program will be allowed to be carried to your chair upon entering the gym. (silly string caused damage to clothing and required difficult clean up after graduation)
4. No mortar board tossing into the air in the gym unless approved by the principal.
5. No hand gestures or other displays of elation or childishness during the processional or recessional.
6. No comic reactions upon receiving diploma and no gestures or other displays of elation during that time.
7. No conduct which will detract from the formality of the ceremony.

## **HANDBOOK**

All students are held responsible for knowing and abiding by the regulations in ALL the Student Handbooks which has been approved by the Board of Education. This handbook cannot contain all rules, which apply to all situations. The administration reserves the right to deviate from the policies in this handbook if it deems the alterations are in the best interests of the student.

## **HANDICAPPED STUDENTS**

The Amherst Public School District Board of Education wishes to reaffirm its position that all children in the school district, regardless of their handicapped condition, are entitled to an equal opportunity for education according to their individual needs.

## **HARASSMENT**

Harassment of students, staff or visitors will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, while on school-owned and/or school-operated transportation; while attending or engaged in school activities; or while away from school grounds if the misconduct directly affects the good order, effective management and welfare of the school district.

Harassment prohibited by the school district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation and documentation procedure which may result in discipline, up to and including, suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other

verbal or physical conduct of a sexual nature. Sexual harassment may include, but is not limited to the following:

- Verbal or written comments of a sexual nature;
- Pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications;
- Unwelcome touching;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.
- Demeaning jokes, stories, or activities directed at the student or person.

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.

Step Two: The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.

Step Three: If 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.

Step Four: Expulsion of the student.

## **HEALTH ISSUES**

### **Health records:**

1. Nebraska law requires that all students entering Kindergarten, 7<sup>th</sup> Grade or transferring from out-of-state have a physical exam done by a physician within six (6) months prior to entry into the system. If you do not comply within thirty (30) days of entrance into the system, your child will be excluded from school.

2. Each transfer student or kindergarten student new to our system is required to have an immunization form completed by parents or guardian. An immunization record will be in the nurse's office with at least three (3) DPT, three (3) polio, three (3) Hepatitis, one (1) Varicella and two (2) MMR per student **BEFORE** a student is allowed to his or her class. If for religious reasons, OR if your child is allergic to DPT, Polio or MMR serum there will be a form in the school office to be filled out before your child will start school.

### **Health Services:**

A school nurse will be at school once a week. Students in specific grades are screened in the areas of vision, hearing, height, weight, dental and scoliosis. The nurse can be contacted by calling the office and giving them your number and the nurse will return your call. The school nurse will also assist in the health education curriculum.

### **Student Health:**

Good health practices should be used at all times. The schools goal is to keep students in school when they will benefit from their attendance.

Students with health concerns should be evaluated individually to determine if school attendance is appropriate. The following guidelines will be used:

1. **Students with a temperature of 100.4 degrees or more may not be in school. Students shall not return until they have been without a fever for 24 hours without the aid of medications.**
2. Students with a contagious and infectious disease must have a physicians' note to attend school. Examples are, but not limited to, Influenza, Hepatitis A and Diphtheria. Amherst Public School follows the Nebraska Department of Health and Human Services recommendations regarding contagious infectious diseases; Section 173NAC3 attachment 1.
3. Students with chickenpox should be excluded from school for no less than 6 days (day of onset is counted as "day zero"; the day after is counted as "day one"; etc.) after the appearance of the first crop of vesicles, and the student is without fever and vesicles are dry. To re-enter school before the 7<sup>th</sup>-day exclusion period is over the student must have a doctor's permission slip.
4. Students diagnosed with Ringworm, Conjunctivitis (Pink Eye) and Head Lice will be excluded from school until they receive appropriate treatment.
5. In the event it becomes known that a student is infected with a chronic infectious disease not commonly associated with a casual transmittal, any change in the educational program of a student will be handled on a case-by-case basis, relying on the best scientific and medical advice available, and in the best interest of the student.
6. Students with an unidentified rash will be excluded from school and may return with a physicians' note.
7. For a student either to be excused from physical education or readmitted to physical activity from any injury and/or illness for more than 5 days, a doctor's excuse or permission will be required. Students who return to school after an excused absence due to illness, and require further time indoors for recuperation must have a written note from their parents advising the school of the need to remain indoors at noon and at recess time. For periods exceeding 5 days, a doctor's statement will be required.
8. A student who is required to take prescription or over-the-counter medications during school hours MUST have written permission from their parent/guardian. Medication must be in its original container and all medications must be kept in the school's main office. If your child is receiving prescription medications at home and as school, ask the pharmacist for an additional container. Inhalers may be carried by the student with parental permission.
9. Hand-washing
  - A. Frequent hand-washing is an effective method of preventing the spread of communicable diseases.
    1. Students and school personnel should wash hands frequently with soap & water.
    2. Soap will be available for students and personnel.
    3. Students will receive instruction and supervision to promote health habits and prevent disease.

### **Students' Health Regulation and Records/Incident Reports**

In case of an accident which causes injury to a student, the school nurse or Superintendent and/or a designee will determine if the injury is serious. If it is determined to be serious the administrator should notify the parent and/or designated responsible person immediately. If the parent and/or designated responsible person cannot be reached, the superintendent or designee shall be responsible for determining the course of action. A physician designated by the family could be consulted for direction. The emergency number 911 must be utilized if a student is unconscious, has severe uncontrolled bleeding, not breathing or having severe respiratory distress, has a possible neck or spinal injury or possible compound fracture. **It is required** to fill out an Incident Report on the incidents occurring involving staff, students or visitor.

### **HEALTH SCREENING**

A yearly health screening will be provided for students in **various grades**. Students will provide a completed medical history. This will also include immunization dates, a certified copy of a birth certificate, and a physical. The immunizations, birth certificate, and physical are to be in compliance with Nebraska Law. A complete physical is required for all students entering into Kindergarten and seventh grade or transfers from out of state within 6 months prior to entry. This physical examination must be done by a qualified physician within six months prior to entrance. Physicals or the sports physicals are required for anyone participating in Jr. High Physical Education/ Sports and High School Physical Education/ Sports.

## **HOMEWORK**

During each class period a certain amount of time may be devoted to supervised study. All preparations cannot be completed during the class period. Therefore, a certain amount of home study is necessary.

## **HONOR ROLL**

The student's number grade is multiplied by the hours of credit for each grade. The total of these compiled grades then is divided by the number of classes. This gives an average number grade with which to figure the honor roll. Any grade below 78 will make that GPA ineligible for Honor Roll.

The Honor Roll and Honorable Mention are compiled at the end of each nine-week period, and at the end of each semester. Each student earning an honor point (grade) average of 93% - 100% will be placed on the Honor Roll for that period. Honorable mention will be based on the average of 89% - 92%. Grades will not be rounded up.

## **HOT LUNCH PROGRAM**

Lunches are available for those desiring them. The meal menus are published each month in the newsletter, on the school web calendar and announced each morning. During first period each day, lunch count will be taken to determine how many people will eat lunch. The accuracy of the count is important in helping the cooks plan for the meal. The students should be sure to abide by their decision to eat when count is taken. Lunches may be brought from home and eaten in the West Gym or the commons area for 9<sup>th</sup>-12<sup>th</sup> grade students approved by administration. Amherst is a closed campus with the exception that students who live within walking distance may walk home for lunch, as long as the permission form to walk home is signed by parents and on file in the school office.

When going to the gym for lunch, students shall enter through the main double doors and line up along the bleachers. Students are not allowed to enter the gym through the doors by the kitchen.

Students shall not run to lunch. Students shall not "cut" in line. At all times, keep the eating area neat and picked up. Do not leave trash and food on the table and floors.

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

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

Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, C.C 20250-9410; (2) Fax: 202-690-7442; or (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

## **INITIATIONS, HAZING, SECRET CLUBS AND OUTSIDE ORGANIZATIONS**

Initiations. Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

Hazing. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or

mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

**Secret Organizations.** It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

**Outside Organizations.** It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

## **INSURANCE**

The school is not responsible for hospital or doctor bills contracted due to accidents that happen on the school premises. However, students are given an opportunity to enroll in one of several accident benefit plans which cover accidents at school and school sponsored activities.

## **JUNIOR-SENIOR PROM**

The Amherst High School Juniors and Seniors may invite guests to the Junior-Senior Prom under the following rules:

1. The name of the guest must be submitted to the sponsor prior to the event.
2. Prom is for students in grades 9-12. (No 8<sup>th</sup> graders or over 21)
3. Guests are expected to follow all rules the students must follow.
4. You are entirely responsible for your guest's conduct.
5. Any violation of the school policy by an invited guest will result in immediate removal of that guest.

## **LIBRARY/MEDIA CENTER**

Your cooperation in keeping the library/media center as orderly as possible is appreciated. If our library books are to serve a maximum of students, it is necessary for checked-out books to be returned by due date. In order to encourage this, it is necessary to assess fines against students that do not check books in by the due dates. Lost books will be paid for by the student responsible for the book.

## **LOCKERS**

Student lockers are the property of Amherst High School under the jurisdiction of the Board of Education. They are loaned to the students. Students may be asked to pay for excessive damage to lockers. They may also be asked, when the administration deems it necessary, to have locker cleaned out. The administration may also inspect lockers when it is deemed necessary.

At no time should valuables or money be stored or left in school lockers. The school assumes no responsibility for articles lost or stolen. If it is necessary to bring valuables or large sums of money to school, please leave it in the office for safekeeping. Book bags must be kept in lockers during the school day. Locker room sport lockers will be issued by the PE department and coaches. A \$5.00 deposit will be put on sports lockers for the assigned padlock.

## **LOST AND FOUND**

Lost items should be reported to the office. It should be thoroughly understood by all patrons and students that the student is responsible for his/her own property and that the school cannot assume responsibility for the loss of personal property. Any articles unclaimed after an adequate length of time will be disposed of in a manner to be determined by the office.

## **MAKING UP WORK**

Work missed because of an unforeseen absence will be made up on the student's return to school. Make-up work provisions vary depending upon the type of absence. Teachers are granted discretion in setting deadlines for make-up work within these guidelines:

1. Absent without excuse...all work missed for this reason may be entered as zero credit.
2. Excused absence...it is the responsibility of the student to check with each teacher and arrange for making up missed assignments. A student will have two days after the first day of absence and one more day for each day of absence to hand in the make-up work. Example: If students are absent one day, they have the day of their return and the next day to make up the missed assignments. If they are absent two days, they will have the day of their return and two more days to complete the missed assignments.
3. Pre-arranged excuses...are to be used when students know they will be absent for family vacation, college visitations, doctor's appointments or other matters. Work must be done prior to the student being gone unless other arrangements have been made between the student and the teacher.
4. Absence due to In-school suspension...all work must be completed within the "excused absence guidelines". The student cannot attain a grade of an "A" for missed work.
5. Teachers will grade accordingly for what the student hands in.
6. Absence due to out of school suspension ...all work must be completed within three days of their last suspension day to allow for quizzes and tests to be completed. The student cannot attain a grade of an "A" for missed work. Teachers will grade accordingly for what the student hands in.

## **MEDICATIONS**

All medications that need to be taken during the school day must be registered in the office and administered by the school nurse or other appropriate school personnel.

Prescription medication must be in the original container with the name of the medication, dosage and times to be given and the physician's name on the label. In addition, there must be a written request from the parent or physician to give the medication as directed.

Over the Counter medication (aspirin, non-aspirin, throat lozenges, cough medications, etc.) must also be registered in the office, be in their original container and be accompanied by written parent instructions for administration.

## **MILITARY RECRUITERS**

The District will provide access to routine directory information to each student in a high school grade upon a request made by a military recruiter, unless the students' parent or guardian has submitted a written request that the student's information not be shared with a military recruiter. The District will provide military recruiters with the same access to a student in a high school grade as the District provides to postsecondary educational institutions or to prospective employers of such students.

If a parent or guardian does not want his or her student's information to be provided to a military recruiter, the parent must submit a written request to the Superintendent or Guidance Counselor.

## **NATIONAL HONOR SOCIETY**

Membership into NHS will be based on scholarship, leadership, character and service. Sophomores, Juniors and Seniors with a 94.0% cumulative grade point average are eligible for membership. Students will submit applications for membership. A committee of five classroom teachers and activity sponsors will review the applications to select new members. Application for membership does not guarantee selection into NHS. After selection, a student must continue to maintain a 94.0% cumulative grade point average, participate in at least 8 hours of community service each year, and uphold a high standard of leadership and character within the school and community in order to continue membership.

## **NON-DISCRIMINATION STATEMENT**

The Amherst Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: High School Principal Employees and Others: Superintendent of Schools

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

## **NOTICE CONCERNING DIRECTORY INFORMATION**

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, weight and height of members of athletic teams. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) gives 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 30 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
3. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
4. 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.

## **ORGANIZATIONS**

As indicated previously in this handbook, Amherst High School sponsors a number of organizations for students with special interests, besides, the classes, which are organized with officers. Organizations can be started for any interest if enough students express a desire for the activity and a sponsor can be found. Each student organization in the school will organize after sponsors have been assigned. Meetings will be held when requested by the sponsor. Permission must be secured from the office to facilitate scheduling. The school reserves the right to supervise, regulate and drop any school organization. A member of the organization may be dropped by a majority vote of the organization executive committee, sponsor(s) and an equal number of faculty members. Discipline is the same as in the classroom. Eligibility rules apply to all organizations.

## **OUTSIDE DRINKS/POP**

Two liter bottles, 6 packs, 12 packs, cases, etc. are not to be brought into the school unless they are for a pre-approved classroom party and are under the supervision of a staff member. If a student is in the possession of the above stated without teacher permission, the student will be asked to remove the item(s) from the building. The second offense: the student will forfeit their right to the item(s) and have a 30-minute detention. EACH infraction after will be left up to administration discretion.

## **PARENTAL AND FAMILY ENGAGEMENT POLICY**

The written District Parent and Family Engagement Policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

## **PHONES (CELL), ELECTRONIC DEVICES, PSPS, GAMEBOYS, MP3S, IPODS, IPADS, ETC.**

These electronic devices are left up to the individual teacher for use in the classroom. If a student is misusing a device, any employee of the district may take the cell phone to the office. If such device is brought to the office the below stated consequences will apply.

Consequences for misusing an electronic device in the classroom or during school hours:

1<sup>st</sup> Offense: Student receives a warning and student picks up device from office.

2<sup>nd</sup> Offense: Student receives a 30-minute detention, parent is notified, and student picks up device from office.

3<sup>rd</sup> Offense: Student receives a 30-minute detention, parent is notified, and parent must pick up device from office.

4<sup>th</sup> Offense: Student receives a 1-hour detention, parent is notified, device will be held in the office for 14 days. The parent(s) and student will have a contract for further cell phone infractions.

Some exceptions to the electronic devices may be made but it will have to be with special permission from the principal.

Other offenses may result in suspension.

Students will be allowed to use their cell phones during their assigned lunch. Students must be responsible and respectful with usage. If a student is causing problems or not being responsible and respectful with their phones, Administration reserves the right to remove the cell phone lunch privilege from any or all students.

## **PHOTOGRAPHY**

Taking photos in any area such as a bathroom or locker-room will be an automatic out of school suspension, a minimum of 5 days, and up to an expulsion depending on the severity of the infraction.

## **POSTING AND DISTRIBUTION OF MATERIALS**

Bulletins, displays, banners or signs to be posted in the building outside the regular classroom must be approved by the Principal. Notices should be removed as soon as the purpose of the notice is served. Posters should relate directly to school events or directly affect students at AHS in order to be approved.

## **POWERADE/VENDING/MILK MACHINE**

Students should not use the pop, PowerAde, vending, or milk machine during class time. Before school, during passing periods, or after school is suggested. Students need to make sure the wrappers and bottles are disposed of properly or it could cause the loss of student use to the machines.

## **PROJECTS (ART, SHOP, CLASSROOM, ETC)**

All projects that have some student cost to them must be paid before the project leaves the building. It is the student's responsibility to pay the bill.

## **PROMOTION/RETENTION POLICY**

A student will be retained only when there is sufficient evidence that the student repeating the class or grade will benefit from retention. Potential benefits from retention may include helping the child understand the benefits of good effort, the consequence of lack of effort while stressing the importance of working to one's potential ability. Seventh and eighth grade students will be expected to successfully complete four required courses each semester. Required courses are identified as English, Math, Science and Social Studies. A student who does not successfully complete six required courses will be considered for retention. In grades nine through twelve, students accrue hours to meet the graduation requirements. Any failing grade in a required course requires that the course be retaken.

## **PUBLIC DECENCY**

Students who expose themselves or expose someone else (de-panting, pulling on clothing) with the intent to expose, will result in:

1<sup>st</sup> offense: 3-day in school suspension

2<sup>nd</sup> offense: 5-day out of school suspension

3<sup>rd</sup> offense: Will result in a suspension to expulsion.

## **PUBLIC DISPLAY OF AFFECTION**

Signs of affection, such as walking with an arm around a girlfriend or boyfriend or in any way engaging in intimate behavior is out of place in the school. Students are expected to refrain from such exhibition at all times.

## **REPORT CARDS**

The board of education requires the professional staff to devise and maintain a variety of reporting methods so that each parent may be apprised of the student's progress in the light of school goals.

## **SEMESTER TESTS**

All 7-12 students will be required to take semester tests. Exceptions are at the administration's discretion.

## **SERVICE-LEARNING HOURS**

Students in 11th and 12th grade will be allowed to arrange service learning hours with the Guidance office to be added to their official transcripts. Arrangements and details will be arranged with the counselor's office on an individual student basis.

## **SPORTS/JUNIOR HIGH SPORTS/ELEMENTARY PLAYDAY**

Activities that take place during school hours are for those students who are involved and their parents. These activities are scheduled during school time to work around the many various other after school activities. Students without any siblings will not be able to attend unless they are assigned to work the activity. A parent of a students who has a siblings participating will need sign that sibling out of the office in person before he/she will be allowed to attend one of these activities.

## **STUDENT AIDES AND RESPONSIBILITIES**

Student aides are a valuable part of an educational experience for students that want to help teachers, students, and themselves. These students are in classrooms and the office and should be respectful and responsible. They should always have something to do and should always be where they are supposed to be. The student aides are to always check in with their teacher or substitute teacher and to be accountable for class times just like a regular period.

Consequences for poor behavior by a student aid:

1<sup>st</sup> Offense: Warning

2<sup>nd</sup> Offense: 30-minute detention and parent notified

3<sup>rd</sup> Offense: Loss of student aid responsibilities and registered back into a regular class.

If a student failed any semester or yearlong class, in the prior year, he/she is not eligible to become a student aid.

## **STUDENT DISCIPLINARY PROCEDURE-Policy 739 \*Adopted by the Board of Education on August 12, 2019 Please note that this policy may override the current policies listed in this handbook.**

- 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 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.
- 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 no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

4. Emergency Exclusion: A student may be excluded from school in the following circumstances:

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

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

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, 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. Administrative actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
  1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
  2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
  3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
  4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
  5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
  6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
  7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above;

possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct may be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion may remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:
- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
  - b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
  - c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
  - d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.
- D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.
1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
- a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
  - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
  - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
  - d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
  - e. Head wear including hats, caps, bandannas, and scarves.
  - f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
  - g. Clothing or jewelry that is gang related.
- 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.

If a student violates the dress code, the student will be asked to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion.

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

## 2. Academic Integrity.

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

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

b. Definitions: The following definitions provide a guide to the standards of academic integrity:

(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student 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 may require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

### 3. Electronic Devices

a. Philosophy and Purpose. The District encourages students to use electronic devices in a safe and constructive manner. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions.

(1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

(2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

(i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or

(ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,

(iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

(1) Electronic devices may be used during the school day when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use

of a camera during a photography class; student use of a lap top computer for a class presentation).

(2) Students are permitted to possess and use electronic devices during school hours provided that the student not commit any abusive use of the device (see paragraph (d) (1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds any time.

(3) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of electronic devices shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion.

(4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device on the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially

responsible for any damage, destruction, or loss of electronic devices.

E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA. Students who engage in inappropriate public displays of affection on school property or at school activities shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion.

F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after.
2. Students are expected to bring all books and necessary materials to class. This includes study halls.
3. Assignments for all classes are due as assigned by the teacher.
4. 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.
5. Students are to be in their seats and ready for class on the tardy bell.
6. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
7. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
8. Snow handling is prohibited.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made. The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

## **STUDENT FEES**

Eligible students can apply for various student fee waivers. Contact the school office for details and/or the forms required to utilize student waivers. Parents must fill out the required forms and turn them into the Superintendent's office for approval by August 31, 2018. Student fee waivers must fill out the required forms and turn them into the Superintendent's office for approval.

## **STUDENT FILES AND RECORDS**

In compliance with Nebraska State Statute 79-4157, Amherst Public Schools provides access to individual student files to the student, his or her parents/guardians, teachers, counselors or school administration. No other person is given access to his or her files or are the contents divulged in any manner to an unauthorized person. All such files or records are maintained so that the academic and disciplinary matters are separated.

Amherst Public Schools also complies with the requirements of Public Law 90-247, title IV, Section 438, which directs that parents/guardians have the right to inspect and review their child's records and to challenge the contents and to file complaints concerning alleged failures by the school to comply with the Act. A complete student record policy including the right and privacy prerogatives and that of the inspection and review is available in the office of the superintendent.

## **STUDENT OPTION/WORK RELEASE**

For students in their senior year working during school time may be granted by Administration on a case by case basis. Senior option is also allowed by a student's I.E.P. If a student is denied work release, they may appeal their reason to the Amherst Public Schools Board of Education at a regular Board meeting. Again, it is on a case by case decision by the Board of Education and Amherst Public Schools Administration on whether or not the student will be granted a senior option request.

## **STUDENT VISITORS**

Visitors must obtain permission from the administration prior to the visit. Permission will be granted only through administration on a case by case basis.

## **SUBSTITUTE TEACHERS**

They have a difficult task to perform in the absence of the regular teacher. Students are asked to give substitute teachers as much help as they can. In this way, classes will be effective and students will receive the maximum benefit. If a student misbehaves and is referred to the teacher or principal by the substitute, the teacher or principal will investigate and recommend further disciplinary action as indicated in the Secondary School Code of Conduct.

## **SURVEILLANCE CAMERAS**

Surveillance cameras are located in various locations in and outside of the school building. These cameras are present to assist school officials in providing a safe learning environment for all students. Video from these cameras may be reviewed in the presence of a school official by parents of students being disciplined as a result of misconduct recorded and may be used as evidence in student hearings. Students should know that they have no expectation of privacy in those places where surveillance cameras are installed.

## **TARDINESS**

To encourage punctual behavior, we ask that students arrive a few minutes early to school. Students tardy to school first period are to report to the office before going to class. For each tardy first hour a student will serve 30 minutes of detention. There are three minutes between classes. This should be ample time to pass from one class to the next. For every 3 tardies second hour through eighth hour students will serve 30 minutes after school. After the first ten minutes of each class, the student will be recorded as absent not tardy. If students remain under the 10 tardies each semester, their time will be totaled up at the end of the semester to be served through the principal's office in the last couple weeks of the semester.

Intentionally being late for class AND/or being late past the 10 minutes to avoid tardy time is not acceptable behavior. "Intentionally" will be determined by the teacher and the principal. If the student is found to be intentionally late, the student will serve the time missed and be put on a behavior plan with that teacher. Additional punishment will be decided upon by administration on a case by case basis.

There is a NEW MAXIMUM of 10 tardies allowed per semester. If a student reaches 10 tardies, a "10 hours for 10 tardies" of detention time will be assessed. At this time, you are NO LONGER allowed to participate in or attend ANY/ALL school activities until all 10 hours are served. (Time may be served from 7:00-8:00 A.M. or 3:37-4:00 P.M., but must be pre-arranged with the office.) After the time is served, eligibility and ability to attend events will be reinstated and the tardy count will start again.

### **TEACHER AUTHORITY**

Any teacher has the authority and the responsibility to warn and/or correct students for misconduct anywhere in the building, on school grounds, or at school-sponsored functions at home or away. Students are expected to show respect for and cooperate with instructors in all situations.

### **TELEPHONE/OFFICE PHONE**

The school telephones are for school business and should not be used for personal calls. The office will gladly cooperate with parents to give messages to students during school hours. Messages will be written down and given to the student. Students may be called to the telephone in cases of extreme importance. Students are not to be making phone calls from teacher rooms and are not to answer incoming phone calls to telephones in the classrooms. Exceptions can be made for classroom activities or phone calls that must be made with the classroom teacher present. Students may use the office phone with permission after school is dismissed, if necessary. Students should not use the office phone during or after school to change previously made ride-home arrangements.

### **TOBACCO**

The use of tobacco is prohibited. The school has certain regulations to prohibit the use of or possession of tobacco. 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.

1. No student shall use or possess tobacco in the school buildings or on the school grounds or cars parked adjacent to the school grounds.
2. Students shall not use or possess tobacco at any school function or on class or group excursions, such as music contests, field trips and athletic events.

Students using or possessing tobacco in any form will result in the following actions:

1. Immediate suspension of three days on first offense, five days on second offense, and remainder of semester on third offense.
2. Parent conference before re-admittance on a second offense.

### **TORNADO DRILLS**

Drills will be conducted at least once a year to prepare for a tornado warning. Students and teachers are notified that the warning for a tornado has been sounded. When this occurs, the teachers should assist in getting students to the designated "tornado shelter" area. Tornado routes are posted in each classroom.

### **TRANSFER/WITHDRAWAL**

If the situation arises during the school year that a student will be withdrawing and transferring to another school, the administration should be contacted. Necessary suggestions will be made to have a successful transfer. Grades may be withheld pending payment of all school debts and obligations.



**AMHERST**  
PUBLIC SCHOOL

**DISTRICT #0119**

**2022-2023**

**Teacher  
Handbook**

**MATT GORDON**  
Superintendent

**ROGER THOMSEN**  
Secondary Principal

## **ANNOUNCEMENTS AND CIRCULARS**

Daily announcements will be read to classes (PS-12<sup>th</sup>) at the beginning of first period of each day. Teachers need to have any information for announcements turned into the office by 2:00 p.m. the day before announcement is to be read. The office will compile announcements and email all staff. No announcements shall be made from any school group without authorization from the Administration. Any circulars or advertising displayed within the school shall be approved by the Administration before being displayed

## **ASSIGNMENTS**

Assignments are important and should be given at appropriate grade levels. Explain the next day's assignments, how to study it, and particular points of interest. Be sure each student understands and receives the assignment. Remember, students are taking many subjects in addition to the one any particular teacher is handling. One subject is as important as the others are; therefore, assignments must be made so they can be met in all classes.

## **BULLETIN BOARDS**

Bulletin boards are the only reflection of schoolwork that many visitors see. They should be developed and presented with pride and care and with an obvious purpose in the instructional program.

## **CHILD ABUSE AND NEGLECT**

Because of their sustained contact with school-age children, school employees are in an excellent position to identify abused or neglected children and to refer them for treatment and protection.

It is the policy of the school district that any teacher or other school employee who suspects that a child's physical or mental health or welfare may be adversely affected by abuse or neglect shall report to the school administrator who shall then call the Department of Health and Human Resources and give the following information: Name, address and age of student; name and address of parent or guardian; nature and extent of injuries or description of neglect; any other information that might help establish the cause of the injuries or condition.

School employees shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

It is not the responsibility of the school employee to prove that the child has been abused or neglected, or to determine whether the child is in need of protection.

Any personal interview or physical inspection of the child shall be conducted in a professional manner.

School employees shall promptly report to the appropriate law enforcement agency and the principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. The principal will ensure that the report has been made to the proper law enforcement agency or other agency as required by law.

This requirement shall apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competition. The term "promptly" means "within a 24-hour period."

Failure to report may result in disciplinary action against the employee or a misdemeanor charge or both.

All records concerning reports of suspected abuse or neglect are confidential. Anyone who permits, assists or encourages the release of information from records to a person or agency not legally permitted to have access may be guilty of a misdemeanor.

## **COACHING CLINICS**

Coaches are encouraged to attend clinics for their particular sport or activity.

1. All coaches are encouraged to attend the Nebraska Coaches Clinic. The fee will be paid by the school.
2. All coaches are encouraged to be members of the Nebraska Coaches Association. The fee will be paid by the school.
3. All coaches will be allowed to attend a second clinic during the school year with administration approval. One professional day will be given.
4. All coaches will be allowed to attend the state championship game(s) in their sport(s) during the school year with administration approval. One professional day will be given.
5. A school van can be used if available.
6. Total reimbursed expenses are not to exceed \$400.00 per coach per year.

## **COMPUTERS/iPADS**

Computers/ipads are for attendance, gradebook, research, and other related educational purposes. Teachers are under the same computer/ipad guidelines as stated in the student handbook and ipad handbook. Teachers are to monitor student computer/ipad use at all times.

If students are misusing computers/ipads in your classroom, the computers/ipads may be removed from your classroom and a written referral may be issued to the supervising teacher.

## **CONTRACTS**

Generally, re-election of teachers will take place at the regular March Board of Education meeting. Under the contract renewal policy, teachers do not need to be issued a new contract form every year when they have been re-elected.

In cases where termination may be considered, the employee will be notified on or before April 15.

## **CORPORAL PUNISHMENT**

On September 1, 1988, a Nebraska Legislative Law became effective outlawing corporal punishment. No student will be subjected to spanking, hand slapping or any other punishment technique that could cause physical harm to the child. In the event allegations of administering corporal punishment are proven to be true, the teacher may be dismissed. This dismissal would only take place after due process for the teacher.

## **EFFECTIVE TRAINING**

The effective teacher is aware of all activity in all parts of the classroom. An orderly atmosphere is maintained. Effective classroom managers prevent problems from happening through good preparation. Good classroom management is important because it allows the teacher to spend more time helping students learn. Effective teachers do a great deal of planning to establish conditions conducive to effective learning.

In summary, the effective teacher is characterized by some or all of the following:

### Planning and Preparation

The teacher:

1. Knows the students - what knowledge, skills, and learning styles they possess;
2. Identifies how each student learns best;
3. Does careful planning and preparation for classes with special emphasis on the first day and the first week of a segment of instruction;
4. Exhibits high expectations for student achievement.

## Classroom Management

The teacher:

1. Makes clear the rules, consequences, and procedures and adheres to these rules consistently throughout the year;
2. Provides for a high rate of correct answers by using learning activities that are neither too easy or too difficult for students;
3. Keeps students on academic tasks and promotes extensive content coverage;
4. Remediates individual learning deficiencies with specific transferable skills;
5. Provides a role model for students by a businesslike approach to teaching;
6. Uses direct instruction with the whole class or small groups when teaching for basic skill mastery.
7. Creates a supportive learning atmosphere by showing concern and respect for each student.

## Evaluation

The teacher:

1. Monitors student performance during recitation or individual work sessions;
2. Recognizes the student's accomplishment;
3. Provides individualized feedback to students when needed;
4. Follows up on student assignments by grading and returning assignments in a timely fashion.

## **EXTRA DUTIES**

Teachers will be assigned to help with extracurricular activities. These activities are ways teacher involvement can be expressed to the community. The students participating also enjoy having teachers attend the activities.

## **FIELD TRIPS**

Field trips are not only permitted, but are encouraged. We believe that actually observing and taking part in such activities further enhances the learning situation. These trips should be held in conjunction with a class topic/subject.

All field trips must be approved by the Administration. Prior authorization and arrangements must be completed for use of school vehicles or a bus driver. Have all arrangements made with the destination prior to leaving on the trip. An agenda of the trip must be provided to the Administration prior to departure on the trip. Inform all students involved all work must be completed for all classes that will be missed. If all work is not satisfactorily completed, the student may not be permitted to go.

A list of the students and date of trip must be handed out or emailed to all staff affected and the office for attendance/grade purposes.

A permission slip for the student to participate in the field trips must be signed by a parent with the "beginning of the year" packet to be able to participate in the activity. The final decision on who goes will be made by the Administration.

All field trips should be taken prior to the week of graduation.

## **FORM LETTERS**

Any form letters sent out by teachers on school stationery must be cleared by the Principal. School stationery should not be used for any correspondence that does not involve school business. All documents should be checked for correct spelling, and all documents should be proof read and neat.

## **INTERNET SAFETY AND ACCEPTABLE USE POLICY**

It is the policy of Amherst Public School to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.

Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyber bullying awareness and response.

Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

Computer Acceptable Use Policy. This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.

Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, 3<sup>rd</sup>-12<sup>th</sup> grade students (and all parents or guardians), and others to sign such user agreements as a

condition of access to the technology resources, as the Superintendent determines appropriate. PK-2<sup>nd</sup> grade students will have the Internet Safety and Acceptable Policy explained to them in language they can understand. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

Unacceptable Uses. The following are unacceptable uses of the technology resources:

**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.

**Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

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 family member or friend, paying bills online, using the Internet to access information during a teacher's planning time.

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 instructional 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.

**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.

**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, 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). Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.

Users shall not access resources not specifically granted to the user or engage in electronic trespassing. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.

Users shall not copy, change, or transfer any software without permission from the network administrators. 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. Users shall not engage in any form of vandalism of the technology resources.

Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

**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:

To access any material contrary to the Internet Safety Policy; or to create or generate any such material to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.

To engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails 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 e-mails that divulge protected confidential student information to unauthorized persons.

To engage in or promote violations of student conduct rules.

To engage in illegal activity, such as gambling.

In a manner contrary to copyright laws.

In a manner contrary to software licenses.

Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

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

Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any

time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

## **LESSON PLANS**

Lesson plans should contain assignments with enough detail to reflect daily goals for each class. All teachers are required to submit lesson plans into Google drive previously set up by administration.

## **MONEY**

Do not leave money in a classroom. All money shall be kept in the central office. If money is lost after it is collected, the instructor will be expected to make up any shortfall. Coaches and P.E. instructors should remind students/athletes that they are responsible for all of their own articles.

## **NOTICE OF NONDISCRIMINATION**

The Amherst Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: High School Principal

Employees and Others: Superintendent of Schools

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

## **PARENT-TEACHER CONFERENCES**

Each semester at least one day is set aside for Parent-Teacher conferences. If a teacher is unable to attend Parent-Teacher conferences they will get permission from the administration. The teacher will make sure that parents have the opportunity to discuss their child's progress by calling or scheduling conferences at a convenient time for all parties involved.

## **PHONES (THE DISTRICT'S PHONE SYSTEM)**

Teachers are asked to keep personal local calls to a minimal. Long distance calls are to only be made if it is school related.

Students ARE NOT ALLOWED to answer the school phone in the classrooms for any reason.

## **PHONES (PERSONAL CELL PHONES)**

Do not make calls during class time. Tell people not to call you during class time. **LIMIT TEXT MESSAGING AND VIEWING OF SOCIAL MEDIA.** Limit your use of cell phones to essential purposes only.

### **PURCHASING SUPPLIES AND EQUIPMENT**

Purchases of supplies and equipment shall be made with the authorization of the Administration. In the spring of each school year, teachers will be expected to fill out requisition forms. All purchases will be made according to these forms, after approval by the Administration. Should a teacher need supplies not listed on the requisition forms, that teacher must fill out a purchase order and present it to the Administration. Any employee ordering any supplies or equipment without proper authorization will be personally liable for the payment of the materials. Any item that constitutes a large amount of money will need to be purchased the following year, so it can be allowed for in the budget. All activity funds are kept in the activity account. You can check the financial status of your activity account at the office. No personal purchases are to be charged to the school. Items such as coaches' clothing and shoes are to be charged to the personal account of the person buying them.

### **REPORT CARDS**

It is important that the comments and grades are well thought out; with justification behind each mark and comment. Care should be taken in neatness, legibility and intelligent language usage.

93-100	(A) Excellent	Inc.	(I)	Incomplete
86-92	(B) Good	S	(S)	Satisfactory
78-85	(C) Average	N	(N)	Needs Improvement
70-77	(D) Poor	U	(U)	Unsatisfactory

### **RESPONSIBILITY IN CASE OF ACCIDENT**

The room or playground supervisor shall report all pupil accidents to the Administration immediately. In case of serious injury, the supervisor shall notify the parent immediately. The supervisor must fill out an accident report as soon as possible after the event, on all accidents happening on or in school property.

### **SALESMEN**

Teachers are not allowed to visit with salesmen during the school day, unless they have special permission from the Principal. Please advise any salesmen of this policy. If they want to conduct business with the school or teacher, they will plan accordingly. This refers to all salesmen.

School employees shall not visit with or discuss business matters of a personal nature with any business representative during the hours the employee is on duty in the school except by special permission from their supervising Principal or Superintendent.

### **SCHOOL CALENDAR PROCEDURES**

The official school calendar will be maintained in the central office. All activities and events must be submitted to Administration for approval. Once approved, all activities and events will be entered on the calendar in the central office. Nothing will be added to the calendar without authorization of the Administration.

Sponsors are to approve and be present at any activity meetings or organizational meeting. These meetings must be authorized by the Administration. Wednesday night is church night; therefore, no school sponsored activities or practices should be on this night, unless special permission is requested and received.

### **SCHOOL KEYS**

Teachers are provided with keys for their specific area. Keys will not be used to enter another faculty member's area. Keys are not to be loaned to students at any time.

## **SMOKING/SMOKELESS TOBACCO**

Smoking and the use of smokeless tobacco is not allowed anywhere in the school buildings, school grounds or in school vehicles at any time. Smoking and the use of smokeless tobacco should be done discreetly and away from district property, and all areas should be picked up and litter free before leaving the area.

## **STUDENT ABSENCES**

Teachers in grades Preschool through 12<sup>th</sup> will enter attendance, tardies and lunch count in Power School by 8:20 a.m. each morning school is in session. Teachers in grades 1<sup>st</sup> through 6<sup>th</sup> will enter attendance/tardies in Power School by 1 p.m. each afternoon school is in session. Teachers in grades 7<sup>th</sup>-12<sup>th</sup> will enter attendance/tardies in Power School at the beginning of periods 2-8<sup>th</sup> daily for each period school is in session. Teachers in grades Preschool through 6<sup>th</sup> must inform the office by 8:20 a.m. if he/she knows where the absent student is or if he/she is aware that a student is leaving early that day.

A student who has permission for a planned absence should complete all make-up work prior to the absence. All work missed must be made up or have made arrangements with their teacher for those assignments – or no credit will be given.

Make-up work due to illness should be given to the pupil as soon as he/she returns from the absence. It is the responsibility of the student, to make up any work missed. Assignments may be asked for by parents during the absences. Students have 2 days to make up work upon their return.

If any teacher detains a student after class, it is that teacher's responsibility to provide the student with a written excuse (pass) so that the student can be admitted to the next class.

Any student who is absent from classes because of participation in an approved extra-curricular activity will not be counted absent from school during the time of participation.

Elementary students absent for a short time during the day may be counted absent at the discretion of the teacher. They must have their work completed or arrangements made to make it up.

All students in grades Preschool through 12<sup>th</sup> must sign out of the office before leaving the building during the day for any reason.

## **SUBSTITUTE TEACHER POLICIES**

Substitutes for teachers will be provided by the Administration's authorization when possible from the list of substitutes available. Teachers are expected to leave a schedule of class lessons, with enough work to keep students busy throughout the class period.

## **SUPERVISION OF PUPILS**

Teachers are expected to be with their classes during class time, this includes locker rooms. No group of pupils may be permitted to work in the school building after hours unless under the supervision of a sponsor. All school activities must be sponsored. Each teacher is responsible for his/her own students. Pupils going to or from extra-curricular activities must be chaperoned. All teachers are expected to attend assemblies and rallies, and to sit with their students. All teachers are to be with their students when assigned, throughout the school day.

Should a student be left unattended, the teacher could be liable in the event something happens to that child. The teacher will receive a written reprimand if students are left unattended.

## **SUPERVISION OF SCHOOL SPORTING EVENTS**

If you accept a complimentary Fort Kearny Conference pass, issued to you by Amherst Public School District, then you are considered to be supervisors of the building and crowd of the event you are attending. This is in effect for both home and away events.

## **TEACHER APPEARANCE**

The manner in which teachers dress influences the respect shown to teachers by students. The dress of teachers should set them apart from the student body. If teachers set a good example, students will respond with respect and admiration. Jeans are not acceptable dress for faculty members, unless approved for specific purposes by the Administration.

## **TEACHER DISMISSAL**

Teachers may be dismissed for any or all of the following reasons: (a) upon cancellation, termination, revocation or suspension of the teacher's certificate by the State Board of Education; (b) breach of any of the material provisions in the teaching contract; (c) for any reason set forth in the teaching contract, (d) incompetency; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) immorality; or (i) physical or mental incapacity.

## **TEACHER - STUDENT POLICY**

Classroom behavior is totally under the control and direction of the teacher. When addressing another teacher in front of students, they should always be addressed as: Mr., Mrs., or Ms., whichever is appropriate. Students should at all times address teachers in a formal manner.

## **TEACHER'S ABSENCES**

In case of absence from teaching duties, the 7-12 teacher's must notify the high school principal and PK-6 teacher's must notify the superintendent by 6:30 a.m. the day of the absence. If the absence is planned in advance, the office should be notified of the teacher's plans for the following day by the teacher before 3:00 PM the same day. Personal leave will only be granted when the Administration is notified 24 hours in advance. Notification of personal leave, workshop absences, and sports related absences will be scheduled with the Principal. **DO NOT ASSUME IT WILL AUTOMATICALLY BE APPROVED.** Make certain that the Staff Absence Report form is signed by the principal before being absent.

## **TEACHER'S CERTIFICATES**

Each teacher is to have a certificate from the Department of Education covering the field in which the teacher is teaching. The certificate must be recorded and signed by the Superintendent of Schools before that teacher can receive a paycheck.

## **TEACHER'S DUTY HOURS**

Teachers shall be on duty from 7:55 A.M. to 3:55 P.M. Monday through Thursday and 7:55 A.M. to 2:55 P.M. on Fridays. Teachers may leave early with prior approval of the Superintendent or the Principal. Should a teacher need to arrive late or leave early and is in a carpool, the rest of the members of the carpool must make other arrangements for transportation. Should a teacher arrive late or leave early without permission, a verbal warning will be issued about the situation; any subsequent infractions will result in a written reprimand, which will be signed, and then be placed in the teacher's permanent file. Any recurrence could result in termination of the teacher's contract.

## **TEACHER'S MAIL**

Each teacher has a mailbox in the office workroom. Each teacher should check their mailbox daily. The mail will be out late-morning. Teachers are not to send students to get mail anytime.

### **TEACHER'S MEETINGS**

All teachers are expected to attend every general teachers' meeting called by the administration, unless he/she is excused by the administration. Friday morning meetings will be for all 7-12 staff at 7:40 – 7:55 A.M. Any meeting called for any committee, department, or specific staff by the superintendent or principal shall be attended unless the staff member receives permission to not attend before the meeting time and date.

### **THE TEACHING PROFESSION**

The teaching profession has been made a profession by those who enjoy teaching. Every profession has a code of ethics and teaching is no exception. Be quick to publicly praise the school and your fellow teachers, not quick to criticize. If you have a grievance, please come to the office and discuss it with the administration. **DO NOT** talk it over in front of a student(s) or around and about the community.

Teachers are judged by what they say, do and wear. We have chosen the profession voluntarily and must assume the associated responsibilities. The conduct of teachers is always closely observed. Many of the students look upon teachers as the model after which they pattern their lives, so be the type of individual that we would have them become. We influence some student everyday. This is an awesome privilege and responsibility.

### **USE OF SCHOOL FACILITY**

Staff members are required to schedule the use of the school gyms, commons area, media center, etc. through the school office.

### **USE OF SCHOOL VANS**

Van drivers are responsible for the safety of the riders and the cleaning of the van after each use. The driver is responsible for reminding all passengers to wear their seat belts at all times. Drivers are in charge of making sure the van is clean and the trash can emptied. Drivers need to return the keys to the office at the end of EVERY trip. Teachers and sponsors are encouraged to give the office adequate notice of when transportation is needed.

### **USE OF THE GYMNASIUM**

Scheduling of the gym for class use will be handled through the school office. Day, time, and activity should be arranged in advance to insure the availability of the gym.

Should you need the configuration of the gym changed, please schedule that with the head custodian several days in advance. Do not expect the changes to be made in the hour the gym is needed for the activity.

All after practice gymnasium use will be scheduled with the office calendar.

### **VISITORS**

Visitors are always welcome at school. If a parent wishes to observe a certain subject or skill, he/she may request to visit during a certain time; otherwise, parents may come at any time. Visitors must check in with the office and the teacher must be notified ahead of time.

Visitors provide a stimulus as nothing else can. Teachers should give the impression to the parents that they are always welcome to visit the classroom. Stress to the parent/visitor that they should call the teacher first to get the day's activities.

**YEAR-END INVENTORIES**

All year-end inventories will be turned in to the Superintendent on the Friday of the third full week in May. Summer paychecks will not be issued if inventories are not completed.

**YEAR-END TEACHER REPORTS/CHECK-OUT**

All staff members will be given a checkout sheet at the end of the year to complete, complete year-end reports, review the following year's requisitions with the Superintendent, complete grade books and check rooms carefully. Teachers will check out on the last workday with their respective building Principal. Summer paychecks will not be issued if the above items are not completed.



**AMHERST**  
PUBLIC SCHOOL

**DISTRICT #0119**

**Elementary  
Student  
Handbook  
2022-2023**

**Mr. Matt Gordon  
Elementary Principal**

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## **AMHERT PUBLIC SCHOOL WELCOME**

The members of the Board of Education, faculty and administration welcome you to the 2022-2023 school year. It is our hope this year will be educational, prosperous and enjoyable for you, the student.

The purpose of this handbook is to give each student a ready reference to the rules, regulations and general information about Amherst Public School. Many conflicts between students, teachers and/or administration are the result of one or more of the parties not knowing or understanding policies and procedures. It is hoped that these situations will be avoided with this handbook. Please read your handbook carefully and have your parents read it also. **After reading, be sure to fill out the "signature Page" at the back of this handbook and return the signature page to school.** If there are any questions, do not hesitate to contact school personnel.

## **ATTENDANCE**

Maintaining a good attendance record is one of the easiest and most basic ways that a student may contribute to his/her success and happiness in school. Attendance records make up a part of every student's permanent record. Frequent absences from classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and is difficult to regain even during post-absence make-up session and/or homework.

A child is required by Nebraska law to attend school if they will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Parent(s)/guardian(s) are required to notify the school prior to 8:30 A.M., if the student will be absent. If the school has not received a call, the school shall call the parent/guardian or other contacts provided by the parent/guardian to verify the student's whereabouts. Phone calls or notes from parent(s)/guardian(s) may be accepted as verification for absence. Absences should be cleared through the Principal's office in advance whenever possible. The principal may request verification from physicians for students who may have absences due to medical issues/conditions. If a student is leaving or returning to school after the school day has started, a parent/guardian must stop in the office and check them in or out.

Students who accumulate five absences in a quarter shall be deemed to have excessive absences. The principal will work collaboratively with the counselor, nurse, psychologist, teachers, and other key staff to promptly address attendance concerns. This may include working with the student/parent(s) to investigate barriers to regular attendance and developing a collaborative plan designed to improve attendance.

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

## **BELIEFS**

1. We believe our school must develop critical thinking skills with an emphasis on developing students who are lifelong learners.
2. We believe that all students can learn and that this learning must take place in a safe, caring, drug-free environment so that they are encouraged to reach their potential academically and socially.
3. We believe that the school board, parents, community, teachers and administration should work together for what is going to provide the best education that begins with communication and respect.
4. We believe the school should provide students with the best learning environment possible.
5. We believe the school should keep pace with the technological teaching methods and materials that the present day students will need.
6. We believe the school should be a kind, gentle, and helpful environment concerned about the welfare of each child and their self-perception.
7. We believe the school should be a place where students receive an education that enables them to be concerned and productive citizens.

The Amherst School District will adhere to the statutes of the State of Nebraska and the United States of America.

## **CARE OF BUILDING AND EQUIPMENT**

Pride in our building, the grounds, and our facilities are the responsibility of each student and faculty member. All trash and debris should be thrown in the trash cans available. Intentional destruction of school property will not be tolerated. Students and/or parents will be required to pay replacement costs in destruction cases. Possible suspension or expulsion might also result. If you break something, report it to the teacher or principal immediately.

## **COLLECTION NOTICE**

The School District is subject to personal information privacy laws, and will undertake the collection of this information in compliance with the requirements of such laws, including by limiting collection to information that is relevant and necessary to address a risk or threat and by ensuring that information is collected from online sources and is only obtained from open source sites. The School District will not collect information as part of a threat assessment unless there is reason to believe that a risk exists. Information collected as part of a threat assessment may be provided to law enforcement authorities in appropriate circumstances.

## **CONDUCT AT SCHOOL EVENTS**

Codes of conduct for students are the same at after-school events as they are during the school day. School sponsored events such as pep rallies, plays, musicals, athletic events, concerts, etc., are a continuation of the classroom and school day. The same rules, regulations and restrictions apply.

## **CONDUCT ON ACTIVITY TRIPS**

On all activity trips, the student shall ride both ways on the bus assigned, unless previous arrangements have been made with the principal or sponsor. A note from the parent is required and is to be given to the sponsor prior to picking up your child after the school activity/field trip.

## **CUMULATIVE RECORDS**

Each student's cumulative records are kept current and are readily accessible for the students, parents, teachers and counselor. These records contain each student's past transcripts, test scores, and health records. According to state law, student's records are accessible to the student, his/her parents/guardian, and school personnel only. To have records sent to another school, an official release form, on file in the guidance office, must be signed by the parent/guardian.

## **DETENTION**

Detention period is a time when the student is assigned to stay after school, come in before school, or another arranged time, for an infraction of acceptable behavior, including attendance. Detention time is set at the discretion of the teacher or principal.

Students should understand that any teacher or staff member in the building has the authority to correct misconduct at any time. Therefore, it is conceivable that a teacher or staff member might assign detention to a student who is not in any of his/her classes.

All students riding the afternoon buses will notify parents by 3:00 PM, if they will be staying after school and missing the bus. Students required to stay after school will stay in on the day the problem arose, unless this creates an unnecessary hardship, then arrangements are to be made to stay in the next school day, and a ride, if necessary, must be arranged.

Parents are responsible to pay for repairs or replacement if their child has damaged or lost school property.

## **DISCIPLINE**

In-classroom discipline problems will be the responsibility of the teacher. However, discipline problems with which he or she feels unable to cope with will be referred to the Principal. Exclusion from the class may be necessary while conferences between principal and teacher or teachers, principal and parents are held in regard to a solution of the problem.

## **EMERGENCY PROCEDURES**

Parents will be called to come get their child in case of illness, emergency or accident. Emergency information is on file at the school office. Please be sure to update any changes of doctor, babysitters or contact person.

## **EVERY STUDENT SUCCEEDS ACT (ESSA)**

It is the policy of the District to comply with the Every Student Succeeds Act ("ESSA") and federal grant programs in which the District participates.

Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the ESSA formula grants on behalf of the District and may delegate such authority to other administrators in the Superintendent's discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education.

Supplement not Supplant. Federal funds shall be used to supplement, not supplant the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. ESSA funds shall not be used to provide services otherwise required by law to be made available.

Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.

Maintenance of Effort. The District shall maintain fiscal effort related to ESSA programs in compliance with the requirements of federal law.

Resources. The procurement of resources related to the ESSA programs, including contracts and purchase or service agreements for such program, shall be in accordance with the District's written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources such as staff, materials and equipment funded by Title I and IDEA shall be used only for children participating in the program.

Maintenance of Records. Records of all federal financial and program information shall be kept for a minimum of 5 years after the start date of the project.

Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.

Coordination of Services. Title I and IDEA services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.

Standards and Expectations. Students receiving services in Title I are held to the same standards and expectations as all other students.

Assessments. Students receiving services in Title I are assessed with the regular population without accommodations.

Parents Right to Know. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

(A) Whether the student's teacher—

(i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

(ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and

(iii) is teaching in the field of discipline of the certification of the teacher.

(B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

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

(A) the subject matter assessed;

(B) the purpose for which the assessment is designed and used;

(C) the source of the requirement for the assessment;

(D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and

(E) the time and format for disseminating results.

Language Instruction Programs. At the beginning of each school year, if the District receives Title I funding, the District will implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—

(A) be involved in the education of their children; and

(B) be active participants in assisting their children to—

(i) attain English proficiency;

(ii) achieve at high levels within a well-rounded education; and

(iii) meet the challenging State academic standards expected of all students.

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

Other Requirements. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.

Certification Regarding Debarment, Suspension and Ineligibility. The District will endeavor to ensure that all contracts and purchase orders reimbursed using federal funds will include the following "suspension and disbarment" language:

To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS" published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified.

Notwithstanding anything to the contrary, all persons or entities contracting with the District with any reimbursement using federal funds shall be bound by this certification and shall fully abide by and comply with the same.

### **FIELD TRIPS**

Field trips may be made to supplement regular classroom instruction. Students are required to have a permission slip signed by their parent before being allowed to participate. Parents are encouraged to be additional adult sponsors on many of the field trips taken. As this is a special time for this class, younger children of parent sponsors are not allowed to be taken along on school field trips.

### **FIRE, TORNADO AND LOCK DOWN PROCEDURES**

Three of the serious activities in which students will participate during the school term are fire drills, tornado drills and lock down drills. It is important that each student know exactly what to do during any given time during the school day. Each of the teachers will give the class instructions in the procedures. The method of exit from the building is posted in each room. Below are some general instructions which we will follow for fire and tornado drills.

#### **Fire and Tornado Drill Procedures**

1. Walk rapidly, but orderly. Do not push, run or talk. Be prepared to listen to emergency instructions.
2. Students will leave each room a row at a time, starting with the row nearest the door and will proceed out of the area in an orderly manner.
3. The teacher will be the last person to leave the room.
4. The first students reaching the outside doors are to hold them open until a faculty member relieves them.
5. In the event of an actual fire, it is important that students be far enough from the building so that the last students out can also reach the safe areas.
6. When the drill has been completed, and the all-clear signal has been given, students are to return to their classrooms in an orderly manner.

#### **Lock Down Procedures**

1. Teachers will lock the classroom door and move students away from the door and windows.
2. "All clear" instructions will end the drill.

### **GUIDANCE AND COUNSELING SERVICES**

It is the aim of Amherst Public Schools to meet the needs of all students. To achieve this goal, the school provides a thorough guidance program that includes testing and counseling. Information is secured concerning each student's abilities, aptitudes and interests from these tests that may indicate probable success or failure in various subjects and fields.

### **GUIDELINES FOR SCHOOL IMMUNIZATION PROGRAM**

To be in compliance with Nebraska State Law, 79-217, all children entering school must be immunized.

Measles: Two doses Rubella – one dose can be in combination dosage (an MMR injection).

Polio: A basic series of three doses, booster at school entrance.

DPT/TD: A basic series of three doses, booster at school entrance. (Diphtheria, Pertussis)

Hepatitis B: A series of three doses

Varicella (chickenpox): 1 dose given on or after 12 months and prior to 13 years of age

Parents can indicate in writing, to the school, that they do not wish their child to be immunized, which is in accordance with the aforementioned law.

### **GUN-FREE SCHOOL ACT OF 1994, LB 988 (ALL WEAPONS)**

LB 988 relates to weapons that could possibly be brought to school by juveniles. The law became effective on April 16, 1994. All juveniles under 19 years of age are prohibited from bringing weapons to school. Weapons are defined as guns, knives, destructive devices, etc., that can endanger the well-being of fellow students, or school staff. Should a student be found with a weapon (or look-alike) in his/her possession on or in the campus areas of school, the proper authorities will be notified to aid in the removal of the student and weapon from the school. The student also faces immediate expulsion from school for a period up to one year. Should the incident occur at the end of a semester or school year, it will carry over into the next semester and/or school year. The superintendent can modify this penalty on a case by case basis.

### **HEALTH ISSUES**

#### **Health records:**

1. Nebraska law requires that all students entering Kindergarten, 7<sup>th</sup> Grade or transferring from out-of-state have a physical exam done by a physician within six (6) months prior to entry into the system. If you do not comply within thirty (30) days of entrance into the system, your child will be excluded from school.

2. Each transfer student or kindergarten student new to our system is required to have an immunization form completed by parents or guardian. An immunization record will be in the nurse's office with at least three (3) DPT, three (3) polio, three (3) Hepatitis, one (1) Varicella and two (2) MMR per student **BEFORE** a student is allowed to his or her

class. If for religious reasons, OR if your child is allergic to DPT, Polio or MMR serum there will be a form in the school office to be filled out before your child will start school.

### **Health Services:**

A school nurse will be at school once a week. Students in specific grades are screened in the areas of vision, hearing, height, weight, dental and scoliosis. The nurse can be contacted by calling the office and giving them your number and the nurse will return your call. The school nurse will also assist in the health education curriculum.

### **Student Health:**

Good health practices should be used at all times. The schools goal is to keep students in school when they will benefit from their attendance. Students feeling ill to the extent that they are unable to accomplish regular activities should not be in school.

Students with health concerns should be evaluated individually to determine if school attendance is appropriate. The following guidelines will be used:

1. **Students with a temperature of 100.4 degrees or more may not be in school. Students shall not return until they have been without a fever for 24 hours without the aid of medications.**
2. Students with a contagious and infectious disease must have a physicians' note to attend school. Examples are, but not limited to, Influenza, Hepatitis A and Diptheria. Amherst Public School follows the Nebraska Department of Health and Human Services recommendations regarding contagious infectious diseases; Section 173NAC3 attachment 1.
3. Students with chickenpox should be excluded from school for no less than 6 days (day of onset is counted as "day zero"; the day after is counted as "day one"; etc.) after the appearance of the first crop of vesicles, and the student is without fever and vesicles are dry. To re-enter school before the 7<sup>th</sup>-day exclusion period is over the student must have a doctor's permission slip.
4. Students diagnosed with Ringworm, Conjunctivitis (Pink Eye) and Head Lice will be excluded from school until they receive appropriate treatment.
5. In the event it becomes known that a student is infected with a chronic infectious disease not commonly associated with a casual transmittal, any change in the educational program of a student will be handled on a case-by-case basis, relying on the best scientific and medical advice available, and in the best interest of the student.
6. Students with an unidentified rash may be excluded from school and may return with a physicians' note.
7. For a student either to be excused from physical education or readmitted to physical activity from any injury and/or illness for more than 5 days, a doctor's excuse or permission will be required. Students who return to school after an excused absence due to illness, and require further time indoors for recuperation must have a written note from their parents advising the school of the need to remain indoors at noon and at recess time. For periods exceeding 5 days, a doctor's statement will be required.
8. A student who is required to take prescription or over-the-counter medications during school hours MUST have written permission from their parent/guardian. Medication must be in its original container and all medications must be kept in the school's main office. If your child is receiving prescription medications at home and as school, ask the pharmacist for an additional container. Inhalers may be carried by the student with parental permission.
9. Hand-washing
  - A. Frequent hand-washing is an effective method of preventing the spread of communicable diseases.
    1. Students and school personnel should wash hands frequently with soap & water.
    2. Soap will be available for students and personnel.
    3. Students will receive instruction and supervision to promote health habits and prevent disease.

### **Students' Health Regulation and Records/Incident Reports**

In case of an accident which causes injury to a student, the school nurse or Superintendent and/or a designee will determine if the injury is serious. If it is determined to be serious the administrator should notify the parent and/or designated responsible person immediately. If the parent and/or designated responsible person cannot be reached, the superintendent or designee shall be responsible for determining the course of action. A physician designated by the family could be consulted for direction. The emergency number 911 must be utilized if a student is unconscious, has severe uncontrolled bleeding, not breathing or having severe respiratory distress, has a possible neck or spinal injury or possible compound fracture.

**It is required** to fill out an Incident Report on the incidents occurring involving staff, students or visitor.

### **HOMEWORK**

The assigning of homework is an accepted procedure at the elementary level with the amount and type suitable for the age level of the student.

#### **LATE PAPER POLICY FOR THE 5<sup>TH</sup> & 6<sup>TH</sup> GRADERS**

1. Assigned papers are due by class time of the following day.
2. If the assignment is handed in late, the student's grade will be lowered.
3. When a student is sick, two days will be allowed for make-up work for every one day of absence.
4. For all pre-arranged absences, work needs to be made up before the absence occurs, if possible.
5. The classroom teacher and students may use a homework contract for grading purposes.

## **INTERNET SAFETY AND ACCEPTABLE USE POLICY**

It is the policy of Amherst Public School to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;

(b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

**Definitions.** Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**Access to Inappropriate Material.** To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

**Inappropriate Network Usage.** To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**Supervision and Monitoring.** It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.

**Social Networking.** Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyber bullying awareness and response.

**Adoption.** This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

**Computer Acceptable Use Policy.** This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

**Technology Subject to this Policy.** This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.

**Access and User Agreements.** Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, 3-12<sup>th</sup> grade students (and all parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. PK-2<sup>nd</sup> grade students will have the Internet Safety and Acceptable Policy explained to them in language they can understand. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

**Acceptable Uses.** The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

**Unacceptable Uses.** The following are unacceptable uses of the technology resources:

**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.

**Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

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 family member or friend, paying bills online, using the Internet to access information during a teacher's planning time.

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 instructional 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.

**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.

**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,

- 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).
- Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
- Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
- Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
- Users shall not copy, change, or transfer any software without permission from the network administrators.
- 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.
- Users shall not engage in any form of vandalism of the technology resources.
- Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

**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:

- To access any material contrary to the Internet Safety Policy; or to create or generate any such material.
- To engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
- To engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails 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 e-mails that divulge protected confidential student information to unauthorized persons.
- To engage in or promote violations of student conduct rules.
- To engage in illegal activity, such as gambling.
- In a manner contrary to copyright laws.
- In a manner contrary to software licenses.

**Disclaimer.** The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

**Filter.** A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

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

**Monitoring.** Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

**Sanctions.** Violation of the policies and procedures concerning the use of the District technology resources may result in

suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

## **LUNCHROOM**

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

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

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

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

This institution is an equal opportunity provider.

Rules:

1. Students are to enter the lunchroom (old gym) in single file and in an orderly fashion.
2. Students are to eat their meals quietly and with good manners.
3. Students are to receive permission from the lunchroom monitor before leaving their lunch table.
4. Students should leave the lunchroom neat and clean.
5. No food may be taken out of the lunchroom.

## **MISSION STATEMENT**

Providing a safe, caring environment, the Amherst Public Schools will challenge all students to develop their potential while maintaining progressive learning, building self esteem and creating the desire for life long successful learning.

## **NON-DISCRIMINATION STATEMENT**

The Amherst Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: High School Principal

Employees and Others: Superintendent of Schools

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

## **PARENT-TEACHER CONFERENCES**

Parents will be informed of their child's progress through regularly scheduled conferences, report cards, and mid-term progress reports. Teachers will notify parents if a student demonstrates drastic changes in work performance and grades.

**Should a concern arise about your child, feel free to contact the teacher  
so a conference can be arranged either before or after school.**

## **PARENTAL AND FAMILY ENGAGEMENT POLICY**

The written District Parent and Family Engagement Policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children

## **PARTIES**

Class parties may be held for Halloween, Christmas and Valentine's Day. Parent volunteers will usually be in charge of refreshments for these events.

The school discourages the passing out of items such as birthday party invitations and May Day baskets, unless every child in the room receives one.

## **PROMOTION**

Promotion of students shall be based upon the student's satisfactory completion of the prescribed work, taking into account the student's ability to do the work.

## **RECESS**

Students in grades PK-6 will have recess times scheduled as part of their day. All students will participate in these activities unless a note has been sent by the child's parent requesting that the student stay indoors due to illness or injury. Please specify the number of days this is to be in effect. Students are expected to be safe, treat others fairly and kindly, and follow all playground rules.

Plan for weather and dress appropriately. The staff member on recess duty will determine when students will be required to where coats, hats, and gloves.

### **Playground Rules**

1. Students will walk quietly from their classroom or the lunchroom to recess, escorted by their recess supervisor. Students will walk when returning to their classrooms after recess.
2. Students will remain at their assign area during recess. If a student needs to leave the recess area for any reason they will get permission from the recess supervisor. If a student has lost their recess privileges, the teacher keeping them in must notify the recess supervisor prior to recess.
3. Students are not allowed in classrooms or hallways during recess without adult supervision.
4. Games will be open to all students. Supervisor's decisions on rules will be respected and accepted by students.
5. No fighting or arguing.
6. No rough play. Students may not play tackle football, gymnastics, karate, or any other activity supervisors deem inappropriate.
7. No baseballs, softball or bats are allowed during recess.
8. The recess supervisor will designate areas for students to read, draw, do class work and socialize. Students playing games are to stay out of these areas.

9. Students will use appropriate language and gestures at all times during recess.
10. Only three balls per basketball hoop are allowed.
11. Students are not allowed to randomly kick balls.
12. When students hear 3 short blasts on a whistle they should immediately sit down and be silent. Listen respectfully to the recess supervisor and not resume play until directed by the supervisor.

### **REPORT CARDS**

Report cards will be issued every nine weeks in grades K-6. An evaluation for each curriculum area will be included on the report card. Written evaluations of a student's progress will be included when it is deemed necessary by the teacher or principal.

### **RESTROOM PROCEDURES**

1. Students should try to use the restroom before school, at noon or during transition times during the day.
2. Students shall keep the restrooms clean. There should be no loitering or playing in the restrooms.
3. Students should return directly to the classroom walking quietly in the hallways.

### **SCHOOL ATTIRE**

Student dress and grooming should not be so unusual as to create a disruption in school or interfere with the educational process as determined by school officials. Students will not be allowed to attend school wearing clothing that advertises alcohol, tobacco, drugs or sexual innuendos. If students wear such apparel to school, they will either be asked to return home for a change of clothing, or alter their dress so the advertisement is not visible.

- Caps, hats, or other headgear will not be allowed in school buildings.
- Baggy pants will not be allowed.
- Students without boots will not be allowed to play on the playground when there is snowy or muddy conditions.

**Preschool through 6<sup>th</sup> grade students may wear shorts until November 1<sup>st</sup> and start wearing shorts again on April 1<sup>st</sup>.**

"Realizing that dress and appearance affect some attitudes, students should dress in a manner conducive to good conduct and appearance in order to help create a good educational atmosphere in the school. It is the intent of the school that it be free from the threats or harmful influence of any groups which advocate drugs or disruptive behavior.

Any apparel, jewelry, accessory, notebook or manner of grooming, which by the nature of its color, arrangement, trademark or any other attribute donates membership in such groups will not be permitted. Such group-related clothing may vary and may change from year to year; therefore, it is the responsibility of the administration to determine appropriateness of clothing or accessories.

Also, students will be restricted from attending school if their attire includes the following:

1. Clothing or articles which are excessively soiled, torn or ragged.
2. Clothing displaying vulgar writing or symbols or sexual reference clothing.
3. Clothing that is excessively revealing such as short mini-skirts, short-shirts, tank tops, loosely fitting and low cut halter tops, mesh shirts (unless a T-shirt is worn underneath), shirts which expose the midriff or sagging pants.
4. Clothing with alcohol, tobacco or controlled substance advertisement or references (including Lucky Brand Brewery, Red Dog, Marlboro, Joe Camel)
5. Hats, caps, and/or sunglasses will not be worn in the buildings during the school day. Bandannas will not be worn during the school day or at school activities.
6. The administration reserves the right to determine appropriateness of "student dress."

### **SCHOOL CLOSING**

In the event that school is closed because of bad weather, the decision will be made the night before, or as soon as possible by the administration. Closing information will be made **using the Alert Solution, on television stations KHAS (5); KHGI (13), and radio stations KGFW (1340), KRNY (1460), and Y102.** Parents are urged to develop plans with their children so they will know what to do and where to go when school is dismissed early.

### **SCHOOL DAY**

The school day runs from 8:05 a.m. to 3:37 p.m. on Monday through Thursday and from 8:05 a.m. to 2:33 p.m. on Friday. **Students are not to arrive at school before 7:30 a.m.** All elementary students who arrive at school before 8:05 will go to the west gym and be seated at their assigned table. Students will then be dismissed by grade to walk to their classrooms. All students will be dismissed at the M-Th 3:37/F 2:33 p.m. and should proceed to their bus, home or daycare immediately. Due to the school's daycare using the playground after school, the playground will be closed to other students until 6:00 p.m., unless a parent is supervising their child. Students being supervised by a parent will follow all playground rules.

## **SCHOOL TRANSPORTATION**

Bus routes will be established only on improved and well-maintained county and state roads. While riding on a school bus, students are expected to abide by the following rules:

1. Students shall be on time at the approved bus stop. Bus schedules will not permit waiting.
2. Students should stay clear of the path of the bus. Wait for the bus to come to a complete stop before attempting to load.
3. The driver is in full charge of the bus and the students. Passengers shall comply with his/her requests.
4. The driver may assign seats to passengers.
5. Students should throw all trash, etc. in the waste cans provided. Nothing is to be thrown out of the windows.
6. No part of the body should be extended out of the bus windows.
7. Students are required to be quiet while the bus is stopped for railroad crossings.
8. Students shall not leave the bus from the emergency door unless a real emergency arises.
9. Students, unloading from the bus, shall not cross in front of the bus until the driver gives the signal.
10. Students will be unloaded only at approved school bus stops unless arrangements have been made with school personnel beforehand.

Students and parents are reminded that bus transportation is a privilege, not a right.

The riding privilege of a student may be revoked for violation of the rules or for conduct which is detrimental to the safe operation of the bus.

## **SEXUAL HARASSMENT**

Sexual harassment of any type will not be allowed. Students expect a learning atmosphere that is free from harassment and bullying. Upon receipt of a written harassment complaint, as in accordance with District #119 School Board Policies, the Administration will conduct a thorough investigation of the situation. Should the allegations be confirmed, the Administration will discipline the individual involved in accordance with the regulations set forth in LB 79-4 and LB 1250.

## **SPECIAL NEEDS SERVICES AVAILABLE**

The Amherst School District has an ongoing goal of locating and identifying all children, birth through age 21, who have special needs. The District will provide any child or youth who has a disability an appropriate public education at no cost to the parents of the child. Children or youth with disabilities are those who have developmental delays, hearing impairments or deafness, vision impairments or blindness, emotional disturbance, health impairments, specific learning disabilities, speech and language impairments, intellectual disability, orthopedic impairments, autism, multiple impairments or traumatic brain injuries. In addition, children and youth with any disability which substantially limits a major life activity may receive accommodations to allow them access to an appropriate education (Section 504 of the Rehabilitation Act, as amended).

The Amherst School District requests your help in locating children and youth with disabilities who are eligible to benefit from Special Education or 504 accommodations. If you know of a child or youth who is a resident of the District, who may have a disability and is not receiving needed services, please contact the Superintendent. Also, if you know of someone who may need this notice translated to another language, given orally, or delivered in some other manner, please contact the same person.

## **STUDENT CONDUCT**

The student shall be expected to:

1. Respect the rights and property of others
  - a. Refrain from damaging, defacing or destroying school and personal property.
  - b. Use drinking fountains, play equipment, and restrooms safely and with cleanliness in mind.
  - c. Do not throw objects that could injure another.
  - d. Do not push, trip, fight, or wrestle students at school or on the way to and from school.
2. Follow directions
  - a. Accept the leadership and authority of Teachers, the Principal and other staff members.
  - b. Cooperate with teachers and other students
3. Practice and develop good citizenship, character & safety.
  - a. Complete assigned work.
  - b. Be regular and punctual in attendance
  - c. Dress appropriately and neatly
  - d. Practice habits of good health and cleanliness
  - e. Exhibit honesty and courtesy
  - f. Use only acceptable language, no profanity or inappropriate gestures
  - g. Walk in hallways and on the sidewalks
  - h. Assist in keeping the ground and facilities free of papers and other debris
  - i. Know and obey traffic signals

## **STUDENT DISCIPLINE LB 503, 79-4, 1250, 988, 1161**

Legislative Bill 503 was passed by the Nebraska Legislature in 1976. Its purpose is to insure elementary and secondary students in Nebraska their Constitutional rights.

An important provision of this law is that the rules and regulations of a school must be distributed to the students and their parents at the beginning of each school year, or at the time of enrollment. Your copy of the Amherst handbook states the rules that will be used as guidelines for your behavior during the school year. Students are requested to discuss these rules with their parents or guardians so that there will be no misunderstanding of these regulations.

You and your family should be aware that you may be suspended or expelled from school for the following reasons:

1. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes.
2. 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.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value.
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.
8. Public indecency.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a school vehicle or at school-sponsored activities or school-sponsored athletic events?
10. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes.
11. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
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 students or staff members.
14. Dressing or grooming in a lewd, indecent or offensive manner. This includes repeated violations of the student dress and grooming standards.
15. Willfully violating the behavioral expectations for riding school buses or vehicles.
16. A student who engages in the following conduct may be expelled for a period of one calendar year.
  - a. The knowing and intentional possession, use, or transmission of a firearm in a school vehicle, or during any school event on or off school grounds. This conduct shall result in an expulsion for one calendar year. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing.
  - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
17. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.

The students of Amherst Public School will always be informed of any charges that would lead to their suspension or exclusion from school. The right of appeal is guaranteed to you in any decision that would cause your exclusion from school.

The following steps will be followed if a student should break a rule:

1. Private discussion with student.
2. Discussion with Principal or Counselor
3. Notification of Superintendent and Parents/Guardian.
4. Remediation.
5. Suspension/Expulsion.

If a student is suspended for school, he/she becomes ineligible for participation in **ALL CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES** on the days of the suspension.

## **LB 79-4 AND LB 1250 STUDENT DISCIPLINE:**

LB 79-4 and 1250 provide the guidelines that school administrators must follow in the disciplining of students in the following areas. The law specifically spells out the suspension and expulsion procedures that will be used.

A student can be suspended or expelled from a school immediately when allegations are proven to be true. The Principal and Superintendent can suspend said individual from one (1) to five (5) days. The student's parents will be notified by a phone call and letter as to the charges and the discipline used to correct the problem.

Should it be necessary to expel a student, the expulsion can be immediate as the law specifies. The expulsion can range up to one year in length. Should the discipline problem occur near the end of a semester or school year, the expulsion can be carried over to the next semester or school year. The following steps will be followed:

1. Private discussion with the student.
2. Discussion with the Principal or Counselor
3. Notification of the Superintendent
4. Notification of parents by phone of the problem and the expulsion. Parents will also receive a certified letter about the situation and the rights they have following due process procedures.
5. Expulsion.

Students have due process rights. Each student will have the right to appeal the decision following guidelines which will be provided to the parents and student at the time of suspension or expulsion.

## **STUDENT FEES**

Eligible students can apply for various student fee waivers. Contact the school office for details and/or the forms required to utilize student waivers. Parents must fill out the required forms and turn them into the Superintendent's office for approval by August 31, 2018. Student fee waivers must fill out the required forms and turn them into the Superintendent's office for approval.

## **STUDENT INSURANCE**

The school does not provide insurance for students. A packet of information will be distributed to each student at the beginning of the school year. The packet includes an opportunity for parents to obtain insurance on students. The coverage is explained on the policy. Those students who desire to take this insurance should fill out the information required and return it with the correct amount of money to the office. In order to reduce the chance of error, separate checks for each student would be appreciated.

## **TELEPHONE**

In Calls: The office will always cooperate with parent or guardians in order to get a message to students during school hours. Messages will be written down and delivered to the student. Only in cases of extreme emergency will students be called out of class.

Out Calls: The school telephone is primarily for school business and should not be used for personal calls. Pupils finding it necessary to make a local call should receive permission from the teacher, principal or secretary before using the phone.

## **VISITATION**

Visitors are welcome to our school. For maximum protection of our children, visitors are asked to check in at the office before going to the classrooms.

Any child wishing to visit Amherst Elementary should have prior approval of the principal and classroom teacher.

## **WEAPONS AND VALUABLES**

Students are not allowed to bring knives, guns, or any other weapon to school, either real or toy. It is recommended that students do not bring large amounts of money or valuable items to school. The school cannot assume responsibility if these items are lost, broken or stolen.

# ELEMENTARY STUDENT HANDBOOK SIGNATURE SHEET

This receipt shall serve to demonstrate that you as a parent or guardian of a student attending Buffalo County District #119 have received notice of the standards of conduct of this district expected of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as part of any of the school's activities as described in Board Policy or Administrative Regulation. This notice is being provided to you pursuant to P.L. 101-226 and 34 C.F.R. part 86, both federal requirements for the district to obtain federal funds. Your signature on this receipt acknowledges that you and your child or children who are student(s) attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs, tobacco and alcohol on school premises or as a part of the school's activities as described above and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any student.

I further acknowledge that I have received and read the complete Amherst Public School Elementary Student Handbook and have discussed the contents with my child.

I give my permission to Amherst Public Schools to provide **emergency medical care** to my child in the event that I cannot be contacted.

I give my permission to Amherst Public School to take my child on field trips that is deemed educationally beneficial to my child.

As the parent/guardian, I grant permission for my child to use Amherst's iPods/iPads in accordance with the iPod/iPad guidelines and the rules stated in the Student Handbook. I understand that violations will result in disciplinary actions.

~~~~~

No, **I DO NOT** want Amherst Public School to disclose directory information about my child outside of the school or District.

(\*\*\*\*Selecting "NO" removes your child's name from athletic programs, music programs, publishing honor roll/honorable mention, etc.\*\*\*\*)

Yes, **I grant permission** for Amherst Public School to disclose directory information about my child.

\_\_\_\_\_  
Name of Child

\_\_\_\_\_  
Grade of Child in **2022-2023**

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

\_\_\_\_\_  
Today's Date

As a user of Amherst's iPods/iPads, I agree to comply with all the rules. I understand that violations will result in disciplinary actions.

\_\_\_\_\_  
Student's Name (printed)

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

\_\_\_\_\_  
Today's Date

**Upon request, Amherst Public Schools will give parents information regarding state qualifications and licensing criteria for the grade level and subject areas in which a teacher provides instruction.**

Please sign and return this entire sheet of paper to your child's teacher by **Friday, August 12, 2022**.

\*\*\*\*\*One of these forms needs to be signed by the parent/guardian for EACH CHILD in grades Kindergarten through 6<sup>th</sup>\*\*\*\*\*



**AMHERST**  
PUBLIC SCHOOL



# 1:1 iPad Policies and Procedures

**2022-2023**

## **Policies and Procedures for 1:1 iPad Program Amherst Public School**

Amherst Public School is proud to offer our Amherst High School Students Apple iPad devices for use at school and at home. The 1:1 iPad Program, which provides mobile computing and wireless technology to Amherst Public School Students, has been designed to enhance the delivery and individualization of instruction.

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving an iPad.

- Students will receive instruction from school staff on the proper use of the iPad.
- Students will be able to take the iPad home during the school year if the student signs and pays the required insurance premiums.
- Students are expected to treat the iPad as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the iPad unattended or in the passenger area of a car.
- Students must take precautions to prevent damage to the iPad; for example, do not leave the iPad where there is danger of coming in contact with moisture or excessive heat. This would include protecting the machine from inclement weather.
- The iPad comes with preloaded apps. Students may not load additional apps onto the machine without the express permission of the school administration.
- Students are to use the iPad to access only socially and educationally appropriate materials and websites.
- Students must not use the iPad to purchase goods and services via the Internet. (Parents/students are charged with full responsibility for any financial obligations incurred from the inappropriate use of the iPad.)
- Students are to use the iPad in accordance with the Amherst Public School Acceptable Use Regulations and to maintain the iPad in accordance with the procedures and information provided.
- Students are expected to adhere to any additional requirements set forth by the classroom teacher.
- iPads are the property of Amherst Public School and must be returned upon withdrawal from Amherst Public School, or at the request of a teacher or administrator. Willful failure to return the iPad in accordance with the stated conditions will result in criminal prosecution.
- Since the iPads are the property of Amherst Public School, officials of the school have the right to review all material stored on or accessed by any iPad. School officials may revoke a student's iPad use privileges for misuse or violation of policies.

The 1:1 iPad initiative, which has been adopted by Amherst Public School, will enhance learning for our students using 21<sup>st</sup> Century Skills. Learning results from continuous dynamic interaction among students, educators, parents, and the extended community. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

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## 1. Receiving Your iPad & Check-In

### 1.1 Receiving Your iPad

iPads will be distributed each fall. All 7-12<sup>th</sup> graders will be required to pay a \$35 insurance premium at the beginning of each school year. Should damage occur to the iPad, an insurance claim needs to be filled out and a claim fee of \$35 will be collected. The student pledge for iPad use form will be kept on file and good until the student graduates or leaves the district. Any student that needs assistance with iPad insurance fees should contact the principal.

### 1.2 iPad Check-In

iPads will be returned the final days of school during student checkout so they can be examined for serviceability and damage. Any iPad deemed to be damaged will pay the \$35 claim fee at that time. If a student transfers out of the Amherst Public School District during the school year, their iPad will be returned at that time, along with their Apple charger and cord. There will be a \$25 replacement fee for non-returned chargers.

### 1.2a Senior Check In

When seniors check in iPads, they will be responsible for any damage to their devices at that time. They will be asked to pay a \$35.00 claim fee for any damage to the device. Seniors will turn in their Apple charger and cord at this time, as well. There will be a \$25 replacement fee for non-returned chargers.

### 1.3 Check-In Fines

Individual school iPads and accessories must be returned to Amherst Public School at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Amherst Public School for any other reason must return their iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the iPad, or if applicable, any insurance deductible. Failure to return the iPad will result in a theft report being filed with the Buffalo County Sheriff Department.

The student will be responsible for any damage to the iPad, consistent with the District's Insurance Agreement Form and must return the iPad and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad. When returning chargers and cords, they must be Apple brand charger and cord that are in good shape. If they are not, the student will be liable for the \$25 replacement cost.

## 2. Taking Care of Your iPad

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the technology director for an evaluation of the equipment.

### 2.1 General Precautions

- The iPad is school property and all users will follow this policy and the Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPad and case must remain free of any writing, drawing, stickers, or labels that are not the property of Amherst Public School.

- iPads must never be left in an unattended or unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.
- Students must keep their iPad in the protective case, provided by the school or approved by the school, at all times. If the case has been tampered with or altered, this will waive your rights to your insurance and you may be asked to pay the full costs for repair.

## 2.2 Carrying iPads

The protective case provided with the iPads has sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school.

The guidelines below should be followed:

- iPads must always be within the protective case.
- Limit the number of items carried within a backpack with the iPad to limit the amount of pressure applied to the iPad screen.
- Avoid bumping the iPad against any surface.

## 2.3 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad when it is open or closed.
- Do not place anything near the iPad that could put pressure on the screen
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not "bump" the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

## 3. Using Your iPad at School

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher. The iPad is the property of Amherst Public School. Therefore, school staff and administration have the right to check any material stored on a student's iPad at any time.

### 3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present.

### 3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair in the office. There may be a delay in getting an iPad should the school not have enough to loan.

### 3.3 Charging Your iPad's Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Only charge your iPad with the school provided charger.

### 3.4 Screensavers and Backgrounds

- Inappropriate media may not be used as a screensaver or background photo.

- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures may result in disciplinary actions.

### 3.5 Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the iPad and can be used at the discretion of the teacher.
- Internet games are not allowed on the iPads. Students do not have access to app stores.
- All software/apps must be district provided. Data storage will be through apps on the iPad and email to a server location.

### 3.6 Printing

Printing will not be available from the iPad. If students need to print anything from their iPad, they will need to email the document to themselves or their teachers to print from the email.

### 3.7 Home Internet Access

Students are allowed to set up wireless networks on the iPads. This will assist them with iPad use while at home.

## 4. Managing Your Files & Saving Your Work

### 4.1 Saving Your Work

It is recommended that students save to the Cloud as well **as back up all Notability documents to Google Drive.** Storage space will be available on the iPad – but it will not be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

### 4.2 Network Connectivity

Amherst Public School makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

## 5. Software on iPads

### 5.1 Originally Installed Software

The software/apps originally installed by Amherst Public School must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from iPads at the completion of the course. **All Amherst Public iPads are managed and monitored through Mosyle. All internet activity is monitored through securely.**

Periodic checks of iPads will be made to ensure that students have not removed required apps.

## 5.2 Additional Software

Students are not allowed to load extra software/apps on their iPads. Amherst Public School will synchronize the iPads so that they contain the necessary apps for school work. Students will not synchronize iPads or add apps to their assigned iPad to include home syncing accounts.

## 5.3 Inspection

Students may be selected at random to provide their iPad for inspection. These inspections may include an inspection of all material saved on the iPad.

## 5.4 Procedure for Re-loading Software

If technical difficulties occur or illegal software or non-Amherst Public School installed apps are discovered, the iPad will be restored from backup to its original state. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

## 5.5 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students will be required to check in their iPads for periodic updates and syncing.

# 6. Acceptable Use

The use of Amherst Public School's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the District is not transferable or extendible by students to people or groups outside the District and terminates when a student is no longer enrolled in the Amherst Public School. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Amherst Public School's Acceptable Use Policy, as well as the Student Handbook, shall be applied to student infractions.

Violations may result in disciplinary actions up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

## 6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

## 6.2 School Responsibilities

- School will provide Internet and email access **for school purposes** to its students.
- School will provide Internet blocking of inappropriate materials as able.
- School will provide network data storage areas. These will be treated similar to school lockers. Amherst Public School reserves the right to review, monitor, and restrict information stored on or transmitted via Amherst Public School owned equipment and to investigate inappropriate use of resources.
- School will provide training on how to appropriately use the iPad.
- School will provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

### 6.3 Student Responsibilities

- Students will use iPads/computers in a responsible and ethical manner.
- Students will obey general school rules concerning behavior and communication that apply to iPad/computer use.
- Students will use all technology resources in an appropriate manner so as not to damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions cause by the student’s own negligence, errors or omissions. Use of any information obtained via Amherst Public School’s designated Internet system is at your own risk. Amherst Public School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Students will help the Amherst Public School protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account(s).
- Students should always turn off and secure their iPad after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he or she is asked to **forward the email** to administration.
- Students **will** return their iPad to the office at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Amherst Public School for any other reason must return their individual school iPad on the date of termination.

### 6.4 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyright materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging services (i.e. MSN Messenger, ICQ, etc.)
- Use of outside data disks or external attachments without prior approval from the Administration.
- Changing of iPad setting (exceptions include personal setting such as font size, brightness, etc.)
- Spamming – sending mass or inappropriate emails.
- Gaining access to another student’s/teachers/school personnel accounts, files, and/or data.
- Use of the school’s Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications are not allowed.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.

- Vandalism, (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Use of the iPad camera to take and/or distribute inappropriate or unethical material.
- Bypassing the Amherst Public School web filter through a web or VPN proxy.

### 6.5 iPad Care

Students will be held responsible for maintaining their individual iPad and keeping them in good working order. Students will be responsible for damages to their iPads.

- iPad batteries must be charged and ready for school each day.
- Only labels or stickers applied by Amherst Public School may be applied to the iPad.
- iPad cases furnished by the school District must be returned with only normal wear and no alterations to avoid paying a replacement fee.
- iPads that malfunction or are damaged must be reported to the **technology director**. The school District will be responsible for repairing iPads that malfunction. iPads that have been intentionally damaged from student misuse or neglect will be repaired with the cost being borne by the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally or will be responsible for full replacement cost.
- iPads that are stolen or lost must be reported immediately to the office and the Buffalo County Sheriff Department.

### 6.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is viewed as a form of cheating thus is a violation of the Amherst Public School Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession or hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

### 6.7 Student Discipline

If a student violates any part of the above policy, he or she will be subject to consequences as listed in the Acceptable Use Policy and Amherst Public School Student Handbook.

## 7. Protecting & Storing Your iPad

### 7.1 iPad Identification

Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

- Record of serial numbers.
- Amherst Public School Label.

## 7.2 Storing Your iPad

When students are not using their iPads, they should be in their locker or kept with the student. Nothing should be placed on top of the iPad when stored in student lockers. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their iPad, they may check it in for storage in the office.

***Do NOT leave your iPad in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.***

## 7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds, lunchroom, computer lab, locker rooms, LMC, unlocked classrooms and lockers, busses, and hallways. Any iPad left in these areas is in danger of being stolen or damaged. If an iPad is found in an unsupervised area, it will be taken to the office. Violations may result in loss of iPad privileges and/or other privileges.

## 8. Repairing or Replacing Your iPad

Students will be responsible for damages to their iPads including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc. Depending on the damage and whether or not the damage was accidental or due to a malfunction of maintenance issue, the Amherst Public School District Protection Plan would be used to determine the cost of the repairs. In the case of intentional damage and/or neglect, the student will pay the full repair or replacement cost of the device. If damage is severe and beyond the scope of a normal repair, the student will be required to pay an additional fee as determined by administration. If the damage is deemed excessive or done willfully, the student is responsible for the full replacement cost of the device.

### 8.1 School District Protection Plan

Insurance must be purchased through Amherst Public School in order to take the iPad out of the building. The cost of the non-refundable insurance protection will be determined by Administration and will be an annual fee. Checks must be made payable to Amherst Public School. The insurance policy covers one iPad per student for any costs outside the manufacturer's warranty. Once a claim on your insurance has occurred, you will have to pay a non-refundable insurance **claim**. Refer to the following coverage table for repair costs with and without insurance.

| Claims                                                                                                                                        | With Insurance        | Without Insurance (iPad stays in school building) |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------------------------------|
| Lost iPad                                                                                                                                     | \$300                 | Full Replacement Cost                             |
| Destroyed iPad (total loss)                                                                                                                   | \$300                 | Full Replacement Cost                             |
| Stolen iPad (Police Report Required)                                                                                                          | \$200                 | Full Replacement Cost                             |
| iPad Repairs – \$100-\$200                                                                                                                    | Amount over the \$100 | Full Repair Cost                                  |
| iPad Repairs – Less than \$100                                                                                                                | Covered               | Full Repair Cost                                  |
| *Power adapter, cover or any school-owned accessories are not included. These items require a full replacement cost with the exact same item. |                       |                                                   |

## 8.2 Claims

All protection plan claims for accidental damage or maintenance must be reported and filed with the **technology director**. In cases of theft or loss, students or parents must file a police or fire report and bring a copy of the report to the office before an iPad can be replaced with the Amherst Public School District Protection Plan.

## 9. Consequences for Irresponsible iPad Handling

If an iPad is found unattended for a significant amount of time it will be confiscated by staff and turned into administration.

The first offense will be a warning.

Administration and the Technology Committee will decide upon further consequences.

## 10. Management App / software

Consequences for removing monitoring software (ipads will be monitored by Mosyle and Apple School Manager) off the ipad, without permission, will result in an automatic in school suspension, unless the student contacts Mrs. Rohde within 5 minutes of it being taken down. Each time after will result in that many days in school suspension – 2<sup>nd</sup> offense: 2 days/3<sup>rd</sup> offense: 3 days, etc.

### 10.1 Classroom App

The classroom app will be monitored on a class-by-class basis. Failure to turn on app when asked will result in discipline actions from teachers.

## 11. Banned Apps from Amherst Public School iPads

Amherst Public School reserves the right to ban certain apps from being on the school owned iPads. These apps will be put on a list that is updated and posted in the school. This is a 24-7-365 basis for the devices. Each case will be left up to Administrative discretion on what will be done in regards to punishment for having the banned app on the device.

Only apps approved by Amherst Public School will be made available to students. Amherst Public School has the right to give and take apps as deemed necessary for educational purposes.

## INTERNET SAFETY AND ACCEPTABLE USE POLICY

Internet Safety Policy. It is the policy of Amherst Public School to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.

Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyber bullying awareness and response.

Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

Computer Acceptable Use Policy. This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.

Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, 3-12<sup>th</sup> grade students (and all parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. PK-2<sup>nd</sup> grade students will have the Internet Safety and Acceptable Policy explained to them in language they can understand. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

Unacceptable Uses. The following are unacceptable uses of the technology resources:

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.

Personal Matters. Technology resources shall not be used, and no person shall authorize its use, for personal matters.

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 family member or friend, paying bills online, using the Internet to access information during a teacher's planning time.

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 instructional 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.

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.

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, 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).

Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.

Users shall not access resources not specifically granted to the user or engage in electronic trespassing.

Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.

Users shall not copy, change, or transfer any software without permission from the network administrators.

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.

Users shall not engage in any form of vandalism of the technology resources.

Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

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:

To access any material contrary to the Internet Safety Policy; or to create or generate any such material

To engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.

To engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails 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 e-mails that divulge protected confidential student information to unauthorized persons.

To engage in or promote violations of student conduct rules.

To engage in illegal activity, such as gambling.

In a manner contrary to copyright laws.

In a manner contrary to software licenses.

Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

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

Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designees.

Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children’s Internet Protection Act, 47 USC § 254  
FCC Order adopted August 10, 2011

47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)  
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

Policy adopted: May 14, 2012

Amherst Public School  
Amherst, Nebraska

Amherst Public School  
Student Pledge for iPad Use

- I will use my iPad in ways that are appropriate, meet Amherst School expectations, and are educational.
- I will use appropriate language when using e-mails, journals, wikis, blogs, or other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in activity that is harmful to other persons.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of Amherst Public School.
- I will follow the policies outlined in the *iPad Handbook* and the *Acceptable Use Policy* while at school, as well as outside the school day.
- I will take good care of my iPad.
- I will never leave my iPad unattended.
- I will never loan out my iPad to other individuals.
- I will know where my iPad is at all times.
- I will charge my iPad's battery daily and arrive at school with my device charged.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will not use of the iPad camera to take and/or distribute inappropriate or unethical material.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad by only carrying it while in the case provided. I will not remove my iPad from the case provided by Amherst Public School.
- I will not place decorations (such as stickers, markers, etc.) on my iPad or provided case.
- I will not deface the serial number iPad sticker on any iPad.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance as well as report to the administration of Amherst Public School.
- I will be responsible for all damages or loss caused by neglect or abuse.
- I agree to return the iPad, case, and power cords in good working condition.

**I agree to the stipulations set forth in the 1:1 Policies and Procedures Manual, the Internet Safety and Acceptable Use Policy, the iPad Insurance Agreement Form, and the Student Pledge for iPad Use.**

Student Grade in 2022-2023 \_\_\_\_\_

Student Name: (please print first and last name): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (please print first and last name): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Individual school iPads and accessories must be returned to Amherst Public School for students who withdraw, are suspended or expelled, terminate enrollment, or graduate from Amherst Public School.**



**AMHERST**  
PUBLIC SCHOOL

**DISTRICT #0119**

**Activities**

**Policies**

**Manual**

**2022-2023**

**AMHERST PUBLIC SCHOOLS, DISTRICT # 119, BUFFALO COUNTY  
EXTRA-CURRICULAR RULES AND REGULATIONS**

**PHILOSOPHY AND PURPOSE**

The purpose of all activities is to provide students ample opportunities outside of the regular classroom that cannot be duplicated in the classroom situation. In this way students have the opportunity to develop into the best possible persons they are capable of becoming.

It is in these activities of music, athletics, dramatics, speech, and other activities that students make lasting friendships, gain valuable social experiences, learn to work and cooperate for a common goal, as well as gain physical and mental disciplines unavailable in the classroom situation. Participation in these activities is a privilege accorded only those students who are willing to abide by state law, school and conference regulations, as well as reasonable rules set forth by the coaches or sponsors that are applicable and particular to the activity involved.

Students are encouraged to participate in extra-curricular activities. They are an integral part of school life. Student and parents are reminded that the joy of participation is and should be the sole reason for participation rather than publicity or notoriety.

The purpose of this document is to bring to a mutual understanding to all concerned about the expectations of the coaching staff and administration of Amherst School in regard to conduct of students who participate in inter-school athletics and activities.

To utilize fully the potential for educational experiences, the Amherst Public Schools Activities program shall be organized and conducted in accordance with these five basic principles:

1. Be regarded as an integral part of the total educational program.
2. Be subject to the same administrative control as the total educational program.
3. Be conducted by staff personnel with adequate training in their assigned responsibilities.
4. Be conducted so that physical welfare and safety of the participants are protected.
5. Shall be conducted in accordance with the letter and the spirit of the rules and regulations of the school, conference and state activity association.

Amherst Public High School is a member of the Nebraska Schools Activities Association (NSAA) which is a state organization of the public and parochial schools of Nebraska, organized for the purpose of promoting and regulating the competition between schools in what are generally known as extracurricular activities. The program of activities for the schools as well as the rules and regulations governing interscholastic competition in athletics, music, speech, play productions, journalism and debate are determined by the member schools of the Association.

The Amherst Public School's activity program is based on the belief that the students are representatives of the Amherst School District. As such, their actions must be above reproach. Felonies and illegal drugs are considered improper behavior for students and are subject to penalties. There must be close cooperation between the sponsors, students, and parents if the activity policy is to be successful and effective. The activity policy is designed for the benefit of the students. The parents and the school must share the responsibility of making sure the rules are adhered to. If the parents and the school work together to enforce these rules, a smooth-running activity program can result.

Each school organization has an assigned sponsor. The teacher under whose jurisdiction the organization is conducted is responsible for each meeting of the organization, the maintenance of discipline, and the notification to the administration of the duly elected officers and participants. Each organization must develop a constitution or a set of guidelines with which to operate. A copy of the guidelines or constitution must be on file in the activities director's office.

All clubs and organizations must be registered in the activities director's office. An information sheet listing club objectives and activities, officers, dues, etc. shall be updated and a copy of each filed with both the activities director and principal.

Attendance at state conventions and workshops will be funded by the individual organizations with the exception of district automobile and /or bus transportation to and from the convention, approved by building principal and superintendent of schools.

Expense allowances shall be limited to one national competition event per organized club, per year, approved by building principal and superintendent of schools. Special extenuating circumstances may require a student/member to attend more than one national event per year which may be allowed with prior written approval by building principal and superintendent of schools. Receipts of incurred expenses shall be submitted by the organization sponsor to qualify for reimbursement. Whenever possible, the district will issue payment directly to convention organizers for registration fee and to hotel/motel for lodging.

Expenses to be paid for students who have qualified for competition or performance at the national level shall be established by the board of education. These may include:

1. Lodging at least expensive rate for the duration of the national convention.
2. Transportation to and from the national convention.
3. Registration and/or fees of national convention.

In Junior High, school activities will consist of a limited program in interscholastic contests in junior high band and chorus, cross country, football, volleyball, boys' and girls' basketball, wrestling and boys' and girls' track in which they will follow NSAA guidelines. The physical and emotional maturity of Junior High students require that the program be controlled to insure educational experiences, basic fundamental training and maximum participation possible while protecting the physical and emotional welfare of the student.

In Senior High, athletics will consist of interscholastic contests in football, volleyball, girls' and boys' cross country, girls' and boys' basketball, girls & boys wrestling, girls' and boys' track, girls' and boys' cooperative soccer/girl's cooperative softball with Kearney Catholic. These activities will have to be compatible with school enrollment, equipment, facilities, finances, and the availability of competent coaching staffs. Maximum effort shall be extended to provide opportunities for all interested students to participate.

The Senior High Activities program also consists of the following clubs and organizations. Freshmen Class, Sophomore Class, Junior Class, Senior Class, National Honor Society, Cheerleaders, Dance, Band, Chorus, Academic Quiz Bowl, Speech, One-Act Drama, FFA, AcaDeca, Gaming Club, and FBLA.

Students representing Amherst in athletics will be expected to return to the Athletic Director's office the following information:

- (1) Complete Physical (on official Amherst Public School Physical Form) signed by a licensed physician/Parental Consent Form
- (2) 7<sup>th</sup> -12<sup>th</sup> Signature Sheet signed and returned to the office
- (3) Follow Concussion Consent Protocol to be completed by Freshmen and Juniors
- (4) NSAA Student and Parent Consent Form

## GENERAL RULES

**Liability** - The Amherst School Board does not assume financial responsibility for accidents or injuries to students engaged in school related activities. This is also true for activities in the summer. The financial responsibility for injuries or accidents rest with parents. Parents are encouraged to carry adequate protection. A group insurance plan is made available to students

each fall.

**Eligibility** - Scholastic requirements as established by the Nebraska School Activities Association shall be followed and students are expected to be in good standing in their classes and with the administration to participate in athletics. Eligibility requirements: the student must be passing 5 of 7 classes or 6 of 8 classes to be eligible to participate in athletics. See the student handbook for additional down list eligibility requirements

**Trips** - Any student making a trip sponsored by the Amherst Schools shall travel and return via the transportation provided by the school. Exceptions must be approved through the principal's office prior to the trip. The only exception is the release of a student to his/her parent or guardian after the activity or at the discretion of the Head Coach/Activity Sponsor. No student will be released to return from an activity with anyone other than their parent/guardian.

**Attendance** - A student must be in attendance for all of the last four periods on that day to participate in practice for any extra-curricular activity or participate in contest/activity that day/night except on Fridays where it is the last three periods. Administration will have the final say on attendance for participation. Examples include: athletics, music activities, speech activities, plays, cheerleading. Exceptions such as school sponsored trips, funerals and doctors' appointments will be granted. Other exceptions will be left to the discretion of the administration.

**School Work** - All assignments that will be missed because of extra-curricular activities must be made up prior to departure, or have at least made arrangements with their teacher for those assignments.

**Supervision** - Coaches and sponsors have the authority and obligation to correct any improper situation involving students participating in any extra-curricular activity sponsored by the Amherst Public Schools.

**NSAA Interscholastic Participation Regulations** - In accordance with Nebraska School Activities Association, Amherst Public School athletes cannot participate in any other organized sport, in or out of school, during the period that he/she is a member of the interscholastic squad. Examples are: town team basketball, town team volleyball, A.A.U. Athletics.

**Training** - The definition of a sport season is defined as the date of the first practice, as set by the N.S.A.A. through the date of the final contest or meets. There is no place in activities for a student using tobacco, alcohol or controlled substances. Those who do, not only harm themselves, but the entire team. Should an athlete be in violation of the rules and regulations, they will be subject to the penalties listed in this handbook, in addition to any penalties administered because of regular school policies.

**Dress for Athletes** - As representatives of the Amherst Public Schools and the community of Amherst, participants in extra-curricular activities will always be neat, clean and well groomed. Student/Athletes should take pride in themselves and show that pride in the way they dress. Attire not meeting the regulations of Amherst High School or any outlandish dress will not be tolerated.

**Married/Pregnant Students** - Married students shall have the same educational privileges, academically and in activities as unmarried students provided they have a doctor's permission to participate in activities, filed with the Activity Director.

## Lettering Requirements -

Football: A letter will be earned when an athlete participates in one-third of all quarters of all varsity football. Quarters played in second team games will count as one-half (1/2) quarters toward a first team letter. A participant may also be lettered at the coach's discretion.

Volleyball: Participating in one more than one-half (1/2) the total varsity games will qualify a player for a varsity letter. A participant may also be lettered at the coach's discretion.

Cross Country: Any member of the Varsity Girls/Boys Cross Country Team may earn a varsity letter by adhering to the 2 following requirements AND A, or B:

1. Being a member of the team for the ENTIRE season.
2. Adhere to all team rules, regulations; including academic requirements, AHS rules, practice requirements, and any other requirements established by the head coach.

PLUS:

- A. Compete in at least 6 of the 9 meets.
- B. Place in the top 25 at one of the meets.

Basketball: Participating in one more than one-third (1/3) of all quarters played in first team games will qualify a player for a first team letter. A participant may also be lettered at the coach's discretion.

Wrestling: Accumulating ten (10) or more team points at a major meet, placing in two (2) major meets or having a twenty-five percent (25%) winning record will qualify team member for a first team letter. A participant may also be lettered at the coach's discretion.

Track: Any team member who scores in one (1) major meet in any individual event shall letter in track. Relay members must place in two (2) major meets in order for the relay members to qualify for a first team letter. A major meet will be any meet involving six (6) or more teams. A participant may be lettered at the coach's discretion.

Golf: A golfer must place in a major meet to earn a letter. A participant may also be lettered at the coach's discretion.

Senior: Any athlete who has participated in a particular sport for four full years will receive a letter for that sport. If an athlete is injured and misses part of the required time because of the injury, they will not be penalized.

Lettering may be withheld should a participant decide to quit or if they are removed from the squad.

### **Initiations, Hazing, Secret Clubs and Outside Organizations**

**Initiations.** Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

**Hazing.** Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

**Secret Organizations.** It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

**Outside Organizations.** It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

**New West Sports Medicine** - New West Sports Medicine Center of Kearney currently provides sports medicine services to our school once a week. The athletic trainer will be available to evaluate sports injuries. There is no charge for New West Sports Medicine Center's outreach program. This program is available to athletes in grades 7<sup>th</sup>-12<sup>th</sup>.

**Team Practice** - All starting times for practice will be determined by the head coach. All participants are expected to be ready for practice at the time set by the coach. Under normal conditions, all athletes will be required to report to practice (dressed) no later than fifteen (15) minutes from the time of school dismissal. A participant who does not get to practice on time is holding back themselves as well as the whole team.

**Dressing Room** - All athletes will be under the supervision of a coach while the athlete is in the locker room. An athlete must not loiter in the dressing room or endanger the safety of others. All cases of misconduct will be dealt with by the coach in charge.

**Attendance at Practice and Contests** - Participants are expected to be at all practices scheduled by the coach. Should a participant not be able to attend a practice, they must contact the coach in advance. Athletes are always expected to be on time, or ahead of time for all practices, home contests, and departures to and from away contest. Activity practice sessions will not be held during the Moratorium period as designated by the NSAA (normally a five or six day period over the Christmas Holiday). Practice sessions during school holidays, summers, or when school is not in secession are **not** mandatory; practice during these times is strictly on a voluntary basis.

**Lockers** - Girl and boy athletes will be issued a locker. It is their responsibility to secure their valuables in the lockers. If you leave your personal belongings and sport equipment lying around inside or outside of an unlocked locker, you are responsible for anything that is lost or stolen. Amherst Public School is not responsible for missing personal belongings or damage to sports equipment checked out to you. You will be responsible for replacing missing or damaged athletic equipment. All High School and Junior High students will be required to pay a five-dollar deposit for the lock that is issued with the locker for replacement value if the lock if it is lost or damaged.

**Equipment** - Amherst Public School students are responsible for all equipment checked out to them by a coach or sponsor in charge. Activity participants should be prepared to pay for the cost of replacement if it is not checked in at the end of the season in usable condition. Participants are responsible to check in all school equipment at the end of the season or as soon as possible should they quit the sport. If a participant fails to check in his/her equipment at the designated time, or should he/she quit abruptly, he/she will be required to pay for the cost of replacement. Uniforms to be worn for summer activities such as camps or all-star games will require a deposit to cover the value of the uniforms or equipment needed.

**Guidelines for the use of weight equipment** -

The Amherst Public Schools purchased the equipment and said equipment is property of the district.

The following purposes and priorities will govern the use of weight equipment:

- a. physical education program
- b. by the sport in season, with the work outs to be developed by the coach in charge.
- c. conditioning for athletes not involved in the current sport season (with permission)
- d. summer conditioning program (for next year's 7 - 12 athletes)

During the school year, proper supervision must be present. No students will be allowed to use the weight room/equipment during the school day, unless enrolled in a physical education class.

**Concussion Prevention and Preparedness** -

As of July 1, 2012, the Concussion Awareness Act became law. The law passed by the Nebraska Legislature requires concussion education for all individuals working in youth sports; removal of young athletes if they are suspected of sustaining a concussion during play; and the stipulation that athletes cannot return to play unless cleared by a licensed health care provider.

What is a concussion? A concussion is a brain injury that:

- Is caused by a bump, blow or jolt to the head or body.

- Can change the way your brain normally works.
- Can occur during practices or games in any sport or recreational activity.
- Can happen even if you haven't been knocked out.
- Can be serious even if you've just been "dinged" or "had your bell rung".

All concussions are serious. A concussion can affect your ability to do schoolwork and other activities (such as playing video games, working on a computer, studying, driving, or exercising). Most people with a concussion get better, but it is important to give your brain time to heal.

What are the symptoms of a concussion? You can't see a concussion, but you might notice **one or more** of the symptoms listed below or that you "don't feel right" soon after, a few days after, or even weeks after the injury.

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy or groggy
- Difficulty paying attention
- Memory problems
- Confusion

What should I do if I think I have a concussion?

- Tell your coaches and your parents. Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach right away if you think you have a concussion or if one of your teammates might have a concussion.
- Get a medical check-up. A doctor or other health care professional can tell if you have a concussion and when it is OK to return to play.
- Give yourself time to get better. If you have a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have another concussion. Repeat concussions can increase the time it takes for you to recover and may cause more damage to your brain. It is important to rest and not return to play until you get the OK from your health care professional that you are symptom-free.

How can I prevent a concussion? Every sport is different but there are steps you can take to protect yourself.

- Use the proper sports equipment, including personal protective equipment. In order for equipment to protect you, it must be:
  - the right equipment for the game, position or activity
  - worn correctly and the correct size and fit
  - used every time you play or practice
- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.

If you think you have a concussion: Don't hide it. Report it. Take time to recover. It's better to miss one game than the whole season.

For more information, visit [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion)

## **Amherst Public Schools Code of Conduct for Extra-Curricular and Co-Curricular Activities**

Purpose of the Code of Conduct. Participation in activities is an integral part of students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community and to the students themselves. In their participation and their conduct, students are representing all of these groups. 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. Consequently, participation in any extra-curricular or co-curricular activity is dependent upon the adherence to this Code of Conduct and the school district's policies, procedures and rules.

Activities Subject to the Code of Conduct. The Code of Conduct applies to all extra-curricular and co-curricular activities. This includes but is not limited to: all sports, Cheerleading, all contests, Prom, Homecoming, Dance Team, Royalty, National Honor Society, Speech Team, All School Play, One-Act, Student Advisory Activities, FFA, FBLA, Pep Club, Pep Band, Awards Night and other school sponsored organizations and activities. An activity participant means a student who participates in, has participated in, or will participate in any of the above activities.

### Scope of the Code of Conduct.

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

When: The 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.

Other Offenses. In addition to the Code of Conduct offenses, coaches and sponsors may establish additional conduct rules and expectations for subjects other than tobacco, alcohol, drugs and crimes.

Participants may be disciplined for violations of the conduct rules and expectations, and such discipline may include suspensions from extra-curricular activities.

## **Rules of Conduct Regarding Tobacco, Alcohol, and Controlled Substances**

### Banned Substances.

The banned substances are: alcoholic beverages, tobacco in any form, controlled substances (any illicit drug is banned; a controlled substance possessed or used in accordance with a physician's prescription is not banned), inhalants and drug paraphernalia.

Prohibited Conduct. It is a violation of the Amherst Public Schools Code of Conduct for Extra-Curricular and Co-Curricular participants to use, consume, possess or sell such substances,

be under the influence of such substances, or to procure such substances for others.

**Meaning of Terms.** The terms used in the Code of Conduct have a less strict meaning than under criminal law. Use or consume includes any level of consumption or use of any of these substances. 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 a participant is present—the participant is considered to be in possession if the participant is aware that the alcohol is in the vehicle, even though the participant has not touched or consumed the alcohol, provided that the alcohol is not in the control of a parent or guardian or other responsible adult (age 21 or older) and (2) alcohol is present at a party attended by the participant—the participant is considered to be in possession if the participant is aware that alcohol is at the party, even though the participant has not touched or consumed the alcohol, provided that the alcohol is not in the control of a parent or guardian or other responsible adult (age 21 or older).

### **Rules of Conduct Regarding Criminal Offenses**

Activity participants are expected to not engage in violation of the criminal laws. An activity participant will be considered to be in violation of the Code of Conduct in the event: (1) the student is convicted of a criminal offense (conviction includes a plea of no contest and an adjudication of delinquency by the juvenile court.)

### **Penalties for Code of Conduct Violations**

**Tobacco.** The penalty for tobacco violations shall be determined by the coach or sponsor of the activity. For activities without a coach or sponsor, the penalty shall be determined by the Principal.

**Drugs and Alcohol.** The penalty for violation of the rule on banned substances other than tobacco and steroids shall be a suspension from activities for: (1) three-weeks if the activity participant self-reports and (2) five-weeks if the activity participant fails to self-report.

**Steroid Offenses.** An activity participant who possesses, dispenses, delivers, or administers anabolic steroids shall be subject to the following sanctions:

First Offense: The activity participant shall be prohibited from participating in any extracurricular activities for 30 consecutive days.

Second or Any Subsequent Offense: The activity participant shall be prohibited from participating in any extracurricular activities for one (1) calendar year from date of finding of violation.

**Criminal Offense.** A participant will be suspended from the activity if he/she is cited for breaking federal or state laws (excluding misdemeanor traffic violations).

1<sup>st</sup> offense: 7 calendar days

2<sup>nd</sup> offense: 21 calendar days

3<sup>rd</sup> offense: Remainder of the school year

**When Suspensions Begin.** All suspensions begin with the next scheduled competition or 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. Students who are suspended may be allowed to participate in activities that have a grade or participation associated with them, with the determination being made by administration. Suspensions in the spring will be carried over to the fall if necessary. If an athlete is not out for any activity they cannot join an activity in progress in order to reduce an activity suspension.

Students who have occurred more than 15 days of in-school or out-of-school or a combination of both will be considered ineligible for the remainder of the school year for any activity covered by the Activities Handbook.

Letters and Post-Season Honors. Activity participants who commit a Code of Conduct Offense are: (1) eligible to letter, provided the participant meets the criteria of a coach or sponsor, and (2) are ineligible 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 missed events due to a code violation; provided that the coach/sponsor, with the Principal's approval, may make an exception where the student has self-reported.

### **Self-Reporting**

An activity participant who violates the Code of Conduct must self-report. The self-report must be made to: Principal, Athletic Director, or the Head Coach or Sponsor of an activity in which the student participates. The activity participant's parent or guardian may initiate the self-reporting process, but the activity participant will be required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the activity participant must identify the events that took place, what conduct the activity participant engaged in, and any witnesses to the activity participant's conduct, and will be required to put this information in a written statement. In the event the activity participant has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the activity participant 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 activity participants are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks an activity participant for information pertaining to compliance (or lack of compliance) by the activity participant or other activity participants with the Code of Conduct or eligibility conditions for participation in activities, the activity participant is expected to fully, completely, and honestly provide the information and may be disciplined for a failure to be honest and forthright.

### **Determining a Violation Has Occurred**

A violation of the Code of Conduct for extra-curricular and co-curricular activity participation will be determined to have occurred:

1. When an activity participant is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist, or if

- an activity participant is found guilty or pleads no contest to a criminal charge.
2. When an activity participant admits to violating one of the standards.
  3. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

### **Suspension and Appeal Procedures**

The following procedures shall be followed with regard to suspensions from extra-curricular or co-curricular activities:

1. The school official considering the suspension shall make a reasonable investigation of the facts and circumstances.
2. Prior to commencement of the suspension, the activity participant shall be given oral or written notice of the charges. The activity participant shall be advised of what the activity participant is accused of having done, the basis of the accusation, and an explanation of the evidence the authorities have.  
(Detail is not required where the activity participant has made a self-report. Names of informants may be kept confidential where determined to be appropriate.)
3. The activity participant shall be afforded the opportunity to explain the activity participant's version of the facts to the person making the suspension decision.
4. Within twenty-four (24) hours or such additional time as is reasonably necessary following suspension, the principal or designee shall send a written statement to the activity participant and the activity participant's parent or guardian describing the activity participant's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.
5. An opportunity shall be afforded the activity participant and the activity participant's parent or guardian to confer with regard to the matter with the principal or administrator ordering the suspension.
6. If the activity participant or the activity participant's parent or guardian is not satisfied with the determination, an informal hearing may be requested before the superintendent. A form or a request for hearing must be signed by the activity participant and the activity participant's parent or guardian and delivered to the superintendent in person or by registered or certified mail. This request must be received by the superintendent within five (5) days of receiving notice of suspension.
7. If a hearing is requested, it shall be held within ten (10) days of the request and a notice of the time and place of the hearing will be given to the participants, and parents or guardian within five (5) days of receiving the request. The notice shall contain an outline of the alleged infraction. There shall be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered by the Superintendent within five (5) school days of the informal hearing. The decision will be delivered to the participant, parents or guardian. A record of the hearing shall be kept by the school.
9. Nothing contained in this regulation shall prevent the activity participant and the activity participant's parent or guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage provided herein.

## GENERAL INFORMATION

|                                |                                      |
|--------------------------------|--------------------------------------|
| <b>Location:</b>               | <b>100 North Sycamore Street</b>     |
| <b>Telephone:</b>              | <b>(308) 826-3131</b>                |
| <b>Fax:</b>                    | <b>(308) 826-4865</b>                |
| <b>School Nickname:</b>        | <b>Broncos</b>                       |
| <b>School Colors:</b>          | <b>Scarlet and Silver Gray</b>       |
| <b>Conference Affiliation:</b> | <b>Fort Kearny</b>                   |
| <b>Superintendent:</b>         | <b>Matt Gordon</b>                   |
| <b>Principal:</b>              | <b>Roger Thomsen</b>                 |
| <b>Athletic Director:</b>      | <b>Nathan Dietz</b>                  |
| <b>Head Football:</b>          | <b>Faron Klingelhoef</b>             |
| <b>Head Volleyball:</b>        | <b>Jonie Fader</b>                   |
| <b>Head Cross Country:</b>     | <b>Tessa Dobish</b>                  |
| <b>Head Boys Basketball:</b>   | <b>Eric Rippen</b>                   |
| <b>Head Girls Basketball:</b>  | <b>Brandon Rohr</b>                  |
| <b>Head Wrestling:</b>         | <b>Chase Klingelhoef</b>             |
| <b>Head Track:</b>             | <b>Faron Klingelhoef/Karla Rohde</b> |
| <b>Head Golf:</b>              | <b>Jalen Hueser</b>                  |
| <b>Journalism:</b>             | <b>Dana Dietz</b>                    |
| <b>Speech/Drama:</b>           | <b>Riley Sheets</b>                  |
| <b>Band/Vocal:</b>             | <b>Josh Hughes</b>                   |
| <b>FFA:</b>                    | <b>Maranda Martenson</b>             |
| <b>FBLA:</b>                   | <b>Karla Rohde</b>                   |
| <b>Gaming Club:</b>            | <b>Josh Hughes</b>                   |

# **Amherst Public School**

## **Coaches/Activity Sponsor Handbook**

**2022-2023**

## ACTIVITY ELIGIBILITY FOR HIGH SCHOOL

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules set forth by the **Nebraska School Activities Association** . If you do not understand any of the rules stated below, consult the high school principal or activities director.

A student must be an undergraduate.

A student must be enrolled in at least twenty hours per week (four full credit courses) and be in regular attendance. A student must be enrolled in some high school on or before the 11th school day of the current semester.

A student is **ineligible** if 19 years of age before August 1st of the current year. (Students may participate on a high school team if he/she was 15 years of age prior to August 1 of the current school year).

After a student's initial enrollment in grade nine, he/she will be ineligible after eight semesters of school attendance. A student must have been enrolled in school the immediate preceding semester.

Once the season of a sport begins, a student shall compete only in the athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.

A student shall not participate in sports camps or athletic clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.

A student shall not participate on an all-star team while a high school undergraduate.

A student-entering grade 9 for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After making a choice of high schools, any subsequent transfer will cause the student to be ineligible for ninety school days. If a student participated on a high school team at any level as a 7th or 8th grade has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth grade shall be ineligible for ninety days.

When the parents of a student change their domicile from one school district to another district, which has a high school, the student is ineligible for 90 days except:

(a) If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.

(b) If a student has been attending the same high school since initial enrollment in grade nine and the school is located in the school district from which the parents moved, he/she may remain at the high school and retain eligibility, or be eligible in the school district in which the parents have established their domicile.

(c) If the parents moved during the summer months and the student is in grade twelve, the student may remain at the high school he/she has been attending and retain eligibility.

(d) All transfers MUST be inputted electronically on a form that will be activated on the school's secure page on the NSAA web page prior to May

1. Any student who is not listed on that electronic form prior to May 1<sup>st</sup> will be ineligible for 90 school days following transfer.

(e) The NSAA membership introduced and passed a bylaw that will render students ineligible for 90 school days if they submit transfer paperwork, but later elect to remain in their original school. Any student who submits transfer paperwork before May 1, but who subsequently decides not to transfer, will be ineligible for 90 school days in his/her original school.

Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.

A student shall not participate in a contest under an assumed name.

A student must maintain his/her amateur status.

## **ACTIVITY ACADEMIC POLICY FOR HIGH SCHOOL**

All students 7-12 are expected to be in good standing with school administration and in their classes to participate in any extracurricular activities. In order to be eligible students must be passing 5 to 7 classes or 6 of 8 classes to be eligible to participate in activities.

## **GUIDELINES, REGULATIONS, PRACTICES, REQUIREMENTS**

### **Pre-Practice Requirements**

Return an update physical

NSAA Student/Parent Consent form

### **Team Selection**

The head coach and assistants will determine team selection and placement. There is a no cut policy that has been adopted. Athletes do need to be aware that this does not mean that they are guaranteed a uniform. Suiting up for games must be earned and will be up to the discretion of the coaching staff. Coaches need to inform athletes of the selection procedure that will be used in determining who gets to suit up and at what level of competition.

### **Practice Times and Procedures**

Coaches are expected to abide by the NSAA policy on organized practices. Each individual coach/sponsor will determine practice times. All athletes are expected to be on the field or court at the designated time. If an athlete cannot be at practice, he/she must contact the coach/sponsor BEFORE practice begins. Each coach/sponsor may have specific attendance requirements or procedures for athletes to follow.

Practices held when school is not in session (vacations, snow days, holidays, etc.) must be approved in advance. All doors must be locked and everyone out when leaving. Please be sure that all students have a way home before leaving the school practice or event.

Every coach/sponsor should know the legal aspects involved with negligence and liability. Be prudent in all you do and make sure that you or an assistant is always supervising all phases of your locker facilities, practices, and games.

## **Attendance Game Day**

An athlete must be in school periods 5,6,7,8 M-Th or 5,6,7 on Fridays the day of a game in order to participate in the contest. Absences for school-sponsored activities, dental and doctor appointments, as well as circumstances beyond their control may be exceptions to this rule and must be cleared with the administration in advance. If an athlete is gone for any reason on a game day, please check with the principal or athletic director to find out if an exception has been made. Only the administration has the right to make exceptions to this rule. If the coach is satisfied that a student's health is not endangered and other conditions are met, participation for excused absences on Saturday will then be at the discretion of the head coach.

## **Practices on Wednesday and Sunday**

According to the Nebraska School Activities Association, no activity contests may be scheduled on Sunday. In addition to this, the school wishes to work cooperatively with the families in community. On Wednesday, students will be out of the building by 6:30 p.m. The activities director or the high school principal or superintendent must approve any Sunday practices at least four days in advance.

## **Same-Day Conflicts**

State, district and conference events take precedence when an activity conflict occurs. When two regularly scheduled events, or non-priority events, take place on the same day, the two sponsors shall try and work out an agreement. If no mutual agreement can be reached, the Activities Director will determine the event in which the student will participate.

## **Transportation**

School transportation will be provided to all contests away from Amherst. Softball and Soccer students will depart from Kearney Catholic High School unless otherwise listed by KCHS. Students are expected to ride to and from contests with the team. In no case may an athlete drive his/her own car. Expectations may be allowed with with 24 hour approval from administration. An athlete may ride home from a contest with a parent by a written personal request by the parent to the coach in charge before leaving. Head coaches must ride school transportation to and from the event unless approved by administration. Assistant coaches must ride school transportation to and from the event unless approved by head coach.

Coaches/sponsors are responsible for getting transportation requests and departure times to the activities director and transportation director at the beginning of the season to ensure arrangements have been made.

Van/bus use. Drives/coaches are responsible for the safety of the riders and the cleaning of the van/bus after each use. The driver is responsible for reminding all passengers to wear their seat belts at all times. Drivers need to return the keys to the office at the end of every trip. Please give the office adequate notice of when transportation is needed.

## **Facility use**

Every coach should check daily on the aspects of safety on the field, gym, and locker rooms, etc., as well as the overall health of players. Any hazard to safety should be brought to the attention of the activities director. No one is allowed in the building without a coach or faculty sponsor. Communicate with the activities director about school facility use and needs.

All non-season use of school facilities must have approval from either the building Principal or Activities Director and school secretary prior to the event. School facilities are generally available to be used for events outside of the school activity schedule, please direct all persons requesting this use to the appropriate administrator.

## **Injuries**

In the event that an athlete becomes injured, the coach will administer emergency first aid as needed. The parents or guardians will be notified as soon as possible so they may transport the athlete for medical attention, or notified that a rescue squad was called to transport the athlete if a serious injury has occurred.

It is recommended that each coach take with them emergency information for each athlete. All injuries must be reported to the coach at once. The coach will then take the necessary actions to ensure the safety of the athlete. The coach must fill out an accident report as soon as possible after the event, on all accidents happening on or in school property.

## **Hazing**

Hazing: By definition, hazing is any humiliating or dangerous activity expected of a student to belong to a group, regardless of the person's willingness to participate. Any kind of initiation or expectations should never be a part of High School athletic and activities scenes. Hazing or any such unacceptable behavior will not be tolerated by the coaching staff. Coaches are expected to be vigilant for any kind of hazing. Most hazing can be avoided by providing proper supervision.

## **Purchasing equipment and supplies**

All purchases must have authorization from the Activities Director and be accompanied by a purchase order. This includes items that will come out of your individual activity accounts. Please do not order anything and charge it to the high school without previous notification.

## **Coaching Staff**

Head coaches will determine the appropriate utilization of his/her coaching staff. The Activities Director or Principal or Superintendent must approve all specific program-staffing decisions.

*Assistant coaches* - The Activities Director or Principal or Superintendent will determine the number of assistant coaches needed for each school sponsored interscholastic competition event. The number of assistants will reflect an evaluation of the following: the number of current participants, number of past participants and any special coaching circumstances related to facilities/logistics.

### **Game programs**

Coaches need to get an updated roster for upcoming contests that require programs. If there are changes that occur during the year, please inform the Activities Director so that these changes can be made before the programs are printed.

### **Meal and Lodging for State Activities**

The coaches and the activities director will work together to take care of all lodging reservations for all state qualifiers and paid coaches.

Only those athletes that qualify and their coaches will be considered an official part of the party.

Meals will be provided at a rate of \$10.00/Breakfast, \$10.00/Lunch, \$10.00/Supper for all official members of the party. Coaches must return unused funds to the Activities Director.

Exceptions to any of the above must be approved by the Activities Director and/or the Principal.

### **Off-Season Conditioning Programs**

Coaches are encouraged to conduct off-season conditioning programs to promote increased athletic skills, however these programs are not to be required or interfere with programs which are currently in-season. In-season programs will hold priority when it comes to facility scheduling. Coaches are reminded that proper supervision is needed at all times.

### **Keys**

Keys are not to be loaned out to students for any reason. Any coaches who are not teaching in the district may check out keys from the Principal at the beginning of the season and are to be returned at the end of the season

unless special arrangements have been made. Head coaches need to help in reminding those coaches to turn in those keys.

## **Equipment and Storage**

Each head coach is responsible for the distribution and collection of all uniforms and equipment. They are also responsible for collecting the amount due for any equipment not checked back in. It is very important to keep accurate records on your inventory and provide this information to the Activities Director.

All equipment and supplies must be properly stored. The Activities Director must be made aware of all storage areas for all equipment and access to all storage areas.

## **NSAA rules meetings**

Head coaches are reminded that they must attend one of the NSAA sponsored rule meetings for your particular sport. Head coaches are asked to relay any information on to their assistants.

## **NSAA DEAD WEEK POLICY**

The NSAA has adopted a Five-day moratorium in December (**Dec. 23-Dec. 27**). During these five days, the following rules are to be followed by all levels of activities:

- All high school facilities and/or any other facilities used by high schools for competitive or practice purposes are not to be used by high school students or coaches/sponsors for competitive or practice purposes.
    - There shall be no staff members present for any interscholastic activity practice in activities under the jurisdiction of the NSAA.
    - There shall be no group interscholastic activity practice or competition either on or outside school premises under the supervision of school employees or anyone who has been associated with the school team or group as a volunteer coach or coach's aid.
    - The school facility may be open for recreational programs provided the facility is leased or rented by the city or other recreational organization and these groups sponsor and supervise the activities.
- Any questions on interpretation should be directed to the Activities Director.

## **Summer Activities**

Coaches are encouraged to provide students and teams with opportunities for summer activities; these activities may occur between June 1 and July 31. Coaches may not require students to attend or participate in any summer activity, nor may attendance be tied to being able to make a particular level of team participation within the high school program.

*Use of school vehicles for summer camp* - School vehicles or vans may be scheduled for activity/athletic use in the summer well in advance. Vehicles must be returned cleaned and full of fuel. If Coaches choose to attend camps or clinics out of state, the request will need to be Superintendent three months prior to clinic.

## **Fundraising**

Fundraising projects are necessary since school organizations need funds to operate. All fundraising projects must be cleared by the administration. Each organization will be allowed one fundraiser per semester. Exceptions to this rule need to be clear by the administration.

## **Coaches Appearance**

Coaches should dress in the manner that is appropriate for each sport during both practice and games.

## **Coaching Clinics**

Coaches are encouraged to attend clinics for their particular sport of activity. All coaches are encouraged to attend the Nebraska Coaches Clinic. The fee will be paid by the school. All coaches are encouraged to be members of the Nebraska Coaches Association. The fee will be paid by the school. All coaches will be allowed to attend a second clinic during the school year with administration approval. One professional day will be given. All coaches will be allowed to attend the state championship game(s) in their sport(s) during the school year with administration approval. One professional day will be given. Total reimbursed expenses are not to exceed \$400.00 per coach per year.