Board of Education Regular Meeting
Monday, August 8, 2022 6:00 PM
Boardroom at 1700 14th Avenue
1700 14th Ave
Nebraska City, NE 68410

1. Call to Order
   - 1.1. Roll Call
   - 1.2. Pledge of Allegiance
   - 1.3. Requests from Board Members to be Absent from this meeting
   - 1.4. Welcome to Visitors and Public
   - 1.5. Approval of Agenda
   - 1.6. Public Comment Time
   - 1.7. Approval of Minutes
   - 1.8. Claims and Accounts
   - 1.9. Financial Report
   - 1.10. Principal's Comments – "What's Happening With The PIONEERS!
2. Old Business
   - 2.1. Policy Revisions-Second Reading
3. New Business
   - 3.1. Committee Reports
     - 3.1.1. Education, Americanism and Civics
     - 3.1.2. Buildings and Grounds
     - 3.1.3. Finance
     - 3.1.4. Policy
   - 3.2. Policy Review
     - 3.2.1. Policy Reviews-Last of 2016
     - 3.2.2. Policy Reviews-Last of 2016-"On Track"
   - 3.3. District Goals and Board of Education Guiding Principles
   - 3.4. Student Handbooks
   - 3.5. Insurance RFP Bid Proposals
   - 3.6. First Student
   - 3.7. Foreign Exchange Student
   - 3.8. Personnel
     - 3.8.1. Extended Contract - Mr. Kaleb Walker
     - 3.8.2. Leave of Absence Request - Mrs. Charity Reeves
     - 3.8.3. Replacement Teacher Contract - Mrs. Allysyn Molzahn-Paap
   - 3.9. Superintendent's Report
4. Adjournment

PUBLIC PARTICIPATION

INSTRUCTIONS FOR MEMBERS OF THE PUBLIC WHO WISH TO SPEAK: This is the portion of the meeting when members of the public may speak to the board about matters of public concern.

- **Getting Started**: When you have been recognized, please stand and state your name.

- **Time Limit**: The board will generally allow a total of 30 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 6 individuals who wish to address the board, the 30 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.

- **Personnel or Student Topic**: If you are planning to speak about a personnel or a student matter involving an individual, please understand that the district has a complaint policy and/or procedures to resolve such complaints and concerns. The Board requests that you follow the policy and procedures before addressing these matters with the Board. Board members will generally not respond to any questions you ask or comments about individual staff members or students.

- **General Rules**: This is a public meeting for the conduct of business. Comments from the audience while others are speaking will not be tolerated. Lewd, obscene, profane, slanderous, threatening and hostile conduct or statements and fighting words (words whose mere utterance entails a call to violence) will not be tolerated.

- **No Action by the Board**: The board will not act on any matter unless it is on the published agenda.

Public Participation at Board Meetings Form

Nebraska City Public Schools Board of Education

PUBLIC COMMENTS

The purpose of "Public Participation" is for the Board of Education to hear comments from the public. Since comments are not on the published agenda the Board will not discuss and/or answer questions during "Public Comments."

The board will generally allow a total of 30 minutes for the presentation of all public comments. Individuals may only speak one time per topic and must limit comments to around five (5) minutes. In the event more than six individuals wish to address the board, the 30 minutes will be divided equally between the number of speakers. At the discretion of the Board President or Chair, speakers may be allotted additional time.

PLEASE PRINT

Name _____ Date_____

Address _____

City _____ State _____ Zip Code _____

Subject of Public Comment: _____

_____

_____

UNAPPROVED MINUTES
Board of Education Work Session
Monday, July 11, 2022 5:00 PM
Boardroom at Central Office
1700 14th Avenue
Nebraska City, NE 68410

The News Press and B103 were notified.

Notice was published in the Nebraska City News Press on Friday, July 1, 2022 and on the Nebraska City Public Schools website on Friday, June 24, 2022, stating the time and place of the meeting and stating that the known subjects on the agenda were on file and available for public inspection at the District Central Office, 1700 14th Avenue, Nebraska City, Nebraska. Copies of the postings from Friday, July 1, 2022 and Friday, June 24, 2022 are attached to these minutes.

This meeting is subject to the Open Meetings Law and Availability of the Agenda pursuant to Nebr. Rev. Stat. Chapter 84, Article 1412(8). A current copy of the Open Meeting Act is posted in the meeting room and the Agenda is available.

1. **Call to Order**
   President Jim Nemec called the meeting to order at 5:00 PM.

   1.1 Roll Call

Kent Blum: Present
Lisa Chaney: Present
Don Loseke: Absent
Jeff Frields: Present
Stacie Higgins: Present
Stephen Luther: Present
Jim Nemec: Present
Nick Schmitz: Present
Teri Stukenholtz: Absent
Present: 7, Absent: 2

Board Member Teri Stukenholtz joined the meeting at 5:14 PM.

DRAFT

2. **Discussion of District 2021-2022 Amended Budget**
Superintendent Fritch and Business Manager, Brenda Wieckhorst, led the board through discussions regarding the amended 2021-2022 budget and how the refinancing will create an overall savings to the district, improve the cash balance, and reduce the growth rate. This does not include the General Fund or require additional tax money. They also gave an update on the general obligation bonds and future payment schedules.

3. **Adjournment Order #16745-Motion Passed:** Motion to adjourn at 5:20 PM passed with a motion by Kent Blum and seconded by Stacie Higgins.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Absent
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Yea
Teri Stukenholtz: Yea
Stephen Luther: Yea
Yea: 8, Nay: 0, Absent: 1

Submitted by Mark Fritch, Secretary

NOTICE OF WORK SESSION - JULY 11TH, 2022

Damien Bertwell

JUN 24, 2022

NOTICE IS HEREBY GIVEN that a **Work Session-2021/2022 Amended Budget Workshop** of the Board of Education of Otoe County School District 111, in the State of Nebraska, will be held at **5:00 o'clock P.M., July 11, 2022 at Central Office, 1700 14th Avenue**, Nebraska City, Nebraska, in the Boardroom, which meeting will be open to the public. An agenda for such meetings, kept continuously current, is available for public inspection at the office of the Superintendent.

Mark Fritch

Superintendent of Schools

NEWS-PRESS

109 SOUTH 9TH STREET
NEBRASKA CITY, NEBRASKA

PROOF OF PUBLICATION

The State of Nebraska,} SS.
County of Otoe,

Kirt Manion...being first duly sworn, says that he is Editor for the NEWS-PRESS, a legal newspaper which is published and is in general circulation in Otoe County, Nebraska, and is printed Bi-weekly at its office in Nebraska City, Nebraska; that said newspaper has been so published for more than fifty-two consecutive weeks prior to the publication of the annexed notice, and has a bona fide circulation of more than three hundred copies each issue. That to affiant's personal knowledge the annexed notice was published in said newspaper 1 consecutive weeks, beginning with the issue of July 1, 2022, and in every subsequent issue of said newspaper up to and including the issue of July 1, 2022

NOTICE OF MEETING OTOE COUNTY SCHOOL DISTRICT 111 IN THE STATE OF NEBRASKA
NOTICE IS HEREBY GIVEN that a **Work Session-2021/ 2022 Amended Budget Workshop** of the Board of Education of Otoe County School District 111, in the State of Nebraska, will be held at **5:00 o'clock P.M., July 11, 2022 at Central Office, 1700 14th Avenue,** Nebraska City, Nebraska, in the Boardroom, which meeting will be open to the public. An agenda for such meetings, kept continuously current, is available for public inspection at the office of the Superintendent.
Mark Fritch
Superintendent of Schools
Published in the New-Press July 1, 2022.
#262360 ZNEZ

Publisher's fee at legal rate is $. 15.28

Kirt Manion

Subscribed and sworn to before me this 7th Day of July, 2022

Tammy K Schumacher
Notary Public

GENERAL NOTARY - State of Nebraska
Tammy K Schumacher
My Comm. Exp. March 23, 25

UNAPPROVED MINUTES
Board of Education Special Hearing
2021-2022 Amended Budget
Monday, July 11, 2022 5:30 PM
Boardroom at Central Office
1700 14th Avenue
Nebraska City, NE 68410

B103 and News Press were notified.

Notice was published in the Nebraska City News Press on Friday, July 1, 2022 and on the Nebraska City Public Schools website on Friday, June 24, 2022, stating the time and place of the meeting and stating that the known subjects on the agenda were on file and available for public inspection at the District Central Office, 1700 14th Avenue, Nebraska City, Nebraska. Copies of the postings from Friday, July 1, 2022 and Friday, June 24, 2022 are attached to these minutes.

This meeting is subject to the Open Meetings Law and Availability of the Agenda pursuant to Nebr. Rev. Stat. Chapter 84, Article 1412(8). A current copy of the Open Meeting Act is posted in the meeting room and the Agenda is available.

1. Call to Order

Board President Jim Nemec called the meeting to order at 5:30 PM.

DRAFT

1.1. Roll Call

Kent Blum:	Present
Lisa Chaney:	Present
Don Loseke:	Absent
Jeff Frields:	Present
Stacie Higgins:	Present
Stephen Luther:	Present
Jim Nemec:	Present
Nick Schmitz:	Present
Teri Stukenholtz:	Present

Present: 8, Absent: 1

2. Hearing on the 2021-2022 Amended Budget

Discussion/Questions/Comments

Superintendent Fritch led discussion on why it is necessary to amend the Bond Fund due to refinancing the 2021A, 2021B, and 2022 Series of Bonds and associated fees. The refinancing will create an overall savings to the district, improve the cash balance, and reduce the growth rate. This does not require additional tax money. Dan Swanson asked Superintendent Fritch a question regarding the tax levy.

3. Adjournment

Order #16746-Motion Passed: Motion for adjournment at 5:35 PM passed with a motion by Stacie Higgins and a second by Teri Stukenholtz.

Kent Blum:	Yea
Lisa Chaney:	Yea
Don Loseke:	Absent
Jeff Frields:	Yea
Stacie Higgins:	Yea
Stephen Luther:	Yea
Jim Nemec:	Yea
Nick Schmitz:	Yea
Teri Stukenholtz:	Yea

Yea: 8, Nay: 0, Absent: 1

Submitted by Mark Fritch, Secretary

NOTICE OF SPECIAL HEARING (AMENDED BUDGET) - JULY 11TH, 2022

Damien Bertwell

JUN 24, 2022

NOTICE IS HEREBY GIVEN that a **Special Hearing-2021/2022 Amended Budget Hearing** of the Board of Education of Otoe County School District 111, in the State of Nebraska, will be held at **5:30 P.M., July 11, 2022 at Central Office, 1700 14th Avenue**, Nebraska City, Nebraska, in the Boardroom, which meeting will be open to the public. An agenda for such meetings, kept continuously current, is available for public inspection at the office of the Superintendent.

Mark Fritch

NEWS-PRESS

109 SOUTH 9TH STREET
NEBRASKA CITY, NEBRASKA

PROOF OF PUBLICATION

The State of Nebraska,} SS.
County of Otoe,

NOTICE OF MEETING
OTOE COUNTY SCHOOL DISTRICT 111
IN THE STATE OF NEBRASKA
NOTICE IS HEREBY GIVEN that a **Special Hearing-2021/2022 Amended Budget Hearing** of the Board of Education of Otoe County School District 111, in the State of Nebraska, will be held at **5:30 P.M., July 11, 2022 at Central Office, 1700 14th Avenue,** Nebraska City, Nebraska, in the Boardroom, which meeting will be open to the public. An agenda for such meetings, kept continuously current, is available for public inspection at the office of the Superintendent.
Mark Fritch
Superintendent of Schools
Published in the News-Press
July 1, 2022
#262260 ZNEZ

Kirt Manion...being first duly sworn, says that he is Editor for the NEWS-PRESS, a legal newspaper which is published and is in general circulation in Otoe County, Nebraska, and is printed Bi-weekly at its office in Nebraska City, Nebraska; that said newspaper has been so published for more than fifty-two consecutive weeks prior to the publication of the annexed notice, and has a bona fide circulation of more than three hundred copies each issue.
That to affiant's personal knowledge the annexed notice was published in said newspaper 1 consecutive weeks, beginning with the issue of July 1, 2022, and in every subsequent issue of said newspaper up to and including the issue of July 1, 2022

Publisher's fee at legal rate is $. 15.28

Kirt Manion

Subscribed and sworn to before me this 7th Day of July, 2022

Tammy K Schumacher
Notary Public

GENERAL NOTARY - State of Nebraska
Tammy K Schumacher
My Comm. Exp. March 23, 25

NEWS-PRESS

109 SOUTH 9TH STREET
NEBRASKA CITY, NEBRASKA

PROOF OF PUBLICATION

The State of Nebraska,} SS.
County of Otoe,

Kirt Manion...being first duly sworn, says that he is Editor for the NEWS-PRESS, a legal newspaper which is published and is in general circulation in Otoe County, Nebraska, and is printed Bi-weekly at its office in Nebraska City, Nebraska; that said newspaper has been so published for more than fifty-two consecutive weeks prior to the publication of the annexed notice, and has a bona fide circulation of more than three hundred copies each issue. That to affiant's personal knowledge the annexed notice was published in said newspaper 1 consecutive weeks, beginning with the issue of July 5, 2022, and in every subsequent issue of said newspaper up to and including the issue of July 5, 2022

Publisher's fee at legal rate is $. 161.50

Subscribed and sworn to before me this 7th Day of July, 2022

Notary Public

GENERAL NOTARY - State of Nebraska
Tammy K Schumacher
My Comm. Exp. March 23, 2[illegible]

Nebraska City Public Schools (66-0111) in Otoe 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 11 day of July, 2022 at 5:30 o'clock, P.M., at NCPS Board Room 1700 14th Ave Nebraska City, NE 68410 for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the following proposed budget AMENDMENT. It is necessary to amend the originally approved Bond Fund due to refinancing and associated fees. 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

AS ORIGINALLY APPROVED

FUNDS	Actual Disbursements & Transfers 2019-2020 (1)	Actual/Estimated Disbursements & Transfers 2020-2021 (2)	Budgeted Disbursements & Transfers 2021-2022 (3)	Necessary Cash Reserve (4)	Total Available Resources Before Property Taxes (5)	Total Personal and Real Property Tax Requirement (7)
General	$ 20,146,034.00	$ 18,056,735.00	$ 21,948,972.00	$ 2,664,696.00	$ 14,282,793.00	$ 10,435,227.00
Depreciation	$ 2,803.00	$ -	$ 548,524.00		$ 548,524.00	
Employee Benefit	$ -	$ -	$ 14,583.00		$ 14,583.00	
Contingency	$ -	$ -	$ -		$ -	
Activities	$ 297,941.00	$ 481,370.00	$ 750,000.00	$ 245,763.00	$ 995,763.00	
School Nutrition	$ 569,511.00	$ 811,060.00	$ 1,238,885.00		$ 1,238,885.00	
Bond	$ 1,315,133.00	$ 7,337,578.00	$ 2,527,737.00		$ 1,007,737.00	$ 1,535,354.00
Special Building	$ 245,800.00	$ 1,035,770.00	$ 346,291.00		$ 181,291.00	$ 166,667.00
Qualified Capital Purpose Undertaking	$ 288,216.00	$ 1,582,761.00	$ 604,549.00		$ 301,549.00	$ 306,061.00
Cooperative	$ 3,664.00	$ 9,500.00	$ 116,296.00		$ 116,296.00	
Student Fee	$ 3,004.00	$ 30,000.00	$ 35,000.00		$ 35,000.00	
TOTALS	$ 22,872,106.00	$ 29,344,774.00	$ 28,130,837.00	$ 2,910,459.00	$ 18,722,421.00	$ 12,443,309.00

	Bond Purposes	Non-Bond Purposes	Total
Breakdown of Property Tax	$ 1,841,415.00	$ 10,601,894.00	$ 12,443,309.00

PROPOSED AS AMENDED

FUNDS	Actual Disbursements & Transfers 2019-2020 (1)	Actual/Estimated Disbursements & Transfers 2020-2021 (2)	Budgeted Disbursements & Transfers 2021-2022 (3)	Necessary Cash Reserve (4)	Total Available Resources Before Property Taxes (5)	Total Personal and Real Property Tax Requirement (7)
General	$ 20,146,034.00	$ 18,056,735.00	$ 21,948,972.00	$ 2,664,696.00	$ 14,282,793.00	$ 10,435,227.00
Depreciation	$ 2,803.00	$ -	$ 548,524.00		$ 548,524.00	
Employee Benefit	$ -	$ -	$ 14,583.00	$ -	$ 14,583.00	
Contingency	$ -	$ -	$ -			
Activities	$ 297,941.00	$ 481,370.00	$ 750,000.00	$ 245,763.00	$ 995,763.00	
School Nutrition	$ 569,511.00	$ 811,060.00	$ 1,238,885.00		$ 1,238,885.00	
Bond	$ 1,315,133.00	$ 7,337,578.00	$ 19,777,737.00		$ 1,007,737.00	$ 1,535,354.00
Special Building	$ 245,800.00	$ 1,035,770.00	$ 346,291.00		$ 181,291.00	$ 166,667.00
Qualified Capital Purpose Undertaking	$ 288,216.00	$ 1,582,761.00	$ 604,549.00		$ 301,549.00	$ 306,061.00
Cooperative	$ 3,664.00	$ 9,500.00	$ 116,296.00		$ 116,296.00	
Student Fee	$ 3,004.00	$ 30,000.00	$ 35,000.00		$ 35,000.00	
TOTALS	$ 22,872,106.00	$ 29,344,774.00	$ 45,380,837.00	$ 2,910,459.00	$ 18,722,421.00	$ 12,443,309.00

	Bond Purposes	Non-Bond Purposes	Total
Breakdown of Property Tax	$ 1,841,415.00	$ 10,601,894.00	$ 12,443,309.00

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Public

GENERAL NOTARY - State of Nebraska
Tammy K Schumacher
My Comm. Exp. March 23, 25

UNAPPROVED MINUTES
Board of Education Special Hearing-Student Fees
Monday, July 11, 2022 6:00 PM
Boardroom at Central Office
1700 14th Avenue
Nebraska City, NE 68410

B103 and News Press were notified.

Notice was published in the Nebraska City News Press on Friday, July 1, 2022 and on the Nebraska City Public Schools website on Friday, June 24, 2022, stating the time and place of the meeting and stating that the known subjects on the agenda were on file and available for public inspection at the District Central Office, 1700 14th Avenue, Nebraska City, Nebraska. Copies of the postings from Friday, July 1, 2022 and Friday, June 24, 2022 are attached to these minutes.

This meeting is subject to the Open Meetings Law and Availability of the Agenda pursuant to Nebr. Rev. Stat. Chapter 84, Article 1412(8). A current copy of the Open Meeting Act is posted in the meeting room and the Agenda is available.

1. Call to Order

Board President Jim Nemec called the meeting to order at 6:00 PM.

1.1. Roll Call

Kent Blum:	Present
Lisa Chaney:	Present
Don Loseke:	Absent
Jeff Frields:	Present
Stacie Higgins:	Present
Stephen Luther:	Present
Jim Nemec:	Present
Nick Schmitz:	Present
Teri Stukenholtz:	Present

Present: 8, Absent: 1

DRAFT

2. Hearing on Board Policy 5045-Student Fees

Per state statute, Administration and the Policy Committee reviewed Policy 5045-Student Fees and recommends the presented changes. This includes changes to Middle School and High School that update and simplify the fee structure to reflect the current class offerings as well as include new meal prices for the 2022-2023 school year. No one addressed the board during the hearing.

3. Adjournment

Order #16747-Motion Passed: Motion for adjournment at 6:02 pm passed with a motion by Kent Blum and a second by Stephen Luther.

Kent Blum:	Yea
Lisa Chaney:	Yea
Don Loseke:	Absent
Jeff Frields:	Yea
Stacie Higgins:	Yea
Stephen Luther:	Yea
Jim Nemec:	Yea
Nick Schmitz:	Yea
Teri Stukenholtz:	Yea

Yea: 8, Nay: 0, Absent: 1

Submitted by Mark Fritch, Secretary

UNAPPROVED MINUTES
Board of Education Special Hearing- Parental Involvement
Monday, July 11, 2022 6:00 PM
Boardroom at Central Office
1700 14th Avenue
Nebraska City, NE 68410

B103 and News Press were notified.

Notice was published in the Nebraska City News Press on Friday, July 1, 2022 and on the Nebraska City Public Schools website on Friday, June 24, 2022, stating the time and place of the meeting and stating that the known subjects on the agenda were on file and available for public inspection at the District Central Office, 1700 14th Avenue, Nebraska City, Nebraska. Copies of the postings from Friday, July 1, 2022 and Friday, June 24, 2022 are attached to these minutes.

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1. Call to Order

Board President Jim Nemec called the meeting to order at 6:03 PM.

1.1. Roll Call

DRAFT

Kent Blum:	Present
Lisa Chaney:	Present
Don Loseke:	Absent
Jeff Frields:	Present
Stacie Higgins:	Present
Stephen Luther:	Present
Jim Nemec:	Present
Nick Schmitz:	Present
Teri Stukenholtz:	Present

Present: 8, Absent: 1

1. Hearing on Board Policy 5018-Parent and Guardian Involvement in Education Practices and 5057-District Title 1 Parent and Family Engagement Policy

Per state statute, Administration and the Policy Committee reviewed Policy 5018 and 5057 and do not recommend any changes at this time as they accurately reflect current policy and procedures of the district.

2. Adjournment

Order #16748-Motion Passed: Motion for adjournment at 6:05 pm passed with a motion by Stacie Higgins and a second by Teri Stukenholtz.

Kent Blum:	Yea
Lisa Chaney:	Yea
Don Loseke:	Absent
Jeff Frields:	Yea
Stacie Higgins:	Yea
Stephen Luther:	Yea
Jim Nemec:	Yea
Nick Schmitz:	Yea
Teri Stukenholtz:	Yea

Yea: 8, Nay: 0, Absent: 1

Submitted by Mark Fritch, Secretary

UNAPPROVED MINUTES
Board of Education Regular Meeting
Monday, July 11, 2022
Boardroom at Central Office
1700 14th Avenue
Nebraska City, NE 68410

The Nebraska City News Press and B103 were notified.

Notice was published in the Nebraska City News Press on Friday, July 1, 2022 and on the Nebraska City Public Schools website on Friday, June 24, 2022, stating the time and place of the meeting and stating that the known subjects on the agenda were on file and available for public inspection at the District Central Office, 1700 14th Avenue, Nebraska City, Nebraska. Copies of the postings from Friday, July 1, 2022 and Friday, June 24, 2022 are attached to these minutes.

This meeting is subject to the Open Meetings Law and Availability of the Agenda pursuant to Nebr. Rev. Stat. Chapter 84, Article 1412(8). A current copy of the Open Meeting Act is posted in the meeting room and the agenda is available.

DRAFT

1. Call to Order

Board President, Jim Nemec, called the meeting to order at 6:06 PM.

1.1. Roll Call

Kent Blum: Present
Lisa Chaney: Present
Don Loseke: Absent
Jeff Frields: Present
Stacie Higgins: Present
Jim Nemec: Present
Nick Schmitz: Present
Teri Stukenholtz: Present
Stephen Luther: Present
Present: 8, Absent: 1

1.2. Pledge of Allegiance

1.3. Requests from Board Members to be Absent from this meeting

Order #16749-Motion Passed: Motion to approve the request to be absent from this meeting from Don Loseke passed with a motion by Jim Nemec and a second by Stacie Higgins. No discussion.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Absent
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Yea
Teri Stukenholtz: Yea
Stephen Luther: Yea
Yea: 8, Nay: 0, Absent: 1

1.4. Welcome to Visitors and Public

1.5. Approval of Agenda
Order #16750-Motion Passed: Motion to approve the agenda for July 11, 2022 passed with a motion by Kent Blum and a second by Teri Stukenholtz. No discussion.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Absent
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Yea
Teri Stukenholtz: Yea
Stephen Luther: Yea
Yea: 8, Nay: 0, Absent: 1

1.6. Public Comment Time
No one addressed the board during Public Comment Time.

1.7. Approval of Minutes
Order #16751-Motion Passed: Motion to approve the minutes from the Work Session and Regular Meeting on June 13, 2022 passed with a motion by Lisa Chaney and a second by Stacie Higgins. No discussion.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Absent
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Yea
Teri Stukenholtz: Yea
Stephen Luther: Yea
Yea: 8, Nay: 0, Absent: 1

DRAFT

1.8. Claims and Accounts
Order #16752-Motion Passed: Motion to approve the claims and accounts as presented passed with a motion by Kent Blum and a second by Stacie Higgins. Questions were asked regarding specific bills to clarify expeditures.
General Fund: $252,358.24; **Payroll Fund**: $1,096,745.00; **Payroll Benefits Fund:** $208,484.23; **School Nutrition Fund:** $66,513.03; **Building Fund:** $4,596.98

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Absent
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Yea
Teri Stukenholtz: Yea
Stephen Luther: Yea
Yea: 8, Nay: 0, Absent: 1

1.9. Financial Report

Order #16753-Motion Passed: Motion to approve the financial report as presented passed with the current balance in the treasury being $1,873,007.40 (Balance does not include $2,275,000.00 borrowed from TANS) with a motion by Jim Nemec and a second by Kent Blum. President Jim Nemec gave a summary and explanation of the financial reports, revenue and expenditures and also shared information about the end of fiscal year financial considerations. Kent Blum added a reminder regarding bonding authority.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Absent
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Yea
Teri Stukenholtz: Yea
Stephen Luther: Yea
Yea: 8, Nay: 0, Absent: 1

DRAFT

2.0. Old Business

3.0. New Business

3.1. Insurance RFP Presentations

Tom Farrell from Miller Farrell Agency and Sherri Shonka from Alicap each gave presentations to the Board of Education regarding their proposals for the districts current Insurance RFP. Each representative shared information, gave highlights of their coverage and benefits to the district and answered questions by the board. Superintendent Fritch thanked them for coming and the time they have spent helping the board make an informed decision regarding insurance coverage for the district.

3.2. Committee Reports

3.1.1. Education, Americanism and Civics Committee

Stacie Higgins gave a report summarizing the Education, Americanism and Civics Committee Meeting.

3.1.2. Building and Grounds Committee

Nick Schmitz gave a report summarizing the Building and Grounds Committee Meeting.

3.1.3. Finance Committee

Jim Nemec gave a report summarizing the Finance Committee Meeting.

3.1.4. Policy Committee

Kent Blum gave a report summarizing the Policy Committee Meeting and moved into the policy work being addressed in the agenda.

3.3. Policy Review/Revise/Affirm

3.3.1. Parental Involvement Policies 5018 and 5057

Order #16754-Motion Passed: Motion to affirm parental involvement policies 5018-Parent and Guardian Involvement In Education Practices; and 5057-District Title I Parent and Family Engagement Policy passed with a motion by Kent Blum and a second by Lisa Chaney. No discussion.

Kent Blum: Yea
Lisa Chaney: Yea

Don Loseke: Absent
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Yea
Teri Stukenholtz: Yea
Stephen Luther: Yea
Yea: 8, Nay: 0, Absent: 1

3.3.2. Student Fees Policy 5045
Order #16755-Motion Passed: Motion to approve the revisions to policy 5045-Student Fees as presented passed with a motion by Teri Stukenholtz and a second by Kent Blum. Kent Blum stated that these changes will streamline the student fees and align with the current course offerings.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Absent
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Yea
Teri Stukenholtz: Yea
Stephen Luther: Yea
Yea: 8, Nay: 0, Absent: 1

DRAFT

3.3.3. Student Bullying Policy 5054
Order #16756-Motion Passed: Motion to affirm policy 5054-Student Bullying passed with a motion by Jim Nemec and a second by Kent Blum. No discussion.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Absent
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Yea
Teri Stukenholtz: Yea
Stephen Luther: Yea
Yea: 8, Nay: 0, Absent: 1

3.3.4. Policy Review-5062-Lice and Nits and 5065-Bed Bugs
The board reviewed Policies 5062-Lice and Nits and 5065-Bed Bugs. Stacie Higgins commented how much time was spent reviewing these policies and how they pertain to keeping students in school.

3.3.5. Policy Revisions-First Reading
3012-School Meal Program and Meal Charges, 5016-Student Records and 3033-Lending Textbooks to Children Enrolled in Private Schools
Order #16757-Motion Passed: Motion to approve on first reading and move to second reading the revisions to board policies 3012-School Meal Program and Meal Charges, 5016-Student Records and 3033-Lending Textbooks to Children Enrolled in Private Schools passed with a motion by Jim Nemec and a second by Teri

Stukenholtz. Jim Nemec reminded all board members to bring policy questions and concerns to the Policy Committee.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Absent
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Yea
Teri Stukenholtz: Yea
Stephen Luther: Yea
Yea: 8, Nay: 0, Absent: 1

3.4. Approval of 2021-2022 Nebraska City Public Schools Amended Budget
It is necessary to amend the Bond Fund due to refinancing the 2021A, 2021B, and 2022 Series of Bonds and associated fees. The refinancing will create an overall savings to the district, improve the cash balance, and reduce the growth rate. This does not require additional tax money or affect the General Fund.
Order #16758-Motion Passed: Motion to approve the 2021-2022 budget as amended passed with a motion by Jim Nemec and a second by Lisa Chaney.

DRAFT

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Absent
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Yea
Teri Stukenholtz: Yea
Stephen Luther: Yea
Yea: 8, Nay: 0, Absent: 1

3.5. Designate Superintendent as the District Representative to receive Federal Funds
Order #16759-Motion Passed: Motion to approve Mark Fritch as the District Representative to receive Federal Funds for the 2022-2023 school year passed with a motion by Kent Blum and a second by Stephen Luther. Superintendent Fritch reminded the board this action is required in order to receive Federal Funds.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Absent
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Yea
Teri Stukenholtz: Yea
Stephen Luther: Yea
Yea: 8, Nay: 0, Absent: 1

3.6. Appoint Title IX Coordinator
Order #16760-Motion Passed: Motion to approve the appointment of Scot Davis as Title IX Coordinator passed with a motion by Jim Nemec and a second by Lisa Chaney. Superintendent Fritch stated Principal Davis will

replace Craig Taylor as the District Title IX Coordinator and that Jason Hippen will remain as Lead Investigator and he will remain as Appeal Decision Maker on the Title IX Team for Nebraska City Public Schools.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Absent
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Yea
Teri Stukenholtz: Yea
Stephen Luther: Yea
Yea: 8, Nay: 0, Absent: 1

3.7. Update Approved Activity Account Signatures
Order #16761-Motion Passed: Motion to approve the change to the activity account at Premiere Bank that removes Teresa Hopkins as an approved signer effective July 31, 2022 passed with a motion by Jim Nemec and a second by Teri Stukenholtz. Stacie Higgins asked about authorized signers on the account. Brenda Wieckhorst, Mark Fritch and Jim Nemec will remain on the authorized signature card.

DRAFT

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Absent
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Yea
Teri Stukenholtz: Yea
Stephen Luther: Yea
Yea: 8, Nay: 0, Absent: 1

3.8. Designation of district representative for 2% Joint County Hearing
Order #16762-Motion Passed: Motion to nominate Mark Fritch, Superintendent of Schools, and board representatives appointed by the Board President to represent Nebraska City Public Schools at the 2% Joint County Hearing, if required to participate, passed with a motion by Jim Nemec and a second by Teri Stukenholtz. Board President, Jim Nemec, appointed the Finance Committee including Kent Blum, Jeff Frields and Jim Nemec to represent the district, if needed. Superintendent Fritch stated that he will know on August 20th whether or not we will be required to participate in the 2% Joint County Hearing. Regardless of our participation, the NCPS Board of Education will still hold a public Budget Hearing and Tax Request Hearing whether it is required or not. Superintendent Fritch will be attending an upcoming webinar on LB 644 to learn more about the requirements of this bill. Stacie Higgins recommends that the board communicate the challenges and concerns regarding LB 644 to our state representatives.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Absent
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Yea
Teri Stukenholtz: Yea

Stephen Luther: Yea
Yea: 8, Nay: 0, Absent: 1

3.9. Change to Classified and Certified Staff Handbooks regarding Staff dress on Fridays
Order #16763-Motion Passed: Motion to approve that staff may wear jeans on all Fridays for the 2022-2023 school year, which is a change to the approved handbook language passed with a motion by Stacie Higgins and a second by Lisa Chaney.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Absent
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Yea
Teri Stukenholtz: Yea
Stephen Luther: Yea
Yea: 8, Nay: 0, Absent: 1

3.10. Personnel-Resignation
Order #16764-Motion Passed: Motion to approve the letter of resignation from Jennifer Borg, Hayward Title 1 Teacher, passed with a motion by Jim Nemec and a second by Kent Blum. Kent Blum thanked her for her many years of service to Nebraska City Public Schools.

DRAFT

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Absent
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Yea
Teri Stukenholtz: Yea
Stephen Luther: Yea
Yea: 8, Nay: 0, Absent: 1

3.11. Return to School Planning 2022-2023
Superintendent Fritch shared that we are posting back to school information on the website as is becomes available. Some changes that were made to accommodate for Covid will remain as they are considered beneficial improvements. Staffing buildings will continue to remain a concern during the 2022-2023 school year. Illness protocols and documentation will continue to be reviewed and monitored as needed throughout the year. This report is a requirement of Esser Funding.

3.12. Superintendent's Report
Superintendent Fritch reported that the Administration team met and the back-to-school agenda will be finalized and shared as information is available. The board is welcome to attend the lunch at the High School on Friday, August 5 at 11:30 and the end of day staff meeting on Friday, August 12 at 2:30. We continue to hire new staff, but many openings remain unfilled at this time. New staff have attended an onboarding session at central office and it was well received. The second session of summer school is taking place in July. There have been benefits of splitting the sessions. The NCPS Foundation has enough funding to place the order for the new band uniforms and will cash flow the balance until the remainder of the project can be funded. The field turf project is moving forward and scheduled for completion on September 9. September 16 will be the first home game and recognition

for the Wirth Foundation and Turf and Dirt Initiative donors. The district will be selling some vehicles by sealed bid. Walking Tours will be scheduled with board members to be able to visit the buildings and have opportunities to observe programs, instruction and facilities. Principal Hoover added that the Back to School Bash is at the High School on August 12.

4.0. Adjournment
Order #16765-Motion Passed: Motion to adjourn at 7:43 PM passed with a motion by Kent Blum and a second by Lisa Chaney. No discussion.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Absent
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Yea
Teri Stukenholtz: Yea
Stephen Luther: Yea
Yea: 8, Nay: 0, Absent: 1

DRAFT

Submitted by
Mark Fritch, Secretary

NOTICE OF SPECIAL HEARING (PARENT & GUARDIAN INVOLVEMENT) & REGULAR BOARD MEETING - JULY 11TH, 2022

Damien Bertwell

JUN 24, 2022

NOTICE IS HEREBY GIVEN that a **Special Hearing-Parent and Guardian Involvement in Education Practices, District Title I Parent and Family Engagement Policy and a Special Hearing-Student Fees and the Regular Meeting** of the Board of Education of Otoe County School District 111, in the State of Nebraska, will be held starting at **6:00** o'clock P.M., July 11, 2022 at **Central Office, 1700 14th Avenue**, Nebraska City, Nebraska, in the Boardroom, which meetings will be open to the public. An agenda for such meetings, kept continuously current, is available for public inspection at the office of the Superintendent.

NEWS-PRESS

109 SOUTH 9TH STREET
NEBRASKA CITY, NEBRASKA

PROOF OF PUBLICATION

The State of Nebraska,} SS.
County of Otoe,

NOTICE OF MEETING
OTOE COUNTY SCHOOL DISTRICT 111
IN THE STATE OF NEBRASKA
NOTICE IS HEREBY GIVEN that a **Special Hearing-Parent and Guardian Involvement in Education Practices, District Title I Parent and Family Engagement Policy and a Special Hearing-Student Fees and the Regular Meeting** of the Board of Education of Otoe County School District 111, in the State of Nebraska, will be held starting at **6:00** o'clock P.M., July 11, 2022 at **Central Office, 1700 14th Avenue**, Nebraska City, Nebraska, in the Boardroom, which meetings will be open to the public. An agenda for such meetings, kept continuously current, is available for public inspection at the office of the Superintendent.
Mark Fritch
Superintendent of Schools
Published in the News-Press July 1, 2022.
#262150 ZNEZ

Kirt Manion...being first duly sworn, says that he is Editor for the NEWS-PRESS, a legal newspaper which is published and is in general circulation in Otoe County, Nebraska, and is printed Bi-weekly at its office in Nebraska City, Nebraska; that said newspaper has been so published for more than fifty-two consecutive weeks prior to the publication of the annexed notice, and has a bona fide circulation of more than three hundred copies each issue.
That to affiant's personal knowledge the annexed notice was published in said newspaper 1 consecutive weeks, beginning with the issue of July 1, 2022, and in every subsequent issue of said newspaper up to and including the issue of July 1, 2022

Publisher's fee at legal rate is $. 18.45

Kirt Manion

Subscribed and sworn to before me this 1st Day of July, 2022

Tammy K Schumacher
Notary Public

GENERAL NOTARY - State of Nebraska
Tammy K Schumacher
My Comm. Exp. March 23, 2[illegible]

Nebraska City Public Schools **Board Report - Bill Listing**

Vendor Name	Description	Check Total
Checking Account ID 08 Fund Number	08 Building Fund	
ARBOR BANK	LOAN PAYMENT	4,444.37
Fund Number 08		4,444.37
Checking Account ID 08		4,444.37
Checking Account ID 1 Fund Number	01 General Fund	
AGTAC SERVICES, LLC	CUSTODIAL SERVICES	26,922.00
ALBIREO ENERGY LLC	HVAC SERVICE CONTRACT	1,945.00
AMAZON.COM	MISC CHARGES	293.87
AMERICAN RECYCLING & SANITATION	TRASH REMOVAL	3,318.36
APEX LEARNING (EDEMENTUM)	ALT ED LICENSES	4,500.00
ARBOR PSYCHIATRIC AND WELLNESS	CONTRACTED SERVICES	640.00
BAND SHOPPE	MARCHING BAND FLAGS	357.95
BLICK ART MATERIALS	ART COOP SUPPLIES	706.45
BRIGHTLY SOFTWARE INC	ANNUAL RENEWAL (SCHOOL DUDE)	10,620.78
BROWN GLASS CO.	WINDSHIELD REPLACEMENT	489.40
CAPITAL BUSINESS SYSTEMS	FAX	81.99
CAPITAL BUSINESS SYSTEMS	COPIER LEASE	1,707.47
CAPITAL ONE	MISC CHARGES	240.19
CARD SERVICES	MISC CHARGES	500.97
CHERRY ROAD MEDIA	ADVERTISING	191.51
COMMITTEE FOR CHILDREN	PROJECT AWARE	10,690.20
COUNCIL FOR EXCEPTIONAL CHILDREN,	MEMBERSHIP RENEWAL	195.00
DAS STATE ACCOUNTING - CENTRAL	DISTANCE LEARNING	259.49
DOUGLAS TIRE	TIRE REPAIRS	32.00
ESU #4	EDUCLIMBER TRAINING	30.00
ESU COORDINATING COUNCIL	WORLD BOOK RENEWAL	837.00
FIRST STUDENT INC	ACTIVITY TRANSPORT	688.99
FLAGHOUSE INC.	COOP SUPPLIES	177.48
FOLLETT SCHOOL SOLUTIONS	BOOKS	383.04
GOVCONNECTION, INC.	VMWARE RENEWAL	558.46
Home Depot Pro	CEILING TILES	587.85
Innovative Office Solutions	COOP SUPPLIES	4,568.96

J.F. AHERN CO.	INSPECTIONS	1,150.00
JCI INDUSTRIES, INC.	HW COOLING TOWER	5,687.00
JENNA HENRICHS	CONTRACTED SERVICES	913.19
JW PEPPER & SON, INC	SHEET MUSIC	38.49
KSB SCHOOL LAW, PC, LLO	LEGAL SERVICES	1,065.00
LANDIS ENGINE	WEED EATER STRING	51.00
LIBRARY WORLD, INC.	LIBRARY SOFTWARE RENEWAL	1,980.00
MADISON NATIONAL LIFE	JULY CLASSIFIED LTD	433.70
MENARDS SOUTH	FENCING SUPPLIES	698.17
MERCER'S DO IT BEST	MISC CHARGES	945.78
MOHAWK FACTORING LLC	CARPET	18,035.38
MULLENAX AUTO SUPPLY	VEHICLE REPAIRS	162.10
NASB	BOARD TRAINING	170.00
NATIONAL COUNCIL FOR MENTAL	MENTAL HEALTH FIRST AID	4,095.00
NCPS FOUNDATION	JULY RENT	250.00
NEBR. CITY ROTARY	ROTARY DUES	150.00
NEBRASKA CITY UTILITIES	UTILITIES	33,615.71
NEBRASKA FURNITURE MART	NINTENDO SWITCHES FOR ASC	1,999.90
ONE SOURCE	BACKGROUND CHECKS	23.00
O'REILLY AUTO PARTS	VEHICLE REPAIRS	32.58
OTOE CO. CLERK	FEES FOR PRIMARY ELECTION	4,057.21
PAPER TIGER SHREDDING,INC.	SHREDDING SERVICE	35.00
PAYROLL ACCOUNT-NC PUBLIC SCH	JULY 2022 PAYROLL	1,009,803.11
Play With A Purpose	COOP SUPPLIES	369.50
PORKY'S CONSTRUCTION	NS CONCRETE REPAIRS	3,600.00
PYRAMID SCHOOL PRODUCTS	COOP SUPPLIES	2,205.23
REHAB VISIONS	ATHLETIC TRAINER	10,609.00
RIVER VIEW PEST CONTROL, INC.	PEST CONTROL	850.00
S & S WORLDWIDE, INC.	COOP SUPPLIES	286.80
SACHI TECH LLC	PIK MY KID APP	3,150.00
SARAH ROBERTS	CONTRACTED SERVICES	1,233.15
TANYA LEE	CONTRACTED SERVICES	332.50
THYSSENKRUPP ELEVATOR CORP	ELEVATOR SERVICE	876.60
TIME MANAGEMENT SYSTEMS INC	TIME CLOCK	127.00
TRACTOR SUPPLY CREDIT PLAN	WEED SPRAY	254.96
ULINE	SUPPLIES	808.51

VERIZON WIRELESS			CELL PHONE	925.81
VOYAGER FLEET SYSTEMS			FUEL CHARGES	1,815.49
WESTLAKE ACE HARDWARE			PAINT SUPPLIES	294.58
WEX BANK			FUEL CHARGES	1,675.51
WINDSTREAM				2,492.65
Fund Number	01			1,188,823.02
Checking Account ID		1		1,188,823.02
Checking Account ID		2	Fund Number	01 General Fund
BLUE CROSS BLUE SHIELD			HEALTH AND DENTAL INS.	201,424.24
MADISON NATIONAL LIFE			LIFE INS.	1,630.50
VSP, INC			VISION INS.	1,602.29
Fund Number	01			204,657.03
Checking Account ID		2		204,657.03
Checking Account ID		6	Fund Number	06 School Nutrition
CENTRAL RESTAURANT PRODUCTS			HW FREEZER REPLACEMENT	2,276.45
GENERAL PARTS, LLC			HW FREEZER SERVICE CALL	289.90
LUNCHTIME SOLUTIONS, INC.			SUMMER FOOD	984.37
SKYE ROTH			LUNCH REFUND	100.00
Fund Number	06			3,650.72
Checking Account ID		6		3,650.72

Nebraska City Public Schools
July 2022
Summary Financial Report

General Fund

The General Fund finances all facets of services rendered by the school district including payroll, benefits, equipment, supplies, insurance, building occupancy, contracted services, and other daily functions and operations of the district. The tax levy for this fund is restricted to $1.05 plus qualified exclusions. The proposed General Fund levy for 2021-22 1.047676

Balance Forward	3,942,738.79
Revenue	569,758.45
Expenses	1,188,823.02
Balance	3,323,674.22

Building Fund

The Building Fund is used to acquire or improve sites and/or to erect, alter or improve buildings. The sale of bonds, the sale of property, or tax receipts will be the primary sources of revenue for the Special Building Fund. Regardless of the source of money to be used for building construction and related costs, all income for the purposes of this fund shall be accountable through this fund. The tax levy for this fund falls under the $1.05 levy limit and is further restricted to $0.14 with local board approval or $0.175 following a vote of the people for a term not to exceed ten years. The proposed Building Fund levy for 2021-22 .016733

Balance Forward	99,512.37
Revenue	1,603.30
Expenses	4,444.37
Balance	96,671.30

QCPUF Fund

A Qualified Capital Purpose Undertaking Fund (QCPUF) may be established for the removal of environmental hazards, the reduction or elimination of accessibility barriers in school district buildings, modifications for life safety code violations, life safety hazards, and mold abatement and prevention projects for existing facilities only. General Fund expenditures for the purpose of this fund are not allowable. Effective April 19, 2016, the tax levy for this fund is restricted to $0.03. The tax levy for QCPUF projects in place prior to April 19, 2016, remains at $0.052. The levy may exceed the $0.03 levy limit if valuation has decreased from the last year bonds were issued and the bond principal and interest obligation cannot be met. Tax levies cannot exceed ten years for each project. The proposed QCPUF levy for 2021-22 .030728

Balance Forward	265,894.25
Revenue	5,373.92
Expenses	0.00
Balance	271,268.17

Cooperative Fund

The Cooperative Fund may be used by the school district acting as the fiscal agent for any cooperative activity between one or more public agencies. All school districts, including the school district acting as the fiscal agent, shall show the payment for services to the cooperative in their General Fund. Nebraska City Public Schools utilized the Cooperative Fund to receipt and disburse funds received Technology Bonds. Those funds are no longer available to be accessed or used.

Balance Forward	97,325.67
Revenue	8.27
Expenses	0.00
Balance	97,333.94

Depreciation Fund

The purpose of the Depreciation Fund is to facilitate the eventual purchase of costly items by spreading replacement costs over a period of years in order to avoid a disproportionate tax effort in a single year to make the purchase. To allocate monies from the General Fund, a school district will transfer funds as an expense from the General Fund, and the Depreciation Fund will show the transfer as revenue from the General Fund. The school district must divide this fund into more than one account to allocate a portion of this fund for different valid purposes. The Depreciation Fund is a component of the General Fund.

Balance Forward	414,525.42
Revenue	0.00
Expenses	0.00
Balance	414,524.42

School Nutrition Fund

The School Nutrition Fund (formerly School Lunch Fund) is required to accommodate the financial activities of all Nutrition Programs operated by the school district. The School Nutrition Fund shall reflect a record of all revenues and expenditures incident to the operation of all Nutrition Programs. If a deficit is incurred in the operation, the deficiency shall be covered by funds transferred from the General Fund.

Balance Forward	409,846.56
Revenue	299.98
Expenses	2,566.35
Balance	406,495.82

Payroll Account

An internal account created for exclusive use by Nebraska City Public Schools. This account receives funds from the General Fund on a monthly basis to cover monthly payroll, benefits, and associated expenses.

Balance Forward	34,173.52
Revenue	1,009,803.11
Expenses	1,011,893.60
Balance	32,083.03

Section 125 Account

An internal account created for exclusive use by Nebraska City Public Schools. This account receives funds from individual employees' monthly salary/wages to cover monthly employee-elected deductions for childcare and healthcare expenses.

Balance Forward	31,804.20
Revenue	6,389.16
Expenses	6,186.97
Balance	32,006.39

Meyer Memorial Fund

An internal account created for exclusive use by Nebraska City Public Schools. This fund, established by donations from the Meyer family, is used to fund scholarships.

Balance Forward	230,227.81
Revenue	1,110.05
Expenses	0.00
Balance	231,337.86

NEBRASKA CITY PUBLIC SCHOOLS 66-0111							21-22		20-21		
GENERAL FUND MONTHLY FINANCIAL REPORT			REC'D MONTH	REC'D THRU:	REC'D THRU		% OF BUDGET TO		% OF BUDGET TO		
	RECEIPTS:	**BUDGETED**	**JULY**	**7/31/2022**	**7/31/2021**	**DIFFERENCE**	**BE RECEIVED**		**BE RECEIVED**		
	LOCAL PROPERTY TAXES	9,505,438.00	51,143.05	9,688,221.66	9,157,356.96	530,864.70	-1.92%				
	CARLINE TAX	10,000.00		12,031.87	10,588.88	1,442.99	-20.32%				
	IN LIEU OF TAX, 5% GROSS	5,600.00		5,721.44	5,743.50	-22.06					
	MOTOR VEHICLE TAX	800,000.00	72,424.88	761,713.82	793,737.14	-32,023.32	4.79%				
	PENALTIES AND INTEREST ON TAXES	0.00		1,887.50							
	TUITION FROM OTHER DISTRICTS-SPED	0.00			19,040.00	-19,040.00					
	LOCAL LICENSE FEES, CITY	5,000.00		4,456.76	1,220.00	3,236.76	10.86%				
	RENTAL OF SCHOOL FACILITIES	2,000.00				0.00					
	OTHER LOCAL REVENUE	35,000.00		15,713.20	35,573.56	-19,860.36	55.11%				
	COUNTY FINES & LICENSE FEES	145,000.00	10,327.77	141,589.74	147,714.38	-6,124.64	2.35%				
	ESU RECEIPTS				1,253.60	-1,253.60					
	OTHER COUNTY SOURCES					0.00					
	STATE AID	4,578,299.00		4,578,299.00	4,060,964.00	517,335.00	0.00%				
	SPECIAL EDUCATION PROGRAM	1,200,000.00		1,198,807.00	1,235,425.00	-36,618.00	0.10%				
	SPECIAL EDUCATION TRANSP.	26,000.00		25,941.00	25,297.00	644.00	0.23%				
	HOMESTEAD EXEMPTION	265,000.00	48,962.91	244,814.55	234,447.87	10,366.68	7.62%				
	RELIEF TO PROPERTY TAXPAYERS	525,000.00		570,842.97	526,672.14	44,170.83	-8.73%				
	PERSONAL PROPERTY TAX CREDIT	10,000.00			7,101.55	-7,101.55	100.00%				
	RAILROAD CREDIT				505.17	-505.17					
	HIGH ABILITY LEARNERS	10,000.00		9,192.00	9,149.00	43.00	8.08%				
	RULE 4 TEXTBOOK LOAN	20,000.00		9,033.41		9,033.41	54.83%				
	PRO-RATE MOTOR VEHICLE	15,000.00	547.10	21,273.25	15,969.65	5,303.60	-41.82%				
	STATE APPORTIONMENT	200,000.00		196,688.18	199,249.60	-2,561.42	1.66%				
	IN LIEU OF SCHOOL LAND TAX	3,000.00	1,442.01	3,178.71	3,178.71	0.00	-5.96%				
	DISTANCE EDUCATION INCENTIVE PAYMENTS					0.00					
7,326.00	STATE EARLY CHILDHOOD	82,000.00	3,677.00	76,180.00	81,092.00	-4,912.00	7.10%				
46,618.25	PROJECT AWARE		7,711.41	33,560.45		33,560.45					
49,144.00	TITLE I	326,570.00	24,437.00	309,213.00	198,770.00	110,443.00	5.31%				
	TITLE I, PART A NCLB IMPROV BASIC PRGM					0.00					
839.00	TITLE II PART A	78,527.00		67,876.00	41,575.00	26,301.00	13.56%				
6,634.00	IDEA BASE	344,417.00	23,823.00	401,875.00	295,437.00	106,438.00					
	IDEA PRESCHOOL BASE	7,968.00		6,556.00	7,651.00	-1,095.00	17.72%				
	IDEA NON PUBLIC	37,285.00		28,612.00	40,008.00	-11,396.00	23.26%				
	IDEA PRESCHOOL BASE-ARP	5,905.00	647.00	1,411.00		1,411.00					
3,180.00	IDEA BASE-ARP	66,251.00	19,880.00	47,662.00		47,662.00					
	IDEA NON PUBLIC -ARP	7,861.00		604.00		604.00					
	MEDICAID IN PUBLIC SCHOOLS					0.00					
	MAAPS RECEIPTS	35,000.00	14,412.42	57,061.65	43,536.52	13,525.13	-63.03%				
	ESSERS/CARES GRANT				258,486.00	-258,486.00					
53,127.00	ESSERS II	741,885.00		273,495.00	108,160.00	165,335.00					
76,843.00	ESSERS III		286,325.00	736,806.00		736,806.00					
	N-SPDG GRANT					0.00					
10,073.00	TITLE IV, PART B, NCLB 21ST CENTURY	185,000.00		172,456.00	112,887.00	59,569.00	6.78%				
	SUMMER CLUB EXTENSION										
	LONG TERM LOAN-LOC	950,000.00				0.00					
	TAX ANTICIPATION NOTES	2,275,000.00									
	SALE OF BONDS			10,188.94		10,188.94					
	TRANSFERS FROM FUNDS					0.00					
	OTHER NON-REVENUE RECEIPTS		2.51	890.28	115.42	774.86					
	TOTAL WITHOUT INTERCOMPANY RECEIP	22,504,006.00	565,763.06	19,713,853.38	17,677,905.65	2,035,947.73	12.40%		17.37%		
	NON PROGRAM RECEIPTS						Does not include TANS				
	GRAND TOTAL	22,504,006.00	565,763.06	19,713,853.38	17,677,905.65						
253,784.25											

							21-22	20-21		
			DISB. MONTH	DISB. THRU:	DISB. THRU:		% OF BUDGET TO	% OF BUDGET TO		
	DISBURSEMENTS:	BUDGETED	JULY	7/31/2022	7/31/2021	DIFFERENCE	BE SPENT	BE SPENT		
1100	INSTRUCTION	5,683,265.00	415,931.69	4,669,284.20	5,158,054.13	(488,769.93)	17.84%			
1115	CAREER ACADEMY	140,200.00	8,816.41	108,242.86	175,763.24	(67,520.38)	22.79%			
1150	ELL	310,925.00	15,513.87	292,077.45	266,299.92	25,777.53	6.06%			
1160	POVERTY	2,124,555.00	145,385.40	2,036,980.38	1,873,959.04	163,021.34	4.12%			
1190	PRESCHOOL LOCAL FUNDS	152,300.00	6,795.91	137,318.52	133,579.33	3,739.19	9.84%			
1200	SPECIAL EDUCATION	2,539,475.00	128,656.05	2,117,040.08	2,202,087.36	(85,047.28)	16.63%			
1300	DRIVER'S ED/SUMMER SCHOOL	20,455.00	5,302.15	5,943.26	23,812.57	(17,869.31)	70.94%			
2120	GUIDANCE	180,575.00	13,696.40	163,964.25	152,914.07	11,050.18	9.20%			
2130	HEALTH/NURSE	94,120.00	6,682.64	84,424.71	78,781.99	5,642.72	10.30%			
2140	PSYCHOLOGY	210,175.00	15,284.84	182,648.67	180,677.39	1,971.28	13.10%			
2150	SPEECH/AUDIOLOGY	170,250.00	13,538.49	149,475.59	147,369.23	2,106.36	12.20%			
2160	OCCUPATIONAL THERAPY	38,755.00	2,657.24	29,368.77	43,698.36	(14,329.59)	24.22%			
2170	PHYSICAL THERAPY	15,400.00	55.69	2,785.55	4,006.83	(1,221.28)	81.91%			
2180	VISION	700.00		157.50	94.08	63.42	77.50%			
2190	OTHER SUPPORT SERVICES	90,000.00	10,609.00	26,471.64	31,031.73	(4,560.09)	70.59%			
2212	CURRICULUM DIRECTOR	81,650.00	5,243.81	67,460.33	72,270.45	(4,810.12)	17.38%			
2214	STANDARDS DIRECTOR	85,550.00	5,213.80	67,590.11	75,576.67	(7,986.56)	20.99%			
2220	LIBRARY	193,560.00	14,156.72	170,140.60	170,192.19	(51.59)	12.10%			
2290	EARLY RETIREMENT	145,000.00		143,814.00	191,468.00	(47,654.00)	0.82%			
2310	SCHOOL BOARD	110,400.00	5,566.79	63,726.02	62,359.80	1,366.22	42.28%			
2320	SUPERINTENDENT	292,050.00	22,000.15	246,022.38	257,593.43	(11,571.05)	15.76%			
2410	PRINCIPALS	948,900.00	60,388.92	862,121.61	851,416.21	10,705.40	9.15%			
2510	BUSINESS OFFICE	293,325.00	15,653.75	212,224.25	258,289.15	(46,064.90)	27.65%			
2520	VEHICLE ACQUISTION	40,000.00	0.00	0.00		-	0.00%			
2580	TECHNOLOGY	210,450.00	17,223.29	155,480.39	122,585.60	32,894.79	26.12%			
2610	PLANT OPERATION	1,076,630.00	52,216.92	1,027,868.12	959,656.45	68,211.67	4.53%			
2620	MAINTENANCE	869,336.00	68,402.15	526,864.37	452,764.18	74,100.19	39.39%			
2700	PUPIL TRANSPORTATION	362,450.00	1,608.39	336,114.45	289,751.39	46,363.06	7.27%			
3535	HIGH ABILITY LEARNERS	102,250.00	721.22	5,122.95	85,390.24	(80,267.29)	94.99%			
3540	STATE EARLY CHILDHOOD	81,380.00	6,161.96	73,227.02	91,121.59	(17,894.57)	10.02%			
3590	PROJECT AWARE		27,151.73	88,992.26	-	88,992.26				
3599	TEXTBOOK LOAN	20,000.00		8,577.22	-	8,577.22	57.11%			
5000	DEBT SERVICES	3,343,000.00	-2,369.85	956,361.40	1,859,737.88	(903,376.48)	71.39%			
6200	TITLE I	395,950.00	24,707.33	291,785.37	354,027.86	(62,242.49)	26.31%			
6310	TITLE II PART A	105,400.00	839.48	53,881.53	24,479.35	29,402.18	48.88%			
6406	IDEA PART B PRESCHOOL	7,968.00		7,967.40	7,807.41	159.99	0.01%			
6408	IDEA BASE/ENROLLMENT/POVERTY	335,805.00	6,668.10	325,537.29	308,938.60	16,598.69	3.06%			
6412	NON-PUBLIC SPED	35,625.00	75.79	34,783.32	34,328.08	455.24	2.36%			
6422	IDEA PRESCHOOL-ARP	5,905.00		1,411.90	-	1,411.90	76.09%			
6421	IDEA BASE-ARP	66,251.00	3,180.44	58,504.49	-	58,504.49	11.69%			
6423	IDEA NON PUBLIC -ARP	7,861.00		5,769.06	-	5,769.06	26.61%			
6700	PERKINS	0.00	-260.00	0.00	-	-				
6968	TITLE IV, PART B, NCLB 21ST CENTURY	187,745.00	3,887.02	154,908.89	128,139.19	26,769.70	17.49%			
6988	SUMMER EXTENDED PROGRAMS		6,230.79	21,984.51						
6989	EXTENDED CLUBS	0.00	1,999.90	1,999.90		1,999.90				
6996	ESSERS/CARES GRANT	0.00		8,859.28	72,064.49	(63,205.21)				
6997	ESSERS II	773,381.00	10,594.00	307,017.83	177,553.19	129,464.64	60.30%			
6998	ESSERS III		37,593.65	813,658.96		813,658.96				
	SUBTOTAL	21,948,972.00	1,183,782.03	17,105,960.64	17,379,640.67	-295,664.54	22.06%	20.47%		
	TRANSFER TO FUND						Does NOT include TANS			
	TOTAL DISBURSEMENTS:	21,948,972.00	1,183,782.03	17,105,960.64	17,379,640.67					

	Balance on hand District Treasury 8-31-21	-1,445,432.36								
	Receipts through: 8-31-2022	19,713,853.38								
	TOTAL BALANCE & RECEIPTS	18,268,421.02								
	Outstanding warrants 8-31-2021	112,740.56								
	Warrants issued through: 8-31-2022	17,105,960.64								
	TOTAL WARRANTS	17,218,701.20								
	BALANCE	1,049,719.82								
	Balance in District Treasury	1,172,822.20	*							
	Outstanding warrants	123,102.38								
	BALANCE	1,049,719.82								

Nebraska City Public Schools **Activity Fund Balance Report - Summary**

July 2022

Fund: 05 Activity Fund

Chart of Account	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 0001	VARSITY FOOTBALL BALANCE	1,238.93	0.00	0.00	0.00	1,238.93
05 704 0002	9TH FOOTBALL BALANCE	(231.07)	0.00	0.00	0.00	(231.07)
05 704 0003	7-8 FOOTBALL BALANCE	(1,732.43)	0.00	0.00	0.00	(1,732.43)
05 704 0004	VARSITY BBB BALANCE	(1,807.44)	0.00	0.00	0.00	(1,807.44)
05 704 0005	9TH BBB BALANCE	(64.00)	0.00	0.00	0.00	(64.00)
05 704 0006	7-8 GBB BALANCE	(484.00)	0.00	0.00	0.00	(484.00)
05 704 0007	7-8 BBB BALANCE	(573.98)	0.00	0.00	0.00	(573.98)
05 704 0008	VARSITY B TRACK BALANCE	(2,564.75)	0.00	0.00	0.00	(2,564.75)
05 704 0009	NC INVITATIONAL TRACK BALANCE	4,098.31	0.00	0.00	0.00	4,098.31
05 704 0010	TRAVELING GIRLS BB BALANCE	4,566.80	0.00	0.00	0.00	4,566.80
05 704 0011	7-8 TRACK BALANCE	(334.00)	0.00	0.00	0.00	(334.00)
05 704 0012	VARSITY WRESTLING BALANCE	(7,940.80)	0.00	0.00	0.00	(7,940.80)
05 704 0013	7-8 WRESTLING BALANCE	(2,089.00)	0.00	0.00	0.00	(2,089.00)
05 704 0014	CROSS COUNTRY BALANCE	(2,054.82)	0.00	0.00	0.00	(2,054.82)
05 704 0015	VARSITY GIRLS TRACK BALANCE	(361.00)	0.00	0.00	0.00	(361.00)
05 704 0016	VARSITY GBB BALANCE	(3,736.42)	0.00	0.00	0.00	(3,736.42)
05 704 0017	9TH GBB BALANCE	(1,233.82)	0.00	0.00	0.00	(1,233.82)
05 704 0018	VARSITY VOLLEYBALL BALANCE	(221.89)	0.00	0.00	0.00	(221.89)
05 704 0019	9TH VOLLEYBALL BALANCE	(1,060.00)	0.00	0.00	0.00	(1,060.00)
05 704 0020	7-8 VOLLEYBALL BALANCE	(1,218.61)	0.00	0.00	0.00	(1,218.61)
05 704 0021	BOYS TENNIS BALANCE	(717.62)	0.00	0.00	0.00	(717.62)
05 704 0022	GIRLS TENNIS BALANCE	(15.63)	0.00	0.00	0.00	(15.63)
05 704 0023	MS CRAFTS BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0024	GOLF BALANCE	(155.53)	0.00	0.00	0.00	(155.53)
05 704 0025	FFA BALANCE	12,050.54	0.00	250.00	0.00	12,300.54
05 704 0026	FCCLA BALANCE	(2,312.11)	0.00	0.00	0.00	(2,312.11)
05 704 0027	PIONNER YOUTH BOYS BASKETBALL BALANCE	4,206.53	0.00	0.00	0.00	4,206.53
05 704 0028	NS BOOK FUND BALANCE	1,718.41	137.19	0.00	0.00	1,581.22

05 704 0029	SINGERS BALANCE	(226.25)	0.00	0.00	0.00	(226.25)
05 704 0030	MUSICAL BALANCE	8,078.53	0.00	0.00	0.00	8,078.53
05 704 0031	DECA BALANCE	(522.84)	0.00	0.00	0.00	(522.84)
05 704 0032	MS CONCESSIONS BALANCE	115.99	0.00	0.00	0.00	115.99
05 704 0033	FBLA BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0034	HS POP MONEY BALANCE	14.16	0.00	0.00	0.00	14.16
05 704 0035	MS POP BALANCE	539.07	0.00	0.00	0.00	539.07
05 704 0036	HS BAND RESALE BALANCE	(2,024.96)	0.00	0.00	0.00	(2,024.96)
05 704 0037	MS BAND RESALE BALANCE	1,381.65	0.00	0.00	0.00	1,381.65
05 704 0038	MS WRESTLING CLUB BALANCE	3,096.41	0.00	0.00	0.00	3,096.41
05 704 0039	PIONEER FOOTBALL BALANCE	3,401.81	0.00	1,135.00	0.00	4,536.81
05 704 0040	WEIGHTLIFTING BALANCE	538.69	0.00	0.00	0.00	538.69
05 704 0041	MS TRACK CLUB BALANCE	458.77	0.00	0.00	0.00	458.77
05 704 0042	CHILDRENS CHOIR BALANCE	275.71	0.00	0.00	0.00	275.71
05 704 0043	HW BOOK FUND BALANCE	1,473.94	0.00	0.00	0.00	1,473.94
05 704 0044	WRESTLING MATMAIDS BALANCE	322.14	0.00	0.00	0.00	322.14
05 704 0045	CHEERLEADERS BALANCE	(2,385.63)	0.00	0.00	0.00	(2,385.63)
05 704 0046	CLASS OF 2023 BALANCE	1,257.95	0.00	0.00	0.00	1,257.95
05 704 0047	DANCE TEAM BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0048	SPEECH CONTEST BALANCE	2,558.08	0.00	0.00	0.00	2,558.08
05 704 0049	DRAMA ACTIVITY BALANCE	536.15	0.00	0.00	0.00	536.15
05 704 0050	MS STUDENT COUNCIL BALANCE	16,092.94	0.00	0.00	0.00	16,092.94
05 704 0051	HS STUDENT COUNCIL BALANCE	2,677.40	0.00	0.00	0.00	2,677.40
05 704 0052	JOURNALISM BALANCE	6,642.10	0.00	0.00	0.00	6,642.10
05 704 0053	BIG MAC MATH BALANCE	4,027.08	0.00	0.00	0.00	4,027.08
05 704 0054	ART CLUB BALANCE	1,545.81	0.00	0.00	0.00	1,545.81
05 704 0055	CONSTRUCTION CLASS BALANCE	2.91	0.00	0.00	0.00	2.91
05 704 0056	NATIONAL HONOR SOCIETY BALANCE	462.14	0.00	0.00	0.00	462.14
05 704 0057	DISTRICT ACTIVITY FUND BALANCE	196.97	0.00	0.00	0.00	196.97
05 704 0058	HS BAND ACTIVITY BALANCE	481.18	0.00	0.00	0.00	481.18
05 704 0059	6TH GRADE BAND BALANCE	(985.68)	0.00	0.00	0.00	(985.68)
05 704 0060	HS BOOK SALES BALANCE	4,301.27	0.00	0.00	0.00	4,301.27

05 704 0061	HS SCIENCE GRANT BALANCE	2.02	0.00	0.00	0.00	2.02
05 704 0063	MS QUIZ BOWL BALANCE	38.00	0.00	0.00	0.00	38.00
05 704 0064	HS SCIENCE CLUB BALANCE	1,588.05	0.00	0.00	0.00	1,588.05
05 704 0065	HS COLOR GUARD BALANCE	479.09	0.00	0.00	0.00	479.09
05 704 0066	HS METALS BALANCE	4.82	0.00	0.00	0.00	4.82
05 704 0067	MS HOME EC. LAB BALANCE	50.03	0.00	0.00	0.00	50.03
05 704 0068	HS CONCESSIONS BALANCE	5,344.63	0.00	0.00	0.00	5,344.63
05 704 0069	PRECORDERS BALANCE	25.20	0.00	0.00	0.00	25.20
05 704 0070	VARSITY CLUB BALANCE	27,798.25	0.00	0.00	0.00	27,798.25
05 704 0071	WELLNESS BALANCE	3,037.30	750.00	0.00	0.00	2,287.30
05 704 0072	DRIVER EDUCATION BALANCE	21,784.73	0.00	0.00	0.00	21,784.73
05 704 0073	MS SHOP ACTIVITY BALANCE	1,843.03	0.00	0.00	0.00	1,843.03
05 704 0074	HS PROMOTIONS BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0075	SPECIAL EQUIPMENT BALANCE	(1,300.00)	0.00	0.00	0.00	(1,300.00)
05 704 0076	GOLF INVITE BALANCE	(1,885.00)	0.00	0.00	0.00	(1,885.00)
05 704 0077	HS PRIDE BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0078	PIONEER GEAR BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0079	HORTICULTURE BALANCE	603.27	0.00	0.00	0.00	603.27
05 704 0081	CLASS OF 2021 BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0082	MS PRIDE BALANCE	804.72	0.00	0.00	0.00	804.72
05 704 0083	ATHLETIC TRAINER SUPPLIES BALANCE	(181.81)	0.00	0.00	0.00	(181.81)
05 704 0085	HW PURPLE JAM BALANCE	500.32	0.00	0.00	0.00	500.32
05 704 0086	SUMMER SB LEAGUE BALANCE	142.25	0.00	0.00	0.00	142.25
05 704 0087	HAYWARD FUNDRAISER BALANCE	3,741.49	0.00	0.00	0.00	3,741.49
05 704 0088	MS BOOK SALES BALANCE	944.90	445.43	0.00	0.00	499.47
05 704 0090	VOLLEYBALL CLUB BALANCE	247.30	0.00	0.00	0.00	247.30
05 704 0091	GIRLS SOCCER CLUB BALANCE	4,017.95	0.00	0.00	0.00	4,017.95
05 704 0092	CLASS OF 2024 BALANCE	1,598.70	0.00	0.00	0.00	1,598.70
05 704 0093	BROADCASTING CLASS BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0094	HS SHOP RESALE BALANCE	62.77	0.00	0.00	0.00	62.77
05 704 0095	HS ENGLISH BALANCE	291.86	0.00	0.00	0.00	291.86
05 704 0096	PIONEER PERKS BALANCE	319.53	240.00	0.00	0.00	79.53

05 704 0097	NS FUNDRAISER BALANCE	5,806.96	3,674.53	0.00	0.00	2,132.43
05 704 0098	BBB SUMMER LEAGUE BALANCE	1,759.00	0.00	0.00	0.00	1,759.00
05 704 0099	WRESTLING CLUB BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0100	HW DARE BALANCE	79.52	0.00	0.00	0.00	79.52
05 704 0101	PIONEER CROSS COUNTRY BALANCE	686.48	0.00	0.00	0.00	686.48
05 704 0103	DISTRICT II MUSIC CONTEST BALANCE	541.25	260.00	0.00	0.00	281.25
05 704 0104	HS SCIENCE SCHOLARSHIP BALANCE	67.51	0.00	0.00	0.00	67.51
05 704 0105	B&G SOCCER BALANCE	(2,080.07)	0.00	0.00	0.00	(2,080.07)
05 704 0106	BOYS TENNIS CLUB BALANCE	(219.34)	0.00	0.00	0.00	(219.34)
05 704 0107	GIRLS GOLF BALANCE	(2,449.37)	0.00	0.00	0.00	(2,449.37)
05 704 0108	EXPRESSIONS BALANCE	3,495.46	0.00	0.00	0.00	3,495.46
05 704 0109	FB JERSEYS BALANCE	60.83	0.00	0.00	0.00	60.83
05 704 0110	MS VOCAL BALANCE	190.00	0.00	0.00	0.00	190.00
05 704 0111	HS SPED BALANCE	323.91	0.00	0.00	0.00	323.91
05 704 0112	SUMMER GBB BALANCE	1,745.88	0.00	0.00	0.00	1,745.88
05 704 0113	PHOTO CLUB BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0114	HS TEXTILES BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0115	GIRLS TENNIS CLUB BALANCE	(287.64)	0.00	0.00	0.00	(287.64)
05 704 0116	STUDENT FEE DONATION BALANCE	707.00	0.00	0.00	0.00	707.00
05 704 0117	BOYS SOCCER CLUB BALANCE	2,282.88	0.00	0.00	0.00	2,282.88
05 704 0118	ARCHERY CLUB BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0119	WASHINGTON TRIP BALANCE	729.49	0.00	0.00	0.00	729.49
05 704 0121	CLASS OF 2022 BALANCE	150.30	0.00	0.00	0.00	150.30
05 704 0123	SOFTBALL BALANCE	(2,066.30)	0.00	0.00	0.00	(2,066.30)
05 704 0124	CD/INTEREST BALANCE	(21,028.99)	0.00	3.31	0.00	(21,025.68)
05 704 0125	BASEBALL BALANCE	(3,193.34)	0.00	0.00	0.00	(3,193.34)
05 704 0126	MUSIC TRIP BALANCE	2,354.43	0.00	0.00	0.00	2,354.43
05 704 0127	HAL BALANCE	370.46	0.00	0.00	0.00	370.46
05 704 0128	BASEBALL CLUB BALANCE	335.04	0.00	0.00	0.00	335.04
05 704 0129	CAREER & HUMAN DEVELOPMENT BALANCE	2.00	0.00	0.00	0.00	2.00
05 704 0130	HS SOUND SYSTEM BALANCE	995.21	0.00	0.00	0.00	995.21
05 704 0131	SUMMER SCHOOL BALANCE	6,160.21	0.00	0.00	0.00	6,160.21

05 704 0132	HS ART FEES BALANCE	4,494.14	0.00	0.00	0.00	4,494.14
05 704 0133	HS SPANISH FEES BALANCE	208.73	0.00	0.00	0.00	208.73
05 704 0134	MS FCS BALANCE	796.47	0.00	0.00	0.00	796.47
05 704 0135	MS ART FEES BALANCE	3,260.86	0.00	0.00	0.00	3,260.86
05 704 0136	MS IT FEES BALANCE	5,218.82	0.00	0.00	0.00	5,218.82
05 704 0137	HS FOOD FEES BALANCE	917.65	0.00	0.00	0.00	917.65
05 704 0138	COLLEGE TUITION FEES BALANCE	735.17	0.00	0.00	0.00	735.17
05 704 0139	CONSUMER MATH SCHOLARSHIP BALANCE	2,120.00	0.00	0.00	0.00	2,120.00
05 704 0140	READING SUPPLEMENT BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0141	CO BALANCE	9,186.75	248.95	20.00	0.00	8,957.80
05 704 0142	HEALTH SCIENCE GRANT FUND BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0143	CLASS OF 2020 BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0144	PIONEER PETE BALANCE	2,173.82	0.00	0.00	0.00	2,173.82
05 704 0145	HS TRACK CLUB BALANCE	69.28	0.00	0.00	0.00	69.28
05 704 0146	DISTRICT WRESTLING BALANCE	1,253.51	0.00	0.00	0.00	1,253.51
05 704 0147	DISTRICT BASKETBALL BALANCE	557.00	0.00	0.00	0.00	557.00
05 704 0148	NAT'L JR. HONOR SOCIETY BALANCE	1,552.72	0.00	0.00	0.00	1,552.72
05 704 0149	DISTRICT SOCCER BALANCE	751.00	0.00	0.00	0.00	751.00
05 704 0150	MS VOLLEYBALL CLUB BALANCE	889.85	0.00	0.00	0.00	889.85
05 704 0151	MS FCCLA BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0152	ACTIVITY ADMIN. BALANCE	5,132.82	0.00	0.00	0.00	5,132.82
05 704 0153	ROBOTICS BALANCE	(3.64)	0.00	0.00	0.00	(3.64)
05 704 0154	DISTRICT VOLLEYBALL BALANCE	420.00	0.00	0.00	0.00	420.00
05 704 0155	MS ROBOTICS BALANCE	2,341.80	0.00	0.00	0.00	2,341.80
05 704 0156	DISTRICT BASEBALL BALANCE	380.15	0.00	0.00	0.00	380.15
05 704 0157	TECHNOLOGY BALANCE	29,584.52	0.00	150.00	0.00	29,734.52
05 704 0158	MS LIFE SKILLS BALANCE	2,694.31	0.00	0.00	0.00	2,694.31
05 704 0159	CA CONSTRUCTION BALANCE	9,033.39	0.00	0.00	0.00	9,033.39
05 704 0160	CLASS OF 2025 BALANCE	283.98	0.00	0.00	0.00	283.98
05 704 0162	CA-INFORMATION TECHNOLOGY BALANCE	(1,299.68)	0.00	0.00	0.00	(1,299.68)
05 704 0163	YOUTH TENNIS CLUB BALANCE	3,781.44	0.00	0.00	0.00	3,781.44
05 704 0164	JAG BALANCE	431.61	0.00	0.00	0.00	431.61

05 704 0165	ESPORTS BALANCE		558.00	0.00	0.00	0.00	558.00
05 704 0166	TURF AND DIRT BALANCE		0.00	0.00	0.00	0.00	0.00
		Fund Total:	208,250.73	5,756.10	1,558.31	0.00	204,052.94

Premier Bank	204,409.97
Outstanding Checks	407.03
Balance	204,052.94

		8/1/2022	*Board Meeting Mileage Sheet*								
DATE											
PURCHASED	**YEAR**	**TRADE NAME**	**STYLE**	**NUMBER**	**BODY TYPE**	**CAPACITY**	**VEHICLE ID#**	**CYLINDERS**	**COST**	**LICENSE #**	**MILEAGE**
11/18/2002	2001	OLDSMOBILE	VAN	TAN	SILJOUETTE	7	1GHDX23E41D221511	6	15700	53026	211862
10/26/2005	2005	FORD	VAN	WHITE	ECONOLINE	10	1FBNE31L95HA27728	6	17950	45007	175780
1/26/2006	2005	CHRYSLER	VAN	GOLD	TOWN&COUNTRY	7	2C4GP44R25R519767	6	18900	44957	215845
11/19/2007	2007	FORD	VAN	WHITE	ECONOLINE	10	1FBNE31L27DA62220	8	19549	53028	189502
1/4/2008	2007	CHEVY	VAN	TAN	ES UPLANDER	7	GNDV23107D159355	6	15570	51495	172696
8/12/2008	2004	CHEVY	PICKUP	SILVER	HEAVY DUTY	6	1GCHK23G64F153924	8	14880	44965	202283
6/26/2018	2013	FORD	PICKUP	RED	F150	5	1FTFW1EF1DKF26059	8	21000	58436	125179
7/20/2009	2008	CHEVY	VAN	WHITE	UPLANDER LS	7	GNDV23118D104608	6	15926	55997	162141
7/22/2009	2008	CHEVY	VAN	RED	UPLANDER LS	7	GNDV23128D130117	6	15926	51678	184168
8/17/2009	2001	CHEVY	VAN	WHITE	EXPRESS	2	1GCHG35R111152386	6	9014	51494	105125
9/23/2009	2009	FORD	VAN	WHITE	ECONOLINE	10	1FBNE31LX9DA54328	6	22249	53021	67801
7/29/2011	2000	FORD	VAN	WHITE	ECONOLINE	2	1FTRE1422YHB91542	6	5480	55989	165671
11/16/2011	2011	DODGE VAN	VAN	SILVER	GRAND CARAVAN	5	2D4RN3DG5BR626494	6	17500	56539	119196
11/16/2012	2011	DODGE VAN	VAN	SILVER	GRAND CARAVAN	5	2D4RN3DG9BR628362	6	17500	56540	171296
12/ 2013	1982	CHEVY	PLOW TRUCK	GOLD/BROWN	PICK-UP	3	1GCGK24MOCJ161836	8	3000	57651	151776
12/17/2021	2016	CHEVY-LOANER	SPED BUS	YELLOW	MICRO BIRD	13	1GB3G3BG5F1127886			57655	71601
4/25/2022	2014	DODGE VAN	VAN	NAVY	GRAND CARAVAN	6	2C4RDGBG4ER353286	6		60384	69999
6/2022	2019	DODGE VAN	VAN	WHITE	GRAND CARAVAN	6	2C4RDGBG6HR735999	6		60884	37253

Northside Board Report

August 8, 2022

Guiding Principle 1	**High Quality Instruction and Learning Expectations**
Guiding Principle 2	**Culture, Connectedness, and Personnel Effectiveness; Expectations, Development, and Excellence**
Guiding Principle 3	**Whole Child Focused Learning; Curriculum, Instruction, Programs, Experience, and Approaches**
	This school year will be a busy and challenging year with the work staff will be doing around the Science of Reading. I was able to see just a little bit of this work during admin days and talk with other schools that have already done this. I am excited to see the impact that this training will have on our staff and the way we approach reading instruction in the coming years. It will challenge some of our thinking.
Guiding Principle 4	**Communication and Stakeholder Engagement; Communication, Engagement, and Transparency**
	Back to school night is Tuesday, August 9th. Northside is 5:30 to 7pm. Buses will be operating between NS and HW.
Guiding Principle 4	**District Resources; Budget, Facilities, and Staffing**
	I would like to recognize Donny and the Maintenance team for their work to improve and repair the preschool playground this summer. It looks amazing. Stop up and look at it when you have a chance.

Admin Days Reflections

Keynote presenters: While I enjoyed and took away things from all 3 of the NCSA keynote presenters one had a particular impact on me and the importance of the schools. Elizabeth ‘Liz” Huntley gave me a renewed perspective on the priority and importance of educators. I will be sharing this with the Northside staff Monday morning. Here is a link to Mrs. Huntley telling a short version of the story she shared at Admin days.

https://www.youtube.com/watch?v=84vF2TLDhSU

Session Takeaways:

Hayward Board Report

August 8, 2022

Guiding Principle 1	**High Quality Instruction and Learning Expectations**

	• Opening Staff Meeting & District Meeting
	  ○ Student Engagement Strategies
	  ○ Pioneer Time- Science of Reading

Guiding Principle 2	**Culture, Connectedness, and Personnel Effectiveness; Expectations, Development, and Excellence**
	•
Guiding Principle 3	**Whole Child Focused Learning; Curriculum, Instruction, Programs, Experience, and Approaches**
	• Aug. 9th- Back to School Night 6-7:30pm • Aug. 11th - 3rd Grade Transition Day 1:20 Dismissal • Aug. 12th - All Students 1st day 1:20 Dismissal •
Guiding Principle 4	**Communication and Stakeholder Engagement; Communication, Engagement, and Transparency**
	• Aug. 12th- Back to School Bash & Pep Rally @H.S. 6-8pm • Parent back to school mailings • Text & Email messages with back to school reminders
Guiding Principle 5	**District Resources; Budget, Facilities, and Staffing**
	• Hallways & some inside trim was painted this summer ○ I'm not sure who was all involved but I wanted to thank the maintenance crew for their excellent work.

NCPS Board of Education Report
Nebraska City Middle School
August 8th, 2022

Strategies for 1 - High-Quality Instruction and Learning Expectations; Programs, Experiences, and Approaches

- A reminder of the Middle School Class offerings this year
    - ***Math***: Math 6, Accelerated Math 6, Math 7, Pre-Algebra 7, Pre-Algebra 8, and Algebra
    - ***ELA***: ELA 6, ELA 7, and ELA 8
    - ***Social Studies***: World Cultures, World History, and American History
    - ***Science***: Science 6, Science 7, and Science 8
    - ***Band*** and ***Jazz Band***
    - ***Exploratories:*** Strength and Conditioning, Industrial Technology, Art, Murals, PE, Choir, Directions, Careers, New Media, Agriculture, and computers.
    - Students will also benefit from ***enrichment*** and ***homeroom***.

Strategies for 2 - Culture, Connectedness, and Personnel Effectiveness; Expectations, Development, and Excellence

- The NCMS House system will enter its 4th year. 6th graders will be placed into houses at the beginning of the school year. Houses compete for daily points based on academics, behavior, and citizenship. Students can also earn points throughout the school year during competitions. Last year's winner, Steinhart House, scored over 5,000 points but only won by 21 points over the next house.
- Mr. Pellatz was able to attend NCSA Administrator Days in Kearney, Nebraska along with other members of the Administrative Team. Keynote speakers and breakout sessions were presented to the admin from July 27th-29th.
    - Commissioner of Education Blomstedt started off the conference talking about the *New Normal* in Education.
    - Mr. Pellatz was able to attend sessions over both days that discussed changes in NSCAS testing, Project Aware, supporting Educator Effectiveness, Chronic Absenteeism, and teacher evaluation.
    - The 3 keynote speakers were all excellent and were a great jumpstart to the new school year.
    - Mr. Pellatz's biggest takeaways were from a few sessions on supporting teachers through strong evaluation processes and strong classroom vision.

Strategies for 3 - Whole Child Focused Learning; Curriculum, Instruction, Programs, Experience, and Approaches

- Many NCMS staff participated in professional development through the district this summer as they continued work on pacing guides, curriculum, and lesson plans. Mr. Taylor and Mrs. Sherwin led them through changes in their curriculum and on building new plans and resources for the coming school year.
- We will welcome the 6th grade students to the middle school for their first day of school on Thursday, August 11th. They will go through their normal schedule with a twist. They will get to see the ins and outs of middle school and prepare themselves for the year. 7th and 8th graders will be joining them the following day.
- 8th graders will be welcomed by new chromebooks this year, as part of the new technology cycle. Due to the year in the technology cycle, all Middle school students will be using chromebooks that have been used for no more than 1 school year.
- All projectors have been replaced at the Middle School in either August 2021 or June 2022. This puts us in a great place instructionally with our technology.

Strategies for 4 - Communication and Stakeholder Engagement; Communication, Engagement, and Transparency

- NCMS will be hosting their Open House on August 9th from 6-8 PM. This provides an opportunity for NCMS students and their families to get their schedules, tour facilities and meet their teachers. Staff will be on hand to help enroll families on the new PowerSchool forms enrollment. Mr. Pellatz will hold a session that will allow 8th grade parents to understand the new chromebook policy and change tp their student's new chromebooks.

Strategies for 5 - District Resources; Budget, Facilities, and Staffing

- Our maintenance department has been busy repairing and updating the Middle School over the summer. Large projects have been completed over the summer and have really made the middle school look awesome. Most of the 8th grade classrooms have received new carpet, along with a few 6th grade classrooms. A dividing wall between the 7th and 8th grade special education classrooms was replaced with drywall and really updates the space. Carpet was torn out in both the Industrial Technology classroom and weight room. The painted concrete floor in the I-Tech room make it look cleaner and will be easier to clean. The weight room has been transformed by the new floors mats and rearranged the equipment.
- The ATS staff wrapped up their summer cleaning and did a good job of accomplishing the deep cleaning that's hard to do during the school year. The tile floors have been cleaned and waxed. (You can almost see your reflection.)

- The middle school has placed Jenifer Tietz in the front office as building secretary. She comes to us from Hayward, where she was previously working as a para. Angela Rovetto is leaving us, as she has moved up to fill the empty HS secretarial position.
- Tyler Ward will be starting with us as our new Strength and Conditioning teacher. He will also be helping with Alternate Education at Central Office.
- Nicole Teten has moved from 6th grade Science to 7th grade English. Paul Dewey has moved from 6th grade special education to 6th grade science. Joe Frangedakis has moved from our MS Recovery Room Para to our 6th grade special education teacher.
- Current Enrollment (August 4th, 2022):
    - 6th Grade: 97 Students
    - 7th Grade: 116 Students
    - 8th Grade: 114 Students
    - Total Enrollment: 326 Students (+2 from May 2022 Enrollment)

NCPS Board of Education Report
High School
August 8th, 2022

Strategies for 1 - High Quality Instruction and Learning Expectations; Programs, Experiences, and Approaches

- NCHS Mission: We will provide all students the opportunity to achieve academic excellence in every class. We will provide a safe environment in which everyone is valued and respected. In partnership with families and the community, we will create relevant learning opportunities — both inside and outside the classroom — that develop students' knowledge and character necessary to "maximize their gifts."

Definition:

- **Academic Excellence** -A student doing his/her best to improve academically. "Maximize Gifts"

- Please know that we adjusted our bell schedule to maximize time with students. Homeroom will be once a week on Wednesdays. 1st hour has been extended to accommodate for the Pledge of Allegiance, Announcements, and "2nd chance breakfast".

Strategies for 2 - Culture, Connectedness, and Personnel Effectiveness; Expectations, Development, and Excellence

- Mr. Thompson and Mr. Hoover will work with ESU 4 to increase walkthrough effectiveness. We have meetings with Jen Madison in September.
- High School Trailblazer Conference Meetings have been set for the first semester: October 6th and December 8th.

Strategies for 3 - Whole Child Focused Learning; Curriculum, Instruction, Programs, Experience, and Approaches

- State Supreme Court will be at NCHS on November 2nd to argue a case for some of our students as well as other students from around the area. More details to come.

- Mission Fields Partnership - Starting in September, Mission Fields will come present to a small group of students (approximately 30) to talk about the impact of Substance Abuse Disorder (SUD) on family members. These conversations will be approximately every three weeks. By having small groups meet throughout the year, we hope to keep the conversation going and continue to express the importance of making good decisions and the impact those decisions have on family.
-

Strategies for 4 - Communication and Stakeholder Engagement; Communication, Engagement, and Transparency

- Mr. Hoover's daily objective: **I will be Personably Systematic** in placing staff in the best position (mind, body, spirit) to maximize their students' gifts. I will inquire & be curious before I judge. I will create systems to hold myself accountable before others. I will address the smallest transgressions because the little things are the big things. Every stakeholder will know I am attempting to live what I teach & hold others to the same stand. NCHS will be known for integrity and teamwork.

Strategies for 5 - District Resources; Budget, Facilities, and Staffing

- We welcome
    - Brianna Brown - English Department
    - Emily Donnell - English Department
    - Ben Fedoris - Business Department
    - Susan Bartman - SPED Department
    - Angie Rovetto - Office Admin. Asst.

NCPS Board of Education Report
High School Activities
August 8th, 2022

Strategies for 1 - High Quality Instruction and Learning Expectations; Programs, Experiences, and Approaches

- FFA had several entries in the Otoe County Fair. Jayden Adams received Grand and Reserve Champion Rabbit and Grand Champion Showman. Landon Ferguson received Grand Champion FFA Market Heifer.

Strategies for 2 - Culture, Connectedness, and Personnel Effectiveness; Expectations, Development, and Excellence

Strategies for 3 - Whole Child Focused Learning; Curriculum, Instruction, Programs, Experience, and Approaches

- The high school volleyball team and coaches traveled to Branson, Missouri to participate in the Licking Summer Volleyball camp. Nineteen girls were able to participate in the camp where the junior varsity team finished 5-13 in sets, and the varsity team finished with an 8-8 set record.

- FCCLA - Three FCCLA students attended the National Leadership Conference in San Diego, CA from June 28th to July 3. While in attendance, Lorelei Walters and Hanna Peter competed in STAR events, receiving silver medals. Jaden Leasure attended leadership training for her position as a Nebraska State Officer.

- Boys soccer players Mikah Ruiz and Marco Palacios Were selected for and participated in the Nebraska all star boys soccer game.

- Boys and girls wrestling traveled to Cedar Falls, Iowa for camp held July 12-15. Besides wrestling the camp also involved team building and leadership activities.

- Band camp was held July 21-22 and 25-28, with 50 members in attendance. At the conclusion of the camp the band held a parent's night exhibition on the 28th. On July 30th, the band marched in the Otoe County Parade in Syracuse.
    - Currently the band has half of their show on the field, and is able to play through the whole show.

- The varsity boys soccer team competed in the summer league held at Lincoln Pius.

- The high school football team was busy in June. As a team they were able to attend the Hastings College team camp June 12-14th, and participated in the Salt Creek 7 on 7 Jamboree at Platteview. The Pioneers conducted their own camps in July for high school, middle, and elementary aged players along with field sessions.

Strategies for 4 - Communication and Stakeholder Engagement; Communication, Engagement, and Transparency

- On July 18th the boys' wrestling team got out in the community and helped Brown's Shoes move to their new location.

Strategies for 5 - District Resources; Budget, Facilities, and Staffing

-

Attending the recent Administrator Days Conference was very beneficial to me. I am grateful to Mr. Fritch that it worked out for us to attend this year. The following are the sessions or keynote speakers I listened to with a key take away from each session.

Wednesday, July 27th, 2022:

NSCAS Growth Breakout Session led by Jeremy Heneger:

Key Takeaway: I chose this session because Commissioner Bloomstead recently released a statement saying districts were no longer required to give NSCAS Growth in the Fall or Winter. I was hoping to hear guidance on what would be the positives or negatives on districts taking NSCAS Growth vs continuing with MAP Growth. That did not happen but it seems clear NDE would like districts to use NSCAS Growth and I did learn that NDE will use the highest NSCAS scale score for public reporting and accountability. One plus for NSCAS Growth.

Aware Grant Breakout Session led by Amber Hartstock:

Key Takeaway: Amber Hartstock is the state Coordinator for School Mental Health Efforts. She called Jenna Howell this summer to see if an Administrator would be attending Admin Days because she was asking Project AWARE schools to give a brief presentation/summary of what we have accomplished/created because of the AWARE Grant. I was the lucky administrator who happened to be in the office when Jenna received the call! I joke making that comment but I do not mind presenting and I very much love to speak about and tell others the great things that Nebraska City Public does for students and what we have to offer.

NSCAS/ACT Update Breakout Session with Jeremy Heneger and Iris Owens

Key Takeaway: This session was specifically focused on the ACT which is given to 11th grade students in the spring for state accountability purposes. NDE pays for this test. In addition, NDE also pays for districts to have access to ACT Prep or the PreACT which is generally given to 10th grade students. I learned in this session that this is the final year in which NDE will pay for the ACT Prep. PreACT and PreACT Secure will be the choices for 2023-2024. More details about this are still to come.

Providing Equitable Services to our Non Public Students Breakout Session led by Jim Kent and Kirk Russell:

Key Takeaway: This was potentially the best session I attended. I learned some valuable information that both myself and Lourdes teachers can learn from. Just to name a couple key learnings: Just because a student qualifies for free or reduced lunches, does not mean that student automatically qualifies for Title Services. In addition, in order to use Title IIA professional development funds, the PD must be sustained, intensive, collaborative, job embedded, data driven and classroom focused. I also email Jim quite a bit so it was great to put a face with the name!

PreKindergarten Supports Breakout Session led by Kristine Luebbe:

Key Takeaway: This session provided information on a new way that the NDE Early Childhood Team will support districts. Districts will now be identified one of three ways. A district will either be determined as needing Standard Supports, needing Focussed Supports, or needing Advanced Supports. Each level of support identifies what supports are offered to a district. Standard Supports offers the least support while you have more support/requirements as you move up. Nebraska City Public was determined to need _____ support.

Thursday, July 28th, 2022:

Keynote Speaker, Mike Maddock

Key Takeaway: I really enjoyed this presentation which was informative and humorous at the same time. Not necessarily a great presenter, but a great message. One statement Mike said was, "If you want to change your life for the better, ask yourself these three questions, 1. What is the outcome I want? 2. What stands in my way? 3. Who has already figured this out?"

Title IX Breakout Session led by KSB Law:

Key Takeaway: I'm not going to lie, this session was scary. Just a couple quick thoughts: 1. Changes are coming to Title IX, which will certainly impact schools and potentially cause more district responsibilities. 2. I'm fearful that behaviors I refer to as "normal" or "typical" in schools (such as name calling in the hallways) has the potential to become a Title IX issue or report.

Changes in Special Education Breakout Session led by KSB Law:

Key Takeaways: There were lots of topics covered in this session. Transition, child find, policy and procedures, complaint procedures and evaluation were the main, big topics. A couple of items that I appreciated as a "good reminder" were that agreement at IEP meetings can change and change quickly and it was also good to hear that the policies we recently adopted are exactly what we need. One thing that was new to me is if a parent requests an evaluation. Over the years we would say or ask if a student was in the SAT process. As a school we should not ask this question. We either evaluate or provide the parent with a Prior Written Notice document stating why we are refusing to evaluate.

Keynote Speaker, Elizabeth Huntley

Key Takeaways: This was an unbelievable story about the perseverance and courage that this presenter had throughout her early years. The title of this keynote was, "Hope is Always Found In a School." Her story and what she overcame was incredible. I wish everyone had the chance to hear this presentation.

I did not attend the next two breakout sessions because Ellen Stokebrand and myself had a zoom interview with a school psychologist at that time. I lucked out again!

Friday, July 29th, 2022

Keynote Speaker, Sam Glenn

Key Takeaways: Before Sam's presentation there was a federal update by a gentleman from Washington D.C. I did not catch his name but what I heard is there are issues in Washington, the left and right side do not agree and there still will not be enough money to fund what has been promised.

The keynote speaker, Sam, was very good. I have never seen a speaker who painted a picture while he spoke about his topic. Bottom line is this session was just fun. Sam had the perfect motivational message about "attitude" and how attitude changes everything. This presentation was enlightening and entertaining and a great way to end a very good Admin Days!

Brian Hoover - Administrator Days July 27th - July 30th

Sessions and speakers fell into three categories: Logistics, Philosophical, and Motivational

Logistics Highlights:

- Had the opportunity to listen about the new terminology and procedures for AQUeSTT. Specifically, that there will no longer be any EBA required for schools and new classifications come out early this fall. NDE acknowledges that they must move to a stable system as soon as possible.
- Chronic Absenteeism was a theme of several sessions and 77,000 students statewide (23% of total student population) were classified and “chronically absent” last year. That number was 45,000 pre-pandemic. Chronic Absenteeism is defined as missing 10% of membership time. No solutions were given that we aren’t already working on as a district.
- DEA gave a very good presentation on the statewide battles we are facing. Recommended every school has Narcan. In discussion with other schools, every SRO has Narcan or similar nasal vessel.
- Beginning next year, ACT Online test prep will no longer be available through the state.

Philosophical Highlights:

- How to make walkthroughs beneficial. *This resulted in outstanding conversation and planning between Mr. Pellatz and myself.*

Motivational

- “If you can’t find something good in something designed to be good - there is a problem.”
- Be a Disruptor.
- Do I complain or create?

Summary: The ultimate benefit was to discuss philosophy and ideas with peers (in district and out of district) without the interruption of daily events. To be able to get to know our team outside of the school year will greatly benefit us as we move into the year. I have a better understanding of what Mr. Thompson and Mrs. Sherwin stand for and I had conversations with Mr. Gaswick. Mr. Pellatz, and Mr. Hippen I never had before. As a result, I have a better understanding of our team’s strengths and who I can lean on throughout the year. With the average tenure of Nebraska administrators dropping, the importance of doing this job as a team is more important as ever. In addition, I had the opportunity to meet with several administrators from all over the state that I can/will use as resources.

I was delighted to attend the Administrators' Days conference in Kearney. This experience helped me to build a relationship with our administrative team, while also creating new ones with other professionals from across the state in my field. I was able to learn a great deal of information from the people I talked with and from the sessions I went to.

The first session I attended, *Reimagining Continuous Improvement with a Focus on Educator Effectiveness*, provided me with free resources and new ideas about effectively using multiple measures of data to gauge educators' perceptions on growth, development, and the district's support process.

I did sit in on two sessions related to this year's Science of Reading professional development. I walked away from the first of these, *Reimagining Your NeMTSS Framework to Include the Science of Reading,* with activities we can complete within our District Wide Collaborative Teams to reinforce the importance of and better process our reading training. During the second session, *Literacy Leaderships as the Catalyst for Change,* I learned more about the research-based nature of the Science of Reading, expected positive outcomes, and best practices for implementation in the general education classroom. Also, during this session, I struck up a conversation with an elementary principal from Crete. Her district recently completed this training, which makes her a valuable resource if/when I have any questions.

A few more sessions worth mentioning pertained to the curriculum adoption process. In particular, they focused on how to plan for the implementation of new instructional materials for mathematics and science. The presenters did a great job outlining the process and explained how to use the Nebraska Instructional Materials Collaborative to obtain information on standards alignment, curriculum samples, and reviews.

At the conclusion of the first day, Jen Madison and I attended a meeting hosted by the Nebraska Association for Curriculum, Instruction and Assessment (NACIA). I was warmly welcomed into the group, and I'm already signed up to supply door prizes for their Fall Retreat at the Lied Lodge! I am really looking forward to my membership in this organization.

By far, though, my favorite part of attending the conference was becoming more acquainted with my NCPS colleagues- Mr. Fritch, Mr. Hippen, Mr. Gaswick, Mr. Pellatz, Mr. Hoover, and Mr. Thompson. I enjoyed our conversations, and I had a great time laughing at the stories they told. I left Kearney feeling more like a member of the team.

3012
School Meal Program and Meal Charges

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

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

Payment Options. Families may pay for school lunches using cash or check. Electronic payments are also available through a link on PowerSchool.

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

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

The district's policy on charged meals is:

If a student has no funds available to pay for a meal, the student will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. The student's account will continue to accrue charges for the reimbursable meal(s) provided.

Upon charging five (5) meals, the building principal or designee shall be responsible for contacting parent to inform them of a negative lunch balance and to develop a plan for payment of the negative balance. Students who qualify for free meals will not be denied or charged for a reimbursable meal, even if they have accrued a negative balance from other food purchases.

School staff or food service management company employees shall prohibit any students from charging a la carte or extra items if they do not have cash in hand.

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

Collection of Delinquent Meal Charge Debt

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

Collection efforts may continue into a new school year.

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

Adopted on: November 14, 2016
Revised on: July 10, 2017; February 10, 2020
Reviewed on:

3033
Lending Textbooks to Children Enrolled in Private Schools

The school district shall make textbooks available to private school children who reside within the district or are otherwise entitled to borrow them pursuant to statute and 92 Nebraska Administrative Code, section 4. The district is obligated to purchase and lend textbooks only to the extent that the Legislature appropriates funds to the Nebraska Department of Education to be distributed for this purpose. As used in this policy, "textbooks" shall have the definition adopted by the Nebraska State Board of Education in Rule 4.

The district shall make a request for funds by filing an application on the form prescribed by the Department of Education no later than February 15th prior to the school year for which the application is made. The application shall include: the number of applications received; the number of textbooks requested; the number of textbooks needed to be purchased to fill the requests; the purchase price of the textbooks needed to be purchased which may include up to 5% of the cost to defray administrative expense; the title, purchase price, and number requested of each textbook including any shipping or handling charges; and if applicable the amount of carryover funds remaining from the previous year, amount of funds on hand from sale of unused textbooks, and amount of funds on hand from reimbursements for damaged textbook.

Textbooks which have not been requested for three consecutive years may be classified as unused and disposed of by sale or otherwise.

On or before November 15th, the district shall prepare a list of textbooks that are designated for use in the district during the current year and a list of new textbooks designated for use the following school year. The lists shall be kept current and in a place where they may be viewed during regular business hours. The district shall maintain a separate inventory of textbooks purchased for the use of private school children residing in the district.

Any parent or legal guardian who wishes to borrow textbooks shall submit an application on the form prescribed by the Department of Education to the district's administration offices on or before January 15th prior to the school year for which the application is made. The district shall maintain a supply of blank application forms and receipt forms. It shall keep the forms that have been signed by parents and guardians in a separate file for at least 5 years. It shall notify the parents and guardians at least 10 days prior to the start of school when and where the textbooks will be available. It shall make

textbooks available to parents or guardians on or before August 15th. If the number of textbooks for a particular subject or grade level is insufficient to fill all of the requests, the textbooks shall be distributed to parents and guardians based on a random drawing.

Parents and guardians shall sign a receipt on the form prescribed by the Department of Education when they pick up the textbooks and shall return the textbooks that can be returned no later than 15 days after the district's last day of class. The district shall assess the returned textbooks for damage beyond normal wear and tear. The parent or guardian who signed the receipt is responsible for paying the reasonable cost of the repair or replacement of any book that is damaged, lost, stolen, or not returned.

The school district shall limit the loan each year to ten textbooks per student for students in grades K-6 and to eight textbooks per student for students in grades 7-12.

Adopted on: November 14, 2016
Revised on:
Reviewed on:

5016
Student Records

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information systems but not in its learning management system. The official school district student information systems ~~is~~ are Power School and Student Reporting System (SRS).

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such.

"School officials" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam

shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: December 21, 2016
Revised on: June 10, 2019; July 13, 2020
Reviewed on:

3037
Petty Cash

The elementary school, middle school, high school, and school district office each shall have a petty cash fund for the purchase of materials, supplies, services, or other school related goods and services in circumstances requiring immediate payment.

Fund Custodians. The amount of each fund will not exceed $25. The individuals holding the following employment positions shall be the custodians of each petty cash fund and shall administer and be responsible for them:

Elementary School: Building Secretary
Middle School: Building Secretary
High School: Building Secretary
District Office: Building Secretary

Petty fund disbursements may only be made with the authorization of the petty cash fund custodian or the superintendent.

Documentation. All petty cash fund disbursements are to be supported by an itemized receipt or other sufficient evidence that documents the expenditure. The itemized receipt or supporting documentation shall include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. Designated school personnel shall maintain the documentation for at least 10 years or as otherwise required by Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees shall maintain copies of any documentation submitted to the school district. Expenses will be assigned to the proper budget account.

Unauthorized Purchases. In no event shall the petty cash fund be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

Purchase Review Procedures. The superintendent, or his or her designee, and the school district treasurer shall conduct independent reviews of petty cash fund expenditures on a monthly basis. Any unlawful or unauthorized expenditure or other discrepancy shall be brought to the

attention of the offending employee, if any, and the board. The superintendent or his or her designee shall provide the board at each regular meeting with petty cash fund documentation that includes a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase shall be addressed as provided by board policy or as otherwise allowed by law.

Reconciliation and Closeout. Each petty cash fund will be reconciled by the school district treasurer and closed out at the end of the fiscal year (June 30th). The petty cash fund will be reestablished by the board of education at its July meeting or at such other meeting as determined by the board.

Adopted on: November 14, 2016
Revised on:
Reviewed on:

4051
Staff and District Social Media Use

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage.

I. Personal Versus School-Affiliated Social Media Use

A. Personal Social Media Use

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.

2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.

3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.

4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

B. School-Affiliated Social Media Use

1. Any social media account which purports to be "the official" account of the school district (e.g., "Pioneer Wrestling"), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district's business purpose. Staff members may not use "official" accounts for personal use.

2. Staff may be required to provide their supervising administrator with the username and password to school-affiliated social media accounts.

3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.

4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections.

II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use

A. General Use and Conditions

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board's policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about

appropriate content should be referred to the staff member's supervising administrator.

B. Acceptable Use

1. Staff may use social media for instructional purposes.

2. Staff may use social media for school-related communication with fellow educators, students, parents, and patrons.

3. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter.

C. Unacceptable Use

1. Staff shall not access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.

2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.

3. Staff shall not access social media networking sites such as Facebook, Twitter, and Instagram on school-owned devices or during school time unless such access is for an educational activity which has been preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

III. School-Affiliated Digital Content

A. General Use and Conditions for School-Affiliated Accounts

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

B. Moderation of Third Party Content

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, or appeals to prurient interests;

2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;

3. Contains threatening, harassing, or discriminatory words or phrases;

4. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or

5. Contains any other threat to the safety of students and staff.

Every account administrator must keep a copy of any removed content and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

Adopted on: December 12, 2016
Revised on:
Reviewed on:

5007
Enrollment of Expelled Students

The administration shall not enroll any student during the term of any known expulsion of the student from any public school in any state unless the board of education has approved the enrollment by a vote of a majority of the members of the board. The district shall not enroll any student during the known term of any expulsion of the student from a private school for an offense for which expulsion is authorized for a public school student unless the board has approved the enrollment by a vote of a majority of the members of the board. This policy does not require the board to take a vote on the enrollment application of any such student.

Adopted on: December 21, 2016
Revised on:
Reviewed on:

6025
Student Cell Phone and Other Electronic Devices

Subject to building-specific rules, students may use cellular phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including or any calls or downloads.

Students who violate this policy may have their cell phones or electronic devices confiscated immediately. The administration may require the parent or guardian of the offending student to meet with staff to discuss the rule violation before returning the device. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

Adopted on: December 21, 2016
Revised on:
Reviewed on:

6028
The Extracurricular Activities Program

1. General Purpose

a. The extracurricular program includes noncurricular activities which are sponsored by the school district. These actives include sports, speech, plays, Future Farmers of America, Future Business Leaders of America, music performance groups and other activities which are sponsored by the school.

b. Extracurricular activities are an important part of the total school experience, but are secondary to the academic program and must be kept in that perspective.

c. Extracurricular activities ***do not*** include:

i. co-curricular activities such as band and choir, in which students must participate as part of the requirements for enrollment in and receiving a grade for a particular course.

ii. student-initiated, non-curriculum related student groups which are permitted to hold meetings and events on school premises. These groups are not school-sponsored and are not governed by this policy or other policies and rules governing extracurricular groups.

2. Governance

a. All extracurricular activities shall be under the exclusive governance and control of the school district. This control includes, but is not be limited to, the formation, naming, structure, operation, financing, and discontinuance of all extracurricular activities. Extracurricular activities shall not have any separate or individual existence, status, rights, or authority.

b. Students and sponsors will be governed by all board's policies and administrative rules including the policy on field trips when traveling for extracurricular activities.

3. Student Eligibility

a. Students are encouraged to participate in extracurricular activities. Participation shall be open to and limited to all students who are currently enrolled in the school district on a voluntary basis.

b. Extracurricular activities may establish academic or course enrollment qualifications for participation if such qualifications are necessarily related to the purposes of the activity.

c. Standards for scholastic eligibility for students wishing to participate in extracurricular activities shall be set by the administration and shall be consistent with at least the minimum standards provided by the NSAA.

d. All students in grades 7-12 who participate in athletics must have a physical examination by a qualified health care provider at the student's expense.

e. Students who wish to participate in extracurricular activities must abide by the student code of conduct, the extracurricular code of conduct and any additional rules set by the activity sponsor.

f. Students are not eligible to participate in any extracurricular activity until they and their parents/guardians have signed the student handbook and extracurricular handbook receipt and acknowledgement.

4. Sponsors

a. Each extracurricular activity must have a sponsor who is a member of the district's certificated staff or a selected community member who is qualified by virtue of education, training, experience, or special interest to serve as the sponsor.

b. The superintendent or his/her designee will assign activity sponsors. Payment to sponsors will be negotiated with the sponsor based on the terms of any applicable collective bargaining agreement, the sponsor's training and experience and any other lawful criteria. Sponsors serve in their capacity as a sponsor at the will of the superintendent, who is specifically empowered to remove an activity sponsor in the

superintendent's sole discretion.

c. Sponsors shall be required to: develop materials, activities, and a budget; promote membership and participation; communicate with the principal or designee, staff, students, and parents; schedule meeting dates and locations; plan meaningful experiences; supervise students during activities; evaluate and make recommendations; and submit a year-end report to the principal or designee.

5. **Fundraising Activities**

All fundraising activities shall require authorization by a member of the school district administration and shall be subject to all other school policies. All money raised by these activities shall be governed by Policy 3005.

Adopted on: December 21, 2016
Revised on:
Reviewed on:

6028.R1
Formation of Extracurricular Activities

All extracurricular activities shall be under the exclusive governance and control of the school district. This control includes, but is not be limited to, the formation, naming, structure, operation, financing, and discontinuance of all extracurricular activities. Extracurricular activities shall not have any separate or individual existence, status, rights, or authority.

Staff or students wishing to form a school-sponsored extracurricular activity shall be required to adhere to the process listed below:

1. A certificated staff member must present a written proposal to the principal for approval. If a student is making the request, a certified staff member must agree to act as the sponsor and submit the proposal. The proposal must address the following:
    a. A purpose and rationale for the extracurricular activity including intended positive outcomes for students;
    b. A plan of operation including sponsor(s) name(s), meeting dates, times, locations, and organizational information;
    c. Listing of all anticipated costs to students for participation;
    d. Listing of anticipated fund raising activities or other revenue sources to support operations.

2. Upon consultation with the Superintendent and Activities Director, the Principal may approve the extracurricular activity on a probationary period. All probationary extracurricular activities must actively operate for a minimum of four (4) consecutive semesters as a probationary extracurricular activity before being considered for formal approval.

3. During the probationary period, no district funds shall be used to support the proposed extracurricular activity's operations.

4. Upon completion of the probationary period, the Principal may submit a recommendation to the Superintendent for consideration of formal approval.

5. The Superintendent shall forward the Principal's recommendation to the appropriate Board committee for review and discussion pending formal Board of Education consideration of approval as a school-sponsored extracurricular activity.

This process does not apply to requests governed by NSAA. Those requests shall be directed to the Superintendent for evaluation and referral to the appropriate Board committee for review and discussion pending formal Board of Education consideration of approval as a school-sponsored extracurricular activity.

6029
Activity Trips

Students must travel to and from all activities in the transportation provided by the school. A student may travel home from an activity with his/her parent or guardian if the activity sponsor has personally released the student to the parents' custody. Students who misbehave while on an activity trip may be subject to disciplinary consequences set forth in the board's student discipline policy. In addition to any other disciplinary consequences imposed, students who misbehave while on school-sponsored trips may be prohibited from attending future trips.

Students must comply with the board's policies on field trips as well as the student code of conduct, the extracurricular code, and all directives of a sponsor or chaperone while on activity trip.

Adopted on: December 21, 2016
Revised on:
Reviewed on:

6030

Public Appearances of School Groups

The reputation of the school district is enhanced when student groups appear at public non-school functions. Therefore, the board encourages student groups to appear at public events, subject to the following requirements:

1. Activity sponsors must secure the permission of their building principal before booking a student group at a public event.

2. Sponsors are discouraged from booking student groups to perform on more than one school night (Sunday-Thursday) per week.

3. Student groups may not perform at a political rally without permission from the superintendent and prior notice to parents.

4. The policies and rules that apply to field trips also apply to student group appearances in public.

Adopted on: December 21, 2016
Revised on:
Reviewed on:

6032
Constitution Day Education

Each year on September 17, designated as Constitution Day, the school district will conduct a program designed to highlight the historic and continuing importance of the United States Constitution. When September 17 falls on a Saturday, Sunday, or holiday, the district will provide this program during the preceding or following week.

The program shall be implemented within the guidelines of the U.S. Department of Education and in accordance with any other applicable laws and/or regulations.

Adopted on: December 21, 2016
Revised on:
Reviewed on:

6034
Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

a. Require all coaches and trainers to complete one of the following on-line courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:

    - Heads UP Concussions in Youth Sports
    - Concussion in Sports—What You Need to Know
    - Sports Safety International
    - ConcussionWise
    - ACTive™Athletic Concussion Training for Coaches; and

b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
    1 The signs and symptoms of a concussion;
    2 The risks posed by sustaining a concussion; and
    3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

a. has been evaluated by a licensed health care professional;

b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and

c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by

written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

a. the date and approximate time of the injury suffered by the student,

b. the signs and symptoms of a concussion or brain injury that were observed, and

c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall be the guidance provided by the Nebraska Department of Education entitled "Bridging the Gap from Concussion to the Classroom," and accompanying materials and future supplements. Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

Adopted on: December 21, 2016
Revised on:
Reviewed on:

5066
Early Graduation

General Policy. Students most effectively obtain the skills and experience necessary to graduate from high school by completing grades 9 through 12 over the course of 4 years. Unless otherwise permitted by Board policy or other applicable law, students must finish all 4 grade levels in order to graduate.

Requirements for Application. In unique circumstances, the Board may waive the four-year attendance requirement for high school graduation, provided that the student has met the requirements of this policy.

Students must make an application to the high school principal before they may seek permission to graduate early from the Board. The principal may consult with appropriate instructional and guidance staff members in making the determination. The student's application must include:

1. Proof that the student will meet all academic requirements necessary to graduate on or before the proposed graduation date;
2. A transcript showing that the student has no grade lower than "C" in any required course at the time of application;
3. A detailed essay that (a) addresses the reasons for seeking early graduation and (b) articulates the student's post-graduation plans, including goals and objectives justifying the need to graduate early; and
4. A letter from a parent/guardian supporting the application.

The student may submit any additional materials which support the student's efforts to graduate early. Such materials may include, but are not required to include: letters of support from staff and community members; proof of admission in a postsecondary program; and/or any other materials which the student believes to support the student's application.

Consideration by the Board of Education. The principal will make a written recommendation to the Board based on the submitted application from the student. The Board will consider but is not bound by the principal's recommendation. Along with the application, the Board may consult with members of the administration, staff, or anyone else the Board deems appropriate. The Board will grant a student's application only if it determines that the student is best served by permitting the student to graduate early.

Participation in District Activities. Early graduates will be considered graduates of the district at the time the Board confers such status upon them. Therefore, early graduates will no longer be considered members of the student body and will forfeit those rights and privileges accorded such students.

Adopted on: December 21, 2016
Revised on:
Reviewed on:

6005
Academic Credits and Graduation

A student must accumulate 240 credit hours in Grades 9 - 12 in order to graduate from Nebraska City High School. In addition to the total hour requirements, certain subject requirements must be met as follows:

Mathematics	30 Hours
Science	30 Hours
English	40 Hours
Social Studies	35 Hours
Physical Education	10 Hours
School To Career	10 Hours
Fine Arts	5 Hours
Creative Studies	5 Hours
Life Skills	5 Hours
Electives	70 Hours
Community Service Outside of the School Day	40 Clock Hours
Career Portfolio Completion	

In addition to the hour requirement for graduation, it is necessary for students to have a grade average of at least 1.

No part-time attendance will be permitted by students unless the student is enrolled in a dual college/high school program and is enrolled in at least two classes at the High School, is a fifth-year student removing deficiencies, or has special permission from the Administration and Guidance Offices.

Driver Education, sports, and speech activities carry partial or activity credit.

Students who are receiving academic assistance through the Special Education program shall receive the Standard Diploma upon completion of all general requirements for graduation as established by the Board of Education.

These requirements are the same as the general requirements for all students except they are adjusted to the individual's academic ability through the use of Individual Education Plans (IEP's) set by individual instructors.

Adopted on: December 21, 2016
Revised on:
Reviewed on:

Nebraska City Public Schools Guiding Principles
Goals revisited July 2022 w/ Action Steps

"Inspiring a culture of excellence that engages all students in lifelong learning."

High Quality Instruction and Learning Expectations

Programs, Experiences, and Approaches

- Board of Education and Staff to develop an understanding of how curriculum aligns to the standards.
- Evaluation of programs.
- Support quality teaching strategies.
- Develop and encourage a culture of professional collaboration and shared responsibilities for improving the quality of instruction for all students.

    - **"Pioneer" Time**
        - **Science of Reading**
        - **Curriculum Stakeholder Engagement**

Culture, Connectedness, and Personnel Effectiveness

Expectations, Development, and Excellence

- Create a culture that promotes excellence in the classroom and beyond.
- Continuing to improve the culture that empowers Administrators, Staff, and Students to develop their leadership and achieve personal excellence.
- Promote a positive district culture where all students are equal and they are part of our successes.

    - **Educator Effectiveness = Staff Engagement**
        - **District Collaborative Teams**
        - **Teaming / Collaboration**

Whole Child Focused Learning

Curriculum, Instruction, Programs, Experience, and Approaches

- NCPS will graduate students that are lifelong learners and contributing members of their community.
- Create an environment where all students and staff succeed in their own unique way.
- Support the development of the "whole" child by creating a climate of growth and improvement in the areas of instruction, communication, and engagement with staff, students, and families.
- Support educational programs that support increased student achievement, social emotional skills and positive behavior.
- Engage staff in PLCs for the purpose of learning and implementing instruction, communication, and engagement of students and families.
- Study the current English Learner (EL) delivery model and supports that improve services for EL students.

    - **Project Aware**
        - **Youth Mental Health First Aid**
    - **On Track**

Communication and Stakeholder Engagement

Communication, Engagement, and Transparency

- Engage the entire community with our successes, challenges, and future needs to make decisions for the benefit of student achievement.
    - **Board of Education Walking Tours**
    - **Superintendent Visits**

District Resources

Budget, Facilities, and Staffing

- To have sound fiscal management creating financial sustainability.
- Create a long term plan with processes, decision making matrix.

5.2 - Resources; Create necessary plans that provide short-term and long-term benefits for the district's financial solvency.

Debt (rounded/estimates)

started	$36,900,000 total	$30,600,000 bonded	$6,300,000 "local debt" (TAN & building)
projected (Aug '22)	$29,613,000 total	$27,038,000 bonded	$2,575,000 "local debt" (TAN & building)

LOC

History of LOC

2019-2020	$2.1
2020-2021	$1.625 plus $300,000 during year
2021-2022	$950,000
2022-2023	$400,000
2023-2024	Anticipating $ 0

Budget

2021-2022	BALANCED!
2022-2023	BALANCED!

Northside Elementary School
Home of the Pioneers
2022-2023

1700 14th Avenue
Nebraska City, NE 68410
Phone: 402-873-6033
Fax: 402-873-9274

Mr. Mark Fritch
Superintendent

Mr. Brent Gaswick
Principal

PRINCIPALS' MESSAGE

Dear Parents/Guardians and Students:

We welcome you and your child(ren) to the Nebraska City Public Schools.

The entire staff at Northside Elementary is dedicated to exceeding your child's educational needs.

We have made this handbook so that you and your child may know a little more about the school and thus feel more at home with us. All references to parents in this handbook are, of course, meant to include all guardians of children in our schools. Additional information will be released through bulletins and other sources throughout the year. It is hoped that this will be read carefully and referred to as needed.

Please read this booklet with the knowledge that your child has a "home away from home" at our elementary school. It will give you an idea of how we operate Northside and will help us to work together more effectively. Although the information in this handbook is detailed and specific on many topics, it is not intended to cover every possible situation. It is not a "contract" with the school district. The administration reserves the right to make decisions about individual situations as necessary. We are just as sincerely interested in your child as you are, with your help and cooperation, we hope that we may do the very best job possible. There is no problem that cannot be solved if we all work together.

We wish you and your child a successful year.

Thank you for choosing Nebraska City Public Schools. With your support, we know this will be a successful year.

Sincerely,

Brent Gaswick
Northside Principal

MISSION STATEMENT

Inspiring a culture of excellence that engages all students in lifelong learning.

Statements of Belief: ***We believe all students will:***

Be safe, respectful, and responsible citizens
Thrive in a culturally diverse environment
Learn through cooperative efforts
Think and solve problems creatively
Become technologically proficient
Develop visionary thinking
Be life-long learners

Academic Goal: **All students will increase Reading skills across content areas.**
Behavior Goal: **All Students will Be Safe, Be Respectful, and Be Responsible!**

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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, procedures, and general information about this school district. Each student must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word "parents" refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents and legal guardians.

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

NOTICE OF NON-DISCRIMINATION

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The
following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Mr. Scot Davis
Title: Hayward Principal
Address: 306 S. 14th St., Nebraska City, NE 68410
Telephone: (402) 873-6641
E-mail: sdavis@nebcityps.org

For further information on notice of nondiscrimination, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area or call 1-800-421-3481. For additional prohibited discrimination and related information, please
review school district Policy 2006 – "Complaint Procedures".

Aviso de no discriminación

Este distrito escolar no discrimina por motivos de raza, color, religión, origen nacional, sexo, estado civil, discapacidad o edad o en la admisión o acceso a, o tratamiento de empleo, en sus programas educativos y actividades y proporciona igual acceso a los niños exploradores (boy scouts) y otros grupos juveniles designados. Cualquier persona que tenga preguntas sobre el cumplimiento de este distrito escolar con los reglamentos que implementan el Título VI, el Título IX o Sección 504 está dirigida a contactar el Mr. Scot Davis por escrito al 306 S. 14th St., Nebraska City, NE 68410 o por teléfono al (402) 873-6641. Para asistencia adicional, tambien puede contactar (La Oficina de Derechos Civiles, Oficina de la Ciudad de Kansas) Office for Civil Rights (Kansas City Office), U.S. Department of Education 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Teléfono: (816) 268-0550, Fax (816) 823-1404 TDD: 877-521-2172, Correo Electrónico al OCR.KansasCity@ed.gov. También vea la sección de "Discriminación y acoso" a continuación.

ATTENDANCE POLCIES

Nebraska City Public Schools complies with the Nebraska Compulsory Education Law.
Pupils are expected to be in attendance everyday that school is in session. Good attendance is one of the best indicators of future success in school. If a child is not present in school he/she is counted absent regardless of the reason for the absence.

The parents of any student, who is absent four (4) days from school for any reason, will receive a letter from the principal. A second letter will be sent home at eight (8) absences and every four (4) absences thereafter. Parents of students who are absent ten (10) days in a semester may be requested to conference with the building principal. The purpose of the conference is to develop a plan to improve attendance.

A letter may be sent to the county attorney if absences exceed twenty (20) days cumulative. Building administrators will take documented medical issues and family crises into consideration.

ABSENCES AND TARDINESS

Parents/Guardians should notify the elementary school office on the morning of a child's absence before 8:30 a.m. If you have not made contact by 8:30 a.m., the school will attempt to make contact with you. It is important that we confirm the whereabouts of your child.
It is essential that students arrive at school on time and stay for the entire day. Valuable information may be missed if they arrive late or leave

early. Students are to be in their classrooms at the start of the day and are expected to remain the entire school day.
If tardies become excessive (4 in a quarter) a letter the building principal may call the parents in order to develop a plan to correct the issue. Students are considered tardy if they arrive at school five minutes after school has started.

A Student who arrives after **9:45 a.m.** or leaves before **1:45 p.m.** and does not return to school will be marked a ½ day absent. Appointments that cause a student to miss more than an 1 ½ hours during the school day will also be counted as a ½ day absent.

ACCIDENTS
The School (School District) shall not be responsible for any medical costs incurred by any student who is injured while attending School, any class, any School function, on the premises of the School or at any off premises location at any activity authorized or sanctioned by the School (School District).

ADDRESS CHANGE
Parents should notify the office immediately of any change in address, phone number or family doctor. All unlisted numbers will be kept confidential.
All new students or transfers should contact the school principal as soon as possible. If transfer is known in advance, we would appreciate early notice.

ARRIVAL AT SCHOOL
Children are not to arrive on school grounds earlier than 20 minutes before school begins unless riding the bus. No adult supervision is provided before then. Children get cold and discipline problems arise when students arrive too early before school starts. If consistently arriving at school prior to the time supervision is provided administrators may contact parents about this situation.

BELL SCHEDULES
NORTHSIDE
Supervision Begins **7:50**
Morning Bell.....**8:10**
Tardy Bell.....**8:15**
Dismissal Bell.....**3:20**

HAYWARD
Supervision Begins **7:50**
Morning Bell.....**8:15**
Tardy Bell.....**8:20**
Dismissal Bell.....**3:25**

BICYCLES
Students are to park their bikes in the appropriate bike racks or where designated. Students are advised but not required to keep their bicycles locked. Under no circumstances is any student to borrow or tamper with a bicycle that is not their own. Once a bicycle is parked in the morning it should not be ridden until school is dismissed.

BIRTH CERTIFICATES
Board Policy requires that all new enrolling students must show a certified birth certificate. A copy will be made for school files and the original will be returned to the parent or guardian. If there are any questions, the school principal should be consulted.

BULLYING
Nebraska City Public Schools strives to maintain a positive educational atmosphere for students. The school district recognizes the negative impact that bullying has on student health, welfare, safety, and the school's learning environment. Bullying is defined as an ongoing pattern of physical, verbal, or electronic abuse on school grounds or at school sponsored activities. Nebraska City Public Schools have adopted strategies and practices to reinforce positive behaviors and to discourage inappropriate behaviors. Behaviors defined as bullying, will result in disciplinary action as deemed appropriate by the school administrator.

BUS TRANSPORTATION
Bus transportation is provided between the elementary buildings, and for rural students. Residential students wishing to ride the bus should go to the Northside or Hayward buildings by 7:40 a.m. A bus will take them to their school. A bus will also return them to their neighborhood school at the end of the day. Union and rural students will work out their schedules with the transportation department.

BUS RULES
In the interest of safety, students riding in a bus will be expected to listen to the bus driver and follow all bus rules. It is a privilege, not a right, for students to ride the bus. The administration reserves the right to suspend bus-riding privileges at any time regardless of the number of violations committed. The bus driver does not administer the below actions, the school administration does. Direct all questions to the transportation supervisor and/or school administration.

Basic Rules- (Not intended to cover all situations)

Obey bus driver	Sit down
No profanity	Face the front
No bullying	No fighting or play fighting
Keep hands & objects inside the bus	Don't throw objects inside or outside of bus

1st - Violation: the driver will give a verbal warning. If the behavior continues the bus driver, transportation supervisor or elementary principal will fill out a bus referral form. This report will be given to the elementary principal who will notify the parents. Additional consequences may be given at this time.

2nd - Violation: same as above, except that privileges of riding the bus will be suspended for 1 week (5 school days).

3rd - Violation: same as #1, except that privileges of riding the bus will be suspended for 2 weeks (10 school days).

4th - Violation: same as #1, except that privileges of riding the bus may be suspended for the rest of the semester.

CELL PHONES

Students are required to shut off their cell phones and put them in their backpack or locker during school hours. If students violate this rule their cell phones will be taken and held in the principal's office until the end of the school day.
1st - Violation: Cell phone will be returned to the student at the end of the school day and parents will be notified.
2nd- Violation: Cell phone will only be returned to parent or guardian.
3rd- Violation: Cell phone will only be returned to parent or guardian. The Principal may assign additional consequences.

CLASSROOM VISIT PROCEDURES

To assure a successful school observation, teachers and administrators ask visitors to follow these guidelines:

1. Parents/guardians are invited to make appointments with the building principal to visit classes and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity.

2. All observation sessions will be planned in advance so as not to create conflict with the teacher and student schedule. Therefore, arrangements must be made prior to the day of the classroom visit or observation. The principal will limit the duration of any observation to 60 minutes in order to avoid distraction or disruption to the teacher's schedule and classroom atmosphere. Additional observation time will not be permitted absent unusual circumstances, in the sole discretion of the building principal. No parent may observe or visit a classroom during an assessment.

3. The principal reserves the right to decline the request for classroom observation if it is determined that such an observation would cause undue disruption in the educational process.

4. For security reasons, visitors are required to sign in at the school office, to receive a visitor's badge, and indicate the name of the teacher or destination before proceeding to contact any other person in the building or on the school grounds. All visitors are asked to sign out when leaving the building.

5. To protect the learning environment, the parent/guardian should be the only visitor in the classroom during the observation. An observer, other than the parent/guardian, must be approved by the principal and have written consent from the parent/guardian describing the reason for the visit and/or observation. Out of respect for the teaching environment, parents/guardians are asked not to bring younger siblings or children while observing in the classroom or to utilize any electronic equipment such as cell phones while in the classroom. Observers should not disrupt the learning environment by engaging students or the teacher in conversation. A follow-up meeting may be scheduled as needed to answer questions or concerns.

6. During the observation, the principal or his/her designee may be present in the observed setting in order to accommodate follow-up discussion or clarify questions that may arise.

*All aspects of individual student confidentiality must be preserved and respected.

COMPLAINT PROCEDURE

Good communication helps to resolve many misunderstandings and disagreements, and the board encourages patrons and school staff to discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person with whom he or she is dissatisfied, or to who is responsible for the practice or regulation with which he or she is dissatisfied. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher.
2. The second step is for the complainant to speak to the building principal, superintendent of schools, or president of the board of education, as set forth below.
   a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
   b) Complaints about the operations of the school district or a building principal should be submitted to the superintendent of schools.

c) Complaints about the superintendent of schools should be submitted to the president of the board of education.

3. When a complainant submits a complaint to an administrator, the administrator shall:
   a) Determine whether the complainant has discussed the matter with the staff member involved.
      1) If the complainant has not, the administrator will urge the complainant to discuss the matter directly with that staff member.
      2) If the complainant refuses to discuss the matter with the staff member, the administrator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
   b) Strongly encourage the complainant to reduce his or her concerns to writing.
   c) Interview the complainant to determine:
      1) All relevant details of the complaint;
      2) All witnesses and documents which the complainant believes support the complaint;
      3) The action or solution, which the complainant seeks.
   d) Respond to the complainant.
4. A complainant who is not satisfied with the building principal's decision regarding a complaint may appeal the decision to the superintendent.
   a) This appeal must be in writing.
   b) The superintendent will investigate, as he or she deems appropriate.
   c) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision
5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
   a) This appeal must be in writing.
   b) The board may, but is not required to, receive statements from interested parties and witnesses relevant to the complaint appeal.
   c) The board will notify the complainant in writing of its decision.
   d) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall:
   a) Determine whether the complainant has discussed the matter with the superintendent.
      1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent.
      2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
   b) Strongly encourage the complainant to reduce his or her concerns to writing.
   c) Determine, in his or her sole discretion, whether to refer the matter to the board of education for consideration at a regular or special meeting.

CODE OF CONDUCT / STUDENT DISCIPLINE

Board of Education Discipline Policy:

The Board of Education considers the safety of district students, personnel, and visitors of primary importance. Behavior and attitudes are attributing factors lending to the overall safety within the school. The Board has outlined minimum standards of behavior in a Code of Conduct; this code should be the foundation from which all disciplinary actions are based. To be effective it is imperative that the Code of Conduct be consistently administered on all levels.

The Board of Education may authorize the emergency exclusion, short-term or long-term suspension, expulsion, or mandatory reassignment of any student from school for conduct prohibited by the Code of Conduct, the board's rules, or standards as established by LB 503 (1976) as amended by LB 1250 (1994) if such action complies with the procedures required by this act.

Further, the Gun Free Schools Act and LB 658 requires the expulsion from school for a period of not less than one year of any student who is determined to have knowingly and intentionally possessed, used, or transmitted a firearm on school grounds, in a school owned vehicle being used for a school purpose, or at a school sponsored activity or athletic event.

Administrative regulations shall be set forth regarding this policy and the Code of Conduct. Each building shall develop action plans to implement and enforce these administrative regulations in a fair and consistent manner. The Superintendent shall report student expulsions or staff removals for cause to the Board President, at his earliest convenience after the discipline has been taken. At the Presidents and/or Superintendent's discretion other board members will be notified.

I WILL - Be Safe / Be Respectful / Be Responsible

Treating others with dignity and respect is the responsibility of students, faculty, staff, administrators, board members, parents, and guests involved in or visiting the Nebraska City Public Schools.

Definition of Discipline

An ongoing process designed to teach, model, and use appropriate strategies to promote the behaviors necessary to ensure a safe and productive learning environment by changing unacceptable behavior to acceptable behavior.

Belief Statements

1. Teaching and learning of the intended curriculum for all students is the highest priority. Therefore, the misbehavior of one student - a) will not be allowed to interfere with the learning opportunities of another student, b) will not be allowed to interfere with the

teacher's responsibility to teach all students, and c) will not excuse the misbehaving student from also successfully completing the learning objectives.
2. Changing behavior takes time.
3. Discipline is a part of the daily routine--not a disruption.
4. Self-discipline is the expected outcome.
5. Every discipline situation is an opportunity to teach expected behavior.
6. Teaching and modeling appropriate behavior, along with implementing consequences for inappropriate behavior, is the best way to help change unacceptable behaviors to acceptable behaviors.
7. Expected behaviors must be communicated, taught, and modeled on a daily basis throughout the school year.
8. Punishment by itself cannot change behaviors.
9. In handling unacceptable behaviors, the focus will be on judging the behavior of a student, not on judging the student.
10. Staff members will not respond to misbehavior as if it were a personal attack on them.
11. Staff will show respect to students and parents at all times, regardless of the students' and parents' behavior.
12. Parents have a responsibility to ensure their children's behaviors do not take away from a safe and productive learning environment for others.
13. Staff will handle all discipline situations in a professional manner.

Discipline Expectations

1. Students and staff will demonstrate self-respect, respect for others, and respect for all things in their environment.
2. A safe and productive learning environment will be maintained for all individuals at school and at school-related activities.
3. Conflicts will be handled without the use of violence or threats of violence and with respect for the rights of all.
4. Staff and students will be expected to be on task at all times while in the classroom or at other learning activities.
5. Staff will provide learning opportunities for misbehaving students with support from parents and guardians.
6. Staff, students, and parents will assist misbehaving students to change their unacceptable behavior to acceptable behavior.

General Discipline Philosophy

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

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

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

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

Levels of Unacceptable Behavior

LEVEL ONE: Productive Personal Environment -- Behaviors that occur in the classroom and affect only the learning of the misbehaving student.
Minimum consequence: Teacher making eye contact with student
Maximum consequence: Detention

LEVEL TWO: Productive Classroom Environment -- Behaviors that occur in the classroom and interfere with the learning of others.
Minimum consequence: Teacher making eye contact with student
Maximum consequence: In-School Suspension

LEVEL THREE: Orderly Environment -- Behaviors that occur that are not intended to cause physical harm to another individual, are not illegal, but do negatively affect an orderly environment.
Minimum consequences: teacher making eye contact with student
Maximum consequences: short-term suspension

LEVEL FOUR: Safe Environment -- Behaviors that are intended to cause another individual physical harm and/or are illegal.
Minimum consequences: one day out-of-school suspension
Maximum consequences: one year out of school

Examples of Unacceptable Behaviors

LEVEL ONE: incomplete work, sleeping, inattentiveness, loitering, wearing hats in building

LEVEL TWO: leaving the room without permission, inappropriate movements, disruption of environment (noises, faces, improper attire etc.), talking without permission, failure to abide by classroom rules
LEVEL THREE: petty theft, derogatory remarks, improper language, elementary grade fighting, racial remarks, disrespect, destruction of property, noncompliance, intimidation, public displays of affection, going to parking lot or leaving the campus without permission, any other words or actions that would negatively affect an orderly environment.
LEVEL FOUR: weapons, arson, bomb threats, sexual harassment, felony theft, drugs or look-a-likes, tobacco, alcohol, physical assault (fighting), bodily harm or threatening bodily harm, lewdness, engaging in any other activity forbidden by the laws of Nebraska which constitutes a danger to others or substantially interferes with school purposes.

Forms of School Discipline

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

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students will be required to serve suspension at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Short-Term Suspension

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

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

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. The student and his/her parent or guardian will be given the opportunity to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

Long-Term Suspension

The Principal or the Principal's designee may exclude a student from school or any school function for a period of 6 to 19 school days (long-term suspension) based on conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

Expulsion

1. Meaning of Expulsion. Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within 10 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 10 school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be

readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

3. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned, the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district; and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The Principal or the Principal's designee shall make the determination whether or not the student's participation and conduct has been satisfactory.

4. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to 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.

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

The following student conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Possessing, using, selling, or dispensing alcohol, tobacco, narcotics, drugs, inhalants, or being under the influence of any of the above; possessing drug paraphernalia; or engaging in the selling, using, possessing, or dispensing of a controlled substance or an imitation controlled substance, as defined in section 28-401. (Note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7. Public indecency;
8. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
9. Truancy or failure to attend assigned classes or assigned activities;
10. Tardiness to school, assigned classes or assigned activities;
11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;

12. Dressing in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distractive or indecent to the extent that it interferes with the learning and educational process;
13. Willfully violating the behavioral expectations for those students riding the school district's buses;
14. Sexting (a combination of sex and texting) - the act of sending sexually explicit messages or photos electronically;
15. Bullying as defined by Nebraska law;
16. Repeated and/or willful violation of the district's acceptable use rules regarding computers or other electronic devices;
17. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes. This provision will be enforced for conduct that occurs off school grounds if it causes or may reasonably be expected to cause a substantial interference with school purposes; or
18. Repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes;

In addition, a student who engages in the following conduct that occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be expelled for the remainder of the school year in which it took effect. If the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

1. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
2. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one-year expulsion requirements on a case-by-case basis, provided that such modification is in writing. The term "to school" or "at school" means on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

1. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
2. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
3. 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.
4. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

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

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

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his/her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his/her designee shall serve by registered or certified mail or by personal service to the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
    (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
    (b) The penalties to which the student may be subjected and the penalty which the Principal or his or her designee has recommended in the charge.
    (c) A statement explaining the student's right to a hearing upon request on the specified charges.
    (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.

(e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.

(f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.

4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee, shall automatically go into effect.
6. If a hearing is requested more than 5 school days following the actual receipt of the written notice, but not more than 30 calendar days after actual receipt, the student shall be entitled to a hearing; but the punishment imposed may continue in effect pending final determination.
7. If a request for hearing is not received within 30 calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing, and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, the student, and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, the student, and the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian, and the legal counsel of the student shall have the right to examine the records, affidavits, and the statements of any witnesses in the possession of the Public School Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative, or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing. The student may testify in his/her own defense in which case he/she shall be subject to cross-examination. However, a student need not testify; and if he/she chooses not to, no conclusion may be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, the student's parents, or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing; and based upon such report and the facts, shall

determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.

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

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

13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than 3 members shall, within 10 school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record; and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The Board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.

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

DELIVERIES

It is the practice at the Elementary buildings that deliveries of flowers, balloons, etc. for students will be held in the office until the end of the day. No flower/balloon type deliveries for students will be accepted for Valentine's Day.
These practices are to minimize classroom disruptions and hurt feelings.

DISCIPLINE

In the classroom, discipline problems will be the responsibility of the teacher. However, discipline problems that continue to disrupt the learning environment may be referred to the Principal. Exclusion from class for a brief time may be necessary in order to provide time for the Principal and teacher to confer with parents in regard to a solution of the problem. A teacher stands in the place of the parent while the pupils are under his/her control and has the same right to command and enforce obedience, which the parent has in the home.

DISMISSAL

Children will not be dismissed from school before dismissal time without direct, phone, or note permission from their parents or an authorized adult. Instruct your child never to leave school with a stranger.

Children who are not waiting for a ride or involved in a supervised activity are to leave the school grounds immediately after dismissal.
Children may return to use the playground after 5:00 p.m. on days when school is in session.

DRESS FOR STUDENTS

The school administration and teachers encourage all to dress in a fashion that reflects a style appropriate for a school day or school activity. Students are prohibited from wearing the following attire at school or at school-sponsored events: This list is not inclusive of all items, which may be excluded:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Headgear including hats, bandannas, sweatbands, stocking caps, do-rags, scarves, and visors are prohibited.
4. All shorts/dresses/skirts are to reach to mid-thigh or longer. With the arm hanging at the side and fingers extended, the length of the shorts/dresses/skirts must extend beyond the tip of the longest finger.
5. Hairstyles, which distract from the learning process or the health and safety for either the student or others
6. Any clothing that could cause damage to others or school property
7. Clothing or articles, which are soiled, torn, ragged, or sagging.
8. Costumes of any kind except for those allowed on designated days.
9. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
10. Coats during school hours unless the student has permission from a faculty member
11. Clothing with tears or holes that expose flesh or underclothes

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. Repeated dress code violations may result in additional consequences.

For playing outdoors in wet and snowy weather your child needs snow boots/rubber boots and snow pants. Shoes should be sent with the boots for indoor wear. Be sure boots, mittens, caps, scarves, etc. are labeled with your child's name. If the temperature drops below 15 degrees F with or without wind chill, children will stay indoors.

HEALTH

Nebraska Department of Health and Human Services prescribes a schedule for screenings based on current medical and public health practice. The schedule requires a physical screening by the school nurse for all kindergarten through fourth grade students. The results of the screening will be recorded on their permanent record. Parents will receive a written notice of any defective symptoms found, and are urged to correct them as soon as possible. The school DOES NOT diagnose or treat an illness or injury. Our policies are:

1. First-aid for sudden illness or injury.
2. In the event of a life threatening respiratory emergency, the school will administer medications as directed on any student's Emergency Action Plan. If that plan does not lead to relief of symptoms or there is no plan in place, Epinephrine by EpiPen and albuterol by nebulizer will be administered per standing order, which has been reviewed by a physician and mandated by the State Department of Education. Any individual treated for symptoms with epinephrine at school will be transferred to medical facility by rescue squad at the family's expense.
3. The school's obligation continues until after the emergency has been placed in the care of the family or physician of their choice.
4. Exclusion of children: having a temperature of 100 degrees or more for 24 hours after symptoms have stopped; with a suspicious contagion; symptoms of vomiting, headaches, active head lice; etc.
5. Any pupil with a rash that the school nurse cannot identify must be excluded until the disappearance of the rash and any other symptoms. If the parent has consulted their family physician and he recommended readmission with a written notice to this effect, then admittance is acceptable.
6. Children with cases of chickenpox must be excluded from school until each sore has developed a scab, and they no longer have a fever.

Parents can help the school health program by completing the health appraisal form sent home. You are asked to do this just once during your child's school term, with short forms being sent out each year thereafter, requesting only new information regarding illness, etc., which has occurred during the past school year and summer.

Nebraska State Law requires a physical examination for all children entering school in Nebraska for the first time. This includes all kindergarten students and any transfer students who are coming from another state.

It is necessary to have a telephone number other than your own to call in case of an emergency. Be sure this party is aware that you have given the school their number to call.

Children, who must remain indoors because of health reasons, must bring a note to that effect. The school takes special care in maintaining respect for each child's health and well-being. No child will be sent outside during inclement weather if it in any way would jeopardize his/her health. We ask parents to cooperate by not sending notes asking for their child to remain inside during recess period unless it is an absolute necessity. A note from the doctor may be required of requests for keeping children in from recesses for extended periods of time.

HOMEWORK

The teachers may require homework if it is a requirement of the curriculum or they feel that it will be a benefit to the student. This assignment will be given with the thought of what is best for your child and is designed as an extension of the school instruction, not as busy work. We appreciate any help you may give the child, but doing their homework for them is not helpful. Encouraging them to finish and turn in their homework on time is important. Thank you for teaching them to be responsible.

IMMUNIZATIONS

State law requires students to be immunized against hepatitis B, measles, mumps, rubella, polio, diphtheria, pertussis, tetanus and varicella prior to enrollment in school. Students are required to be immunized against varicella or provide month/year the student had the chickenpox. Proof of immunizations is required. You must either have met immunization requirements for enrollment or be working toward completing requirements as fast as medically possible to be provisionally enrolled or receive an exemption.

LIBRARY

Books may be checked out of the library for two weeks. Students may be required to check out books with a reading difficulty level within their established reading level range. The student is responsible for any damage to the book and if any book is lost, report cards can be held until restitution is made.

Each elementary school has a fine library collection, accessible to students and teachers at all times. A library aide is usually on duty or available for assistance.

LICE

Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

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

LOST AND FOUND

The school office will manage all lost and found items turned into the office. Parents and students are encouraged to check in with the office if an item was lost at school. The school is not liable for any items that were brought to school and lost on school grounds. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Pupils are discouraged from bringing costly items or large sums of money to school. Parents are advised to mark children's clothing and possessions.

MEDICATIONS

Please do not send any medication to school with your child unless absolutely necessary. Dosages for medicines should be arranged to be given during non-school hours if possible. If medications must be given during school hours, the medication must be kept in the office. A permission form listing the student's name, the name of the medication, amount of medicine to be given, and the reason for the medication must be filled out and given to the office. For any long-term prescription medications, the form must have a doctor's signature. Forms are available in the office. Over-the-counter medications must be in the original container and age appropriate. Prescription medications must be in the original prescription bottle, labeled with the student's name, name of the medication, dosage, and directions for administering. Parents assume responsibility for monitoring the effects of the medication.

NEBRASKA READS ACT

A student's ability to read is a critical predictor of academic and lifelong success. The Nebraska Reading Improvement Act (Section 79-2601-79-2607) ensures all students are ready for success in and beyond school. Starting in kindergarten, a strong reading policy and research-based programs help students get on track to grade level reading. The Nebraska Reading Improvement Act and the Nebraska READS initiative are designed to give students every opportunity to gain proficiency in early literacy skills that will support the later growth of comprehension skills and analysis of complex text.

To comply with the Nebraska Reads Act, Nebraska City schools will utilize the NWEA Measures of Academic Progress (MAP) assessment to identify students who qualify for the Nebraska Reads Act in grades K-3. The MAP assessment will be given three times during the school year. If a child qualifies based on the state determined scores, parents will be notified and a Individualized Reading Plan (IRiP) will be developed for the child. If a child who previously qualified, scores at or above the state score for two assessments in a row they will be exited from the IRiP.

PARENT/TEACHER CONFERENCES

We are going to request at least two scheduled conferences with you during the 1st and 3rd quarters. Additional conferences may be initiated by either the parent or the teacher at any time. Conferences help the teacher to understand the child and in many cases bring the parents into a closer working relationship with the school.

PARTIES & PARTY INVITATIONS

Various parties may be held each year: This includes: Halloween, Christmas and Valentine's Day. Times will vary and will be determined by the staff in each school.

Please try and arrange for private party invitations to be delivered outside of the school day.

PERSONAL PROPERTY

The school provides the necessary equipment for classroom and school day activities. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.

PETS

Please see that dogs and other pets are kept home and not allowed to follow pupils to school. If a child has a special pet he would enjoy showing to his classmates, he may do so if previous arrangements have been made with his teacher and that a parent accompanies the pet to the classroom for a short visit. It has been the school's policy to call the dog pound or police for unclaimed or unidentified pets.

PHOTOGRAPHS

Photographs and videos of students may be used for educational purposes in demonstrations and web pages. Individual students will not be identified in photographs and videos used in educational demonstrations and web pages without parent permission.

PROPERTY DAMAGE OR LOSS

Students will be charged for malicious damage to school property. Fines will be assessed at the end of the school year for lost or damaged books.

REPORT CARDS

Report cards are given out at the end of each quarter.

SEARCHES

All property owned by the Nebraska City Public School District including lockers assigned to students, book bags, and vehicles on property owned by the Nebraska City Public Schools may be inspected by school authorities at any time. Items found as a result of such inspections will be turned over to the building principal.

SCHOOL CLOSING INFORMATION

In all cases of inclement weather or for any other reason that schools are closed, the information will be given over the local radio stations. If school is closed in the middle of the day, schools will be kept open until all children have left. The principal may excuse teachers when they are no longer needed to supervise pupils.
Parents who have baby-sitters should give them the above information and any other information pertaining to school activities.

STAFF QUALIFICATIONS

The No Child Left Behind (NCLB) Act of 2001 gives parents the right to acquire information about the professional qualifications of their child's classroom teachers. Upon request, the Nebraska City Public Schools will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. Parents may also get information about other graduate certification or degrees held by the teacher, and the field of discipline or the certification or degree.

NCPS will also, upon request and in a timely manner, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to the administrator of the child's building. The District will also give parents timely notice if the child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB Act.

TELEPHONE CALLS

Students must ask permission of a teacher or the secretary before using the school telephone. Phone calls are to be limited to those of necessity only. Students will not be called out of class for a telephone call unless it is an emergency.

VISITORS

Parents are encouraged to visit school anytime except the first week and the last two weeks of school. For safety reasons, all visitors are required to check in at the Office to receive a Visitor's Badge. If you plan to observe a classroom or other instructional activity please refer to our *classroom visit procedures* on page 5-6.

Section II

CHILD ABUSE AND/OR NEGLECT

The Code of Nebraska requires all school employees to report suspected child abuse or willful neglect. Reporting shall be both written and orally to the Child Abuse Center of the local Department of Public Welfare. If there is reason to believe that immediate protection for the child is advisable, an oral report shall also be made to any appropriate law enforcement agency. Anyone participating in good faith in these procedures shall have immunity from any liability, civil or criminal. Laws providing communication shall not apply in cases of suspected child abuse or neglect. Any school employee who knowingly and willfully fails to report suspected child abuse is guilty of a misdemeanor.

Emergency Operations

Nebraska City School Board is committed to providing all students and staff a safe environment. Emergency Operations teams are in place to: perform threat assessment, provide safety training, and respond in times of crisis.

Threat Assessment: The Emergency Operations team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations.

Safety Training: Provide information and training to students and staff including, but not limited to:

Evacuate and Bus Drills - Evacuate and Bus evacuation drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building or vehicles by the prescribed route as quickly as possible. The teacher in each classroom or vehicle will give the students instructions.

Lockdown Procedures - A lockdown may be called by the building principal or other designee if he or she has reason to believe that the students and staff may be in danger. In such cases, students and staff will remain in a locked classroom. They must move away from windows and doors. Students and staff must remain quiet at all times. In the event of a lockdown, for their safety, students will not be allowed to leave the building. Parents will not be free to pick up their child during the lockdown. The Nebraska City Police Department will be notified of the school lockdown and required to offer assistance.

Secure Procedures – A lockout may be called by the building principal or other designee if he or she has reason to believe that a threat is possible from outside the building. In such cases, all exterior doors will be locked with no one (including parents and staff) being allowed to enter or exit the building. All classes will proceed as normal within the building.

Shelter Drill- The alarm for an adverse weather drill will be an intercom announcement. Students will proceed to the first floor, and then all boys will use the west stairway to the shower area of the boy's locker room. Girls will use the east stairway to the girl's locker room. At all times during the drill, **THERE WILL BE SILENCE** so as to hear approaching danger and to be able to hear instructions. Once in the locker rooms students must remain quiet until the **"ALL CLEAR"** is sounded. A verbal announcement will send students back to classes.

Crisis: Emergency Operation team members will be available to students and staff in the event of a crisis. Information will be communicated to stakeholders through parent email and/or mass phone call/text.

EVIDENCE OF BIRTH DATE

Upon admission to the Nebraska City Public Schools the parents/legal guardian of any child preschool to grade 12, shall furnish (a) a certified copy of the student's birth certificate issued by the state in which the child was born, or (b) other reliable proof of the child's identify and age, (i.e. naturalization or immigration documents showing date of birth or official hospital birth records) accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. If the parents/legal guardian fails to provide this information, they will receive in writing a statement explaining the need for them to provide this information within thirty days. If the parents/legal guardian fails to comply with this request within 30 days the school shall notify them in writing that they need to comply within 10 days. If compliance is not obtained within that 10-day period, the school shall immediately report the matter to the Nebraska City Police Department for investigation. If the affidavit requested appears inaccurate or suspicious in form or content, this shall be reported immediately to the Nebraska City Police Department.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Nebraska City Public Schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification for Nebraska City Public Schools is accomplished through student handbooks, the district newsletter, in the annual report, and on the district website at http://www.nebcity.esu6.org. If you as a parent do not want directory information shared, please submit this request in writing to the building principal by September 1st of each year.

MISSING PERSONS:

A missing person shall mean a person 16 years or younger reported to any law enforcement agency as abducted or lost. Upon notification by the Nebraska State Patrol of a missing student, the school will flag the student's records in such a way that any personnel looking at such birth certificate or record shall be alerted to the fact that that birth certificate or record is of a missing person. Any school requested to forward a copy of a transferred student's record shall not forward such record to the requesting school if the record has been flagged as that of a missing person. The school will notify the Nebraska City Police Department of the request and that the student is a reported missing person.
Any school or person acting on behalf of a school shall be immune from civil and criminal liability for acts or omissions, which occur as a result of the requirements of the Missing Children Identification Act.

PARENT INVOLVEMENT POLICY

The Nebraska City Public Schools, after having conducted a public hearing concerning parental involvement and participation in the school district, determined that it shall be the policy of the Nebraska City Public Schools to provide access to parents to all textbooks, tests, curriculum materials, and any other instructional materials used by the school.
It shall also be the policy of the Nebraska City Public Schools, in the event that any parent has a complaint or objection concerning any materials to make available personal conferences for the parent and appropriate school personnel to discuss those concerns identified. The district will prepare a complaint form, which may be used by any parent to express objections to particular instructional materials. The complaint forms will seek information including, but not limited to, the specific instructional material that has been identified for the complaint, the reason for the complaint, and a proposed solution for resolving the complaint from the parent's perspective. The Administration will respond in writing to the person filing the complaint with an appropriate response. (Ref. 79-4, 244 [1])
It shall also be the policy of the Nebraska City Public Schools to permit parents, upon a reasonable advance request, to attend and monitor courses, assemblies, counseling sessions, and other activities (such as FBLA, DECA, FFA, etc). (Ref. 79-4, 244 [2])
It shall also be the policy of the Nebraska City Public Schools to encourage communications from parents concerning when a parent believes it to be appropriate for their student to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The school district shall include a provision in the complaint form to receive information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection, and proposed solution for dealing with the objection that would be satisfactory to the parent. (Ref. 79-4, 244[3])
It shall also be the policy of the Nebraska City Public Schools to provide full access to the records of the students to the parent or guardian as set forth in State of Nebraska Law 79-4,157 and the Federal Education Right to Privacy Act during regular business hours of the school or wherever the student's records may regularly be maintained by the district. (Ref. 79-4, 244[4])
It shall also be the policy of the Nebraska City Public Schools to notify, through normal means (i.e. school newsletters), a parent or guardian of any student who will be asked to complete a standard norm referenced or criterion referenced test. Parents will be notified, when it is reasonable to do so, where a sample of these tests might be reviewed and the date upon which the tests will be administered. (Ref. 79-4, 244 [5])
Prior to any school sponsored survey being administered to the students of the district, it shall be the duty of the schools to notify the parent or guardian of each student involved in the survey the nature of the survey, the date and time when the survey will be administered, and the proposed use of the survey results. Any parent, who requests in writing that their student be excused from completing the survey, shall have the request honored. (Ref. 79-4, 244 [6])
It shall also be the policy of the Nebraska City Public Schools to prohibit any diminution in grade, credit, or other determent to the student as a result of having been excused from any school experience or school activity because of objections by their parent or guardian under this policy.
This policy shall be reviewed, on a periodic basis, by the Education Committee of the Nebraska City Public Schools Board of Education. Policy Approved August 11, 2003.

PROOF OF IMMUNIZATION

Prior to enrollment, each Nebraska City Public Schools student shall provide a written immunization history, signed by the student's physician, parent or guardian, verifying that the student has received the required vaccines so as to be protected by immunization.

Any student who does not comply shall not be permitted to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or provisional requirements continue to be pursued or an exemption from compliance is given.

The cost of immunizations and any required documentation shall be borne by the parent or guardian, not the Nebraska City Public School district.

PHYSICAL EXAM AND VISION EVALUATION

Physical Exam:

*Admission to school requires submission of evidence of a physical examination within six months prior to entrance into the beginner grade (Kindergarten or, if Kindergarten is not attended, the first grade) and in the case of a transfer from out of state, to any grade.

*Evidence of a physical examination is also required within six months prior to entrance in the seventh grade.

Vision Evaluation:

*Admission to school requires submission of evidence of a visual evaluation within six months prior to entrance into the beginner grade (Kindergarten or, if Kindergarten is not attended, the first grade) and in the case of a transfer from out of state, to any grade.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

The cost of the physical examination and vision evaluation shall be borne by the parent or guardian.

RIGHTS OF CUSTODIAL & NON-CUSTODIAL PARENTS

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated in the Nebraska City Public Schools. Students should report any concerns or questions to a teacher, school counselor, or the administration. The incident will be investigated and appropriate actions may be taken.

SPECIAL EDUCATION SERVICE

The Nebraska City Public Schools provide a service designed to identify children (birth to age 21) who may be at risk for learning and could benefit from special services. Children who display delays in learning, coordination, emotional development, language and speech development, or have physical, visual, or hearing impairments may qualify to receive free assistance if you live in the Nebraska City Public School District.

If your child is found eligible for services, an individual educational program will be developed by you, the parent, with the people who will help you meet your child's special needs. These people can include a teacher, speech pathologist, occupational and physical therapists or others. The program will build on your child's strengths and improve areas of weakness. The program will provide support, encouragement, and assistance for you in working with your child. For more information, contact your school principal.

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

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

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

STUDENT FEES, MATERIAL REQUIREMENTS AND FINES POLICY

The Board of Education of the Nebraska City Public Schools authorizes the school staff to assess fees, charges or fines to students, as provided by the Public Elementary and Secondary Fee Authorization Act. Student fees authorized by this act include:

- Participation in school sponsored extracurricular activities, which do not count toward graduation.
- Admission fees and transportation charges for spectators attending extracurricular activities.
- Post secondary education costs for tuition and other expenses associated with obtaining credit from a post secondary educational institution.
- Transportation for option enrollment students.
- Reimbursement for school district property lost or damaged by a student.
- Summer school or night school.
- Breakfast and lunch programs.

Students and their parents are expected to provide minor personal or consumable items for specific courses and activities, such as pencils, pens, crayons, colored pencils, scissors, paper, folders, markers, erasers, glue sticks, notebooks, binders, tissues, rulers, calculators, computer disks, book bags, physical education clothing / shoes that conform to the general guideline for student dress and other supplies as needed.

A public hearing on student fees will be held on the proposed fees and other items expected to be furnished by students. The adopted fee policy will be published in the student handbooks.

When a student maintains possession of project course materials upon completion, the student and their parent may provide the materials for that project or pay the school for the consumable materials used for that project.

All money collected from the students will be deposited in the Student Fee Fund. Money will be expended from the Student Fee Fund for the purposes for which the money was collected from students.

The Board recognizes that some students and their families are not financially able to pay the fees or provide the items expected by the school. Fees may be waived for students that qualify for the federal free and reduced lunch program. Applications to have fees waived are available upon request and must be filled out prior to fees being waived. Students qualifying for, but not participating in, the free or reduced lunch program may still submit the student waiver fee.

The board will annually determine the dollar amount to be charged to students or others for fees. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

TELECOMMUNICATIONS ACCEPTABLE USE POLICY

Nebraska City Public Schools will provide telecommunications access to students and staff for the purpose of enhancing the delivery of educational services and improving the productivity of offices, departments, and other organizations within the district. This access is limited to educational, career, and professional development activities.

The use of this telecommunication access is a privilege, not a right. Inappropriate use may result in limitation or cancellation of such privileges. Actions taken for inappropriate use will be determined by the district's disciplinary codes as well as local, state, and federal laws.

The district will enforce acceptable use regulations by providing for the supervision and regulation of learning activities requiring access to telecommunication systems.

THREAT ASSESSMENT & RESPONSE

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

1. Definitions

a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.

iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.

b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.

i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such reports regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

3. Threat Assessment Team

The threat assessment team (team) shall consist of _____. Not every team member needs to participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

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

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

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

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's School Safety Plan.

UNIVERSAL SCREENING

The District will conduct various screenings (such as the SAEBRS universal screener) throughout the year to identify students with academic, behavioral, or social-emotional concerns. All District screening tools are norm-referenced and research-based. Any parent/guardian who does not consent to the screening of his/her student must notify the Director of Student Services at the beginning of the school year.

USDA Non-Discrimination Policy

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, 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

This institution is an equal opportunity provider.

VIDEO SURVEILLANCE & PHOTOGRAPHS

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

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

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

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

Nebraska City Public Schools

Title 1
School-Parent-Child Compact

This compact outlines how parents, school staff, and the students at Hayward Elementary will share the responsibility for improved academic achievement, and the means by which the school and parents will maintain ongoing communication to build and develop a partnership that will help children achieve the State's high standards.

This school-parent-child compact is in effect during the __2022-2023__ school year.

Hayward Staff	Parents	Students
Small group instruction based on student need.	Monitor attendance	Put forth our best effort throughout the school day.
Hold parent-teacher conferences two times a year, during which this compact will be discussed as it relates to the individual child's achievement.	Participating in parent policy and advisory groups, to the extent possible.	Do homework every day and ask for help, when needed.
Provide at least four progress reports during the school year.	Participate in decisions related to our children's education.	Read every day, outside of school time.
Provide parents reasonable access to teachers through flexible appointments.	Promoting positive use of our children's time outside of school.	Give our parents all notices and information received from school each day.
Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.	Make sure homework is complete.	Ask questions if you don't understand something.
Provide high quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student academic achievement standards.	Stay informed about our children's education and communicate with the school by promptly reading all notices from the school and responding, as appropriate.	

Hayward Elementary School
Home of the Pioneers
2022-2023

306 S. 14th
Nebraska City, NE 68410
Phone: 402-873-6641
Fax: 402-873-9274

Mr. Mark Fritch
Superintendent

Mr. Scot Davis
Principal

PRINCIPALS' MESSAGE

Dear Parents/Guardians and Students:

We welcome you and your child(ren) to the Nebraska City Public Schools. The entire staff at Hayward Elementary is dedicated to exceeding your child's educational needs.

We have made this handbook so that you and your child may know a little more about the school, and thus feel more at home with us. All references to parents in this handbook are, of course, meant to include all guardians of children in our schools. Throughout the year, additional information will be released through bulletins and other sources. It is hoped that this will be read carefully and referred to as needed.

Please read this booklet with the knowledge that your child has a "home away from home" at our elementary school. It will give you an idea of how we operate Hayward and will help us to work together more effectively. Although the information found in this handbook is detailed and specific on many topics, it is not intended to cover every possible situation, and is not a "contract" with the school district. The administration reserves the right to make decisions about individual situations as necessary. We are just as sincerely interested in your child as you are, with your help and cooperation, we hope that we may do the very best job possible. There is no problem that cannot be solved if we all work together.

We wish you and your child a successful year.

Thank you for choosing Nebraska City Public Schools. With your support we know this will be a successful year.

Sincerely,

Scot Davis
Hayward Principal

MISSION STATEMENT

Inspiring a culture of excellence that engages all students in lifelong learning.

Statements of Belief: ***We believe all students will:***

Be safe, respectful, and responsible citizens
Thrive in a culturally diverse environment
Learn through cooperative efforts
Think and solve problems creatively
Become technologically proficient
Develop visionary thinking
Be life-long learners

Academic Goal: **All students will increase Reading skills across content areas.**
Behavior Goal: **All Students will Be Safe, Be Respectful, and Be Responsible!**

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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, procedures, and general information about this school district. Each student must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word "parents" refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents and legal guardians.

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

NOTICE OF NON-DISCRIMINATION

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The
following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Mr. Scot Davis
Title: Hayward Principal
Address: 306 S. 14th St., Nebraska City, NE 68410
Telephone: (402) 873-6641
E-mail: sdavis@nebcityps.org

For further information on notice of nondiscrimination, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area or call 1-800-421-3481. For additional prohibited discrimination and related information, please
review school district Policy 2006 – "Complaint Procedures".

Aviso de no discriminación

Este distrito escolar no discrimina por motivos de raza, color, religión, origen nacional, sexo, estado civil, discapacidad o edad o en la admisión o acceso a, o tratamiento de empleo, en sus programas educativos y actividades y proporciona igual acceso a los niños exploradores (boy scouts) y otros grupos juveniles designados. Cualquier persona que tenga preguntas sobre el cumplimiento de este distrito escolar con los reglamentos que implementan el Título VI, el Título IX o Sección 504 está dirigida a contactar el Mr. Scot Davis por escrito al 306 S. 14th St., Nebraska City, NE 68410 o por teléfono al (402) 873-6641. Para asistencia adicional, tambien puede contactar (La Oficina de Derechos Civiles, Oficina de la Ciudad de Kansas) Office for Civil Rights (Kansas City Office), U.S. Department of Education 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Teléfono: (816) 268-0550, Fax (816) 823-1404 TDD: 877-521-2172, Correo Electrónico al OCR.KansasCity@ed.gov. También vea la sección de "Discriminación y acoso" a continuación.

ATTENDANCE POLCIES

Nebraska City Public Schools complies with the Nebraska Compulsory Education Law.
Pupils are expected to be in attendance everyday that school is in session. Good attendance is one of the best indicators of future success in school. If a child is not present in school he/she is counted absent regardless of the reason for the absence.

The parents of any student, who is absent four (4) days from school for any reason, will receive a letter from the principal. A second letter will be sent home at eight (8) absences and every four (4) absences thereafter. Parents of students who are absent ten (10) days in a semester may be requested to conference with the building principal. The purpose of the conference is to develop a plan to improve attendance.

A letter may be sent to the county attorney if absences exceed twenty (20) days cumulative. Building administrators will take documented medical issues and family crises into consideration.

ABSENCES AND TARDINESS

Parents/Guardians should notify the elementary school office on the morning of a child's absence before 8:30 a.m. If you have not made contact by 8:30 a.m., the school will attempt to make contact with you. It is important that we confirm the whereabouts of your child.
It is essential that students arrive at school on time and stay for the entire day. Valuable information may be missed if they arrive late or leave early. Students are to be in their classrooms at the start of the day and are expected to remain the entire school day.
If tardies become excessive (4 in a quarter) a letter the building principal may call the parents in order to develop a plan to correct the issue.
Students are considered tardy if they arrive at school five minutes after school has started.

A Student who arrives after **9:45 a.m.** or leaves before **1:45 p.m.** and does not return to school will be marked a ½ day absent. Appointments that cause a student to miss more than an 1 ½ hours during the school day will also be counted as a ½ day absent.

ACCIDENTS
The School (School District) shall not be responsible for any medical costs incurred by any student who is injured while attending School, any class, any School function, on the premises of the School or at any off premises location at any activity authorized or sanctioned by the School (School District).

ADDRESS CHANGE
Parents should notify the office immediately of any change in address, phone number or family doctor. All unlisted numbers will be kept confidential.
All new students or transfers should contact the school principal as soon as possible. If transfer is known in advance, we would appreciate early notice.

ARRIVAL AT SCHOOL
Children are not to arrive on school grounds earlier than 20 minutes before school begins unless riding the bus. No adult supervision is provided before then. Children get cold and discipline problems arise when students arrive too early before school starts. If consistently arriving at school prior to the time supervision is provided administrators may contact parents about this situation.

BELL SCHEDULES
NORTHSIDE
Supervision Begins **7:50**
Morning Bell.....**8:10**
Tardy Bell.....**8:15**
Dismissal Bell.....**3:20**

HAYWARD
Supervision Begins **7:50**
Morning Bell.....**8:15**
Tardy Bell.....**8:20**
Dismissal Bell.....**3:25**

BICYCLES
Students are to park their bikes in the appropriate bike racks or where designated. Students are advised but not required to keep their bicycles locked. Under no circumstances is any student to borrow or tamper with a bicycle that is not their own. Once a bicycle is parked in the morning it should not be ridden until school is dismissed.

BIRTH CERTIFICATES
Board Policy requires that all new enrolling students must show a certified birth certificate. A copy will be made for school files and the original will be returned to the parent or guardian. If there are any questions, the school principal should be consulted.

BULLYING
Nebraska City Public Schools strives to maintain a positive educational atmosphere for students. The school district recognizes the negative impact that bullying has on student health, welfare, safety, and the school's learning environment. Bullying is defined as an ongoing pattern of physical, verbal, or electronic abuse on school grounds or at school sponsored activities. Nebraska City Public Schools have adopted strategies and practices to reinforce positive behaviors and to discourage inappropriate behaviors. Behaviors defined as bullying, will result in disciplinary action as deemed appropriate by the school administrator.

BUS TRANSPORTATION
Bus transportation is provided between the elementary buildings, and for rural students. Residential students wishing to ride the bus should go to the Northside or Hayward buildings by 7:40 a.m. A bus will take them to their school. A bus will also return them to their neighborhood school at the end of the day. Union and rural students will work out their schedules with the transportation department.

BUS RULES
In the interest of safety, students riding in a bus will be expected to listen to the bus driver and follow all bus rules. It is a privilege, not a right, for students to ride the bus. The administration reserves the right to suspend bus-riding privileges at any time regardless of the number of violations committed. The bus driver does not administer the below actions, the school administration does. Direct all questions to the transportation supervisor and/or school administration.
Basic Rules- (Not intended to cover all situations)

Obey bus driver	Sit down
No profanity	Face the front
No bullying	No fighting or play fighting
Keep hands & objects inside the bus	Don't throw objects inside or outside of bus

1st - Violation: the driver will give a verbal warning. If the behavior continues the bus driver, transportation supervisor or elementary principal will fill out a bus referral form. This report will be given to the elementary principal who will notify the parents. Additional consequences may be given at this time.

2nd - Violation: same as above, except that privileges of riding the bus will be suspended for 1 week (5 school days).

3rd - Violation: same as #1, except that privileges of riding the bus will be suspended for 2 weeks (10 school days).

4th - Violation: same as #1, except that privileges of riding the bus may be suspended for the rest of the semester.

CELL PHONES

Students are required to shut off their cell phones and put them in their backpack or locker during school hours. If students violate this rule their cell phones will be taken and held in the principal's office until the end of the school day.
1st - Violation: Cell phone will be returned to the student at the end of the school day and parents will be notified.
2nd- Violation: Cell phone will only be returned to parent or guardian.
3rd- Violation: Cell phone will only be returned to parent or guardian. The Principal may assign additional consequences.

CLASSROOM VISIT PROCEDURES

To assure a successful school observation, teachers and administrators ask visitors to follow these guidelines:

1. Parents/guardians are invited to make appointments with the building principal to visit classes and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity.

2. All observation sessions will be planned in advance so as not to create conflict with the teacher and student schedule. Therefore, arrangements must be made prior to the day of the classroom visit or observation. The principal will limit the duration of any observation to 60 minutes in order to avoid distraction or disruption to the teacher's schedule and classroom atmosphere. Additional observation time will not be permitted absent unusual circumstances, in the sole discretion of the building principal. No parent may observe or visit a classroom during an assessment.

3. The principal reserves the right to decline the request for classroom observation if it is determined that such an observation would cause undue disruption in the educational process.

4. For security reasons, visitors are required to sign in at the school office, to receive a visitor's badge, and indicate the name of the teacher or destination before proceeding to contact any other person in the building or on the school grounds. All visitors are asked to sign out when leaving the building.

5. To protect the learning environment, the parent/guardian should be the only visitor in the classroom during the observation. An observer, other than the parent/guardian, must be approved by the principal and have written consent from the parent/guardian describing the reason for the visit and/or observation. Out of respect for the teaching environment, parents/guardians are asked not to bring younger siblings or children while observing in the classroom or to utilize any electronic equipment such as cell phones while in the classroom. Observers should not disrupt the learning environment by engaging students or the teacher in conversation. A follow-up meeting may be scheduled as needed to answer questions or concerns.

6. During the observation, the principal or his/her designee may be present in the observed setting in order to accommodate follow-up discussion or clarify questions that may arise.

*All aspects of individual student confidentiality must be preserved and respected.

COMPLAINT PROCEDURE

Good communication helps to resolve many misunderstandings and disagreements, and the board encourages patrons and school staff to discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person with whom he or she is dissatisfied, or to who is responsible for the practice or regulation with which he or she is dissatisfied. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher.
2. The second step is for the complainant to speak to the building principal, superintendent of schools, or president of the board of education, as set forth below.
    a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
    b) Complaints about the operations of the school district or a building principal should be submitted to the superintendent of schools.
    c) Complaints about the superintendent of schools should be submitted to the president of the board of education.
3. When a complainant submits a complaint to an administrator, the administrator shall:
    a) Determine whether the complainant has discussed the matter with the staff member involved.
        1) If the complainant has not, the administrator will urge the complainant to discuss the matter directly with that staff member.

2) If the complainant refuses to discuss the matter with the staff member, the administrator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution, which the complainant seeks.

d) Respond to the complainant.

4. A complainant who is not satisfied with the building principal's decision regarding a complaint may appeal the decision to the superintendent.

a) This appeal must be in writing.

b) The superintendent will investigate, as he or she deems appropriate.

c) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision

5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.

a) This appeal must be in writing.

b) The board may, but is not required to, receive statements from interested parties and witnesses relevant to the complaint appeal.

c) The board will notify the complainant in writing of its decision.

d) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall:

a) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Determine, in his or her sole discretion, whether to refer the matter to the board of education for consideration at a regular or special meeting.

CODE OF CONDUCT / STUDENT DISCIPLINE

Board of Education Discipline Policy:

The Board of Education considers the safety of district students, personnel, and visitors of primary importance. Behavior and attitudes are attributing factors lending to the overall safety within the school. The Board has outlined minimum standards of behavior in a Code of Conduct; this code should be the foundation from which all disciplinary actions are based. To be effective it is imperative that the Code of Conduct be consistently administered on all levels.

The Board of Education may authorize the emergency exclusion, short-term or long-term suspension, expulsion, or mandatory reassignment of any student from school for conduct prohibited by the Code of Conduct, the board's rules, or standards as established by LB 503 (1976) as amended by LB 1250 (1994) if such action complies with the procedures required by this act.

Further, the Gun Free Schools Act and LB 658 requires the expulsion from school for a period of not less than one year of any student who is determined to have knowingly and intentionally possessed, used, or transmitted a firearm on school grounds, in a school owned vehicle being used for a school purpose, or at a school sponsored activity or athletic event.

Administrative regulations shall be set forth regarding this policy and the Code of Conduct. Each building shall develop action plans to implement and enforce these administrative regulations in a fair and consistent manner. The Superintendent shall report student expulsions or staff removals for cause to the Board President, at his earliest convenience after the discipline has been taken. At the Presidents and/or Superintendent's discretion other board members will be notified.

I WILL - Be Safe / Be Respectful / Be Responsible

Treating others with dignity and respect is the responsibility of students, faculty, staff, administrators, board members, parents, and guests involved in or visiting the Nebraska City Public Schools.

Definition of Discipline

An ongoing process designed to teach, model, and use appropriate strategies to promote the behaviors necessary to ensure a safe and productive learning environment by changing unacceptable behavior to acceptable behavior.

Belief Statements

1. Teaching and learning of the intended curriculum for all students is the highest priority. Therefore, the misbehavior of one student - a) will not be allowed to interfere with the learning opportunities of another student, b) will not be allowed to interfere with the teacher's responsibility to teach all students, and c) will not excuse the misbehaving student from also successfully completing the learning objectives.
2. Changing behavior takes time.
3. Discipline is a part of the daily routine--not a disruption.
4. Self-discipline is the expected outcome.

5. Every discipline situation is an opportunity to teach expected behavior.
6. Teaching and modeling appropriate behavior, along with implementing consequences for inappropriate behavior, is the best way to help change unacceptable behaviors to acceptable behaviors.
7. Expected behaviors must be communicated, taught, and modeled on a daily basis throughout the school year.
8. Punishment by itself cannot change behaviors.
9. In handling unacceptable behaviors, the focus will be on judging the behavior of a student, not on judging the student.
10. Staff members will not respond to misbehavior as if it were a personal attack on them.
11. Staff will show respect to students and parents at all times, regardless of the students' and parents' behavior.
12. Parents have a responsibility to ensure their children's behaviors do not take away from a safe and productive learning environment for others.
13. Staff will handle all discipline situations in a professional manner.

Discipline Expectations

1. Students and staff will demonstrate self-respect, respect for others, and respect for all things in their environment.
2. A safe and productive learning environment will be maintained for all individuals at school and at school-related activities.
3. Conflicts will be handled without the use of violence or threats of violence and with respect for the rights of all.
4. Staff and students will be expected to be on task at all times while in the classroom or at other learning activities.
5. Staff will provide learning opportunities for misbehaving students with support from parents and guardians.
6. Staff, students, and parents will assist misbehaving students to change their unacceptable behavior to acceptable behavior.

General Discipline Philosophy

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

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

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

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

Levels of Unacceptable Behavior

LEVEL ONE: Productive Personal Environment -- Behaviors that occur in the classroom and affect only the learning of the misbehaving student.
Minimum consequence: Teacher making eye contact with student
Maximum consequence: Detention

LEVEL TWO: Productive Classroom Environment -- Behaviors that occur in the classroom and interfere with the learning of others.
Minimum consequence: Teacher making eye contact with student
Maximum consequence: In-School Suspension

LEVEL THREE: Orderly Environment -- Behaviors that occur that are not intended to cause physical harm to another individual, are not illegal, but do negatively affect an orderly environment.
Minimum consequences: teacher making eye contact with student
Maximum consequences: short-term suspension

LEVEL FOUR: Safe Environment -- Behaviors that are intended to cause another individual physical harm and/or are illegal.
Minimum consequences: one day out-of-school suspension
Maximum consequences: one year out of school

Examples of Unacceptable Behaviors

LEVEL ONE: incomplete work, sleeping, inattentiveness, loitering, wearing hats in building
LEVEL TWO: leaving the room without permission, inappropriate movements, disruption of environment (noises, faces, improper attire etc.), talking without permission, failure to abide by classroom rules
LEVEL THREE: petty theft, derogatory remarks, improper language, elementary grade fighting, racial remarks, disrespect, destruction of property, noncompliance, intimidation, public displays of affection, going to parking lot or leaving the campus without permission, any other words or actions that would negatively affect an orderly environment.

LEVEL FOUR: weapons, arson, bomb threats, sexual harassment, felony theft, drugs or look-a-likes, tobacco, alcohol, physical assault (fighting), bodily harm or threatening bodily harm, lewdness, engaging in any other activity forbidden by the laws of Nebraska which constitutes a danger to others or substantially interferes with school purposes.

Forms of School Discipline

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

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students will be required to serve suspension at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Short-Term Suspension

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

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

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. The student and his/her parent or guardian will be given the opportunity to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

Long-Term Suspension

The Principal or the Principal's designee may exclude a student from school or any school function for a period of 6 to 19 school days (long-term suspension) based on conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

Expulsion

1. Meaning of Expulsion. Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within 10 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 10 school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

3. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned, the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district; and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The Principal or the Principal's designee shall make the determination whether or not the student's participation and conduct has been satisfactory.

4. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to 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.

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

The following student conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Possessing, using, selling, or dispensing alcohol, tobacco, narcotics, drugs, inhalants, or being under the influence of any of the above; possessing drug paraphernalia; or engaging in the selling, using, possessing, or dispensing of a controlled substance or an imitation controlled substance, as defined in section 28-401. (Note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7. Public indecency;
8. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
9. Truancy or failure to attend assigned classes or assigned activities;
10. Tardiness to school, assigned classes or assigned activities;
11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
12. Dressing in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distractive or indecent to the extent that it interferes with the learning and educational process;
13. Willfully violating the behavioral expectations for those students riding the school district's buses;
14. Sexting (a combination of sex and texting) - the act of sending sexually explicit messages or photos electronically;
15. Bullying as defined by Nebraska law;

16. Repeated and/or willful violation of the district's acceptable use rules regarding computers or other electronic devices;
17. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes. This provision will be enforced for conduct that occurs off school grounds if it causes or may reasonably be expected to cause a substantial interference with school purposes; or
18. Repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes;

In addition, a student who engages in the following conduct that occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be expelled for the remainder of the school year in which it took effect. If the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

1. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
2. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one-year expulsion requirements on a case-by-case basis, provided that such modification is in writing. The term "to school" or "at school" means on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

1. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
2. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
3. 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.
4. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

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

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

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his/her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his/her designee shall serve by registered or certified mail or by personal service to the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
    (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
    (b) The penalties to which the student may be subjected and the penalty which the Principal or his or her designee has recommended in the charge.
    (c) A statement explaining the student's right to a hearing upon request on the specified charges.
    (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
    (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
    (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.

4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee, shall automatically go into effect.
6. If a hearing is requested more than 5 school days following the actual receipt of the written notice, but not more than 30 calendar days after actual receipt, the student shall be entitled to a hearing; but the punishment imposed may continue in effect pending final determination.
7. If a request for hearing is not received within 30 calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing, and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, the student, and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, the student, and the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian, and the legal counsel of the student shall have the right to examine the records, affidavits, and the statements of any witnesses in the possession of the Public School Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative, or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing. The student may testify in his/her own defense in which case he/she shall be subject to cross-examination. However, a student need not testify; and if he/she chooses not to, no conclusion may be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, the student's parents, or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing; and based upon such report and the facts, shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student and the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.

12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than 3 members shall, within 10 school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record; and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The Board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of the Board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

DELIVERIES

It is the practice at the Elementary buildings that deliveries of flowers, balloons, etc. for students will be held in the office until the end of the day. No flower/balloon type deliveries for students will be accepted for Valentine's Day.
These practices are to minimize classroom disruptions and hurt feelings.

DISCIPLINE

In the classroom, discipline problems will be the responsibility of the teacher. However, discipline problems that continue to disrupt the learning environment may be referred to the Principal. Exclusion from class for a brief time may be necessary in order to provide time for the Principal and teacher to confer with parents in regard to a solution of the problem. A teacher stands in the place of the parent while the pupils are under his/her control and has the same right to command and enforce obedience, which the parent has in the home.

DISMISSAL

Children will not be dismissed from school before dismissal time without direct, phone, or note permission from their parents or an authorized adult. Instruct your child never to leave school with a stranger.

Children who are not waiting for a ride or involved in a supervised activity are to leave the school grounds immediately after dismissal. Children may return to use the playground after 5:00 p.m. on days when school is in session.

DRESS FOR STUDENTS

The school administration and teachers encourage all to dress in a fashion that reflects a style appropriate for a school day or school activity. Students are prohibited from wearing the following attire at school or at school-sponsored events: This list is not inclusive of all items, which may be excluded:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Headgear including hats, bandannas, sweatbands, stocking caps, do-rags, scarves, and visors are prohibited.
4. All shorts/dresses/skirts are to reach to mid-thigh or longer. With the arm hanging at the side and fingers extended, the length of the shorts/dresses/skirts must extend beyond the tip of the longest finger.
5. Hairstyles, which distract from the learning process or the health and safety for either the student or others
6. Any clothing that could cause damage to others or school property
7. Clothing or articles, which are soiled, torn, ragged, or sagging.
8. Costumes of any kind except for those allowed on designated days.
9. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
10. Coats during school hours unless the student has permission from a faculty member
11. Clothing with tears or holes that expose flesh or underclothes

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. Repeated dress code violations may result in additional consequences.

For playing outdoors in wet and snowy weather your child needs snow boots/rubber boots and snow pants. Shoes should be sent with the boots for indoor wear. Be sure boots, mittens, caps, scarves, etc. are labeled with your child's name. If the temperature drops below 15 degrees F with or without wind chill, children will stay indoors.

HEALTH

Nebraska Department of Health and Human Services prescribes a schedule for screenings based on current medical and public health practice. The schedule requires a physical screening by the school nurse for all kindergarten through fourth grade students. The results of the screening will be recorded on their permanent record. Parents will receive a written notice of any defective symptoms found, and are urged to correct them as soon as possible. The school DOES NOT diagnose or treat an illness or injury. Our policies are:

l. First-aid for sudden illness or injury.
2. In the event of a life threatening respiratory emergency, the school will administer medications as directed on any student's Emergency Action Plan. If that plan does not lead to relief of symptoms or there is no plan in place, Epinephrine by EpiPen and albuterol by nebulizer will be administered per standing order, which has been reviewed by a physician and mandated by the State Department of Education. Any individual treated for symptoms with epinephrine at school will be transferred to medical facility by rescue squad at the family's expense.
3. The school's obligation continues until after the emergency has been placed in the care of the family or physician of their choice.
4. Exclusion of children: having a temperature of 100 degrees or more for 24 hours after symptoms have stopped; with a suspicious contagion; symptoms of vomiting, headaches, active head lice; etc.
5. Any pupil with a rash that the school nurse cannot identify must be excluded until the disappearance of the rash and any other symptoms. If the parent has consulted their family physician and he recommended readmission with a written notice to this effect, then admittance is acceptable.
6. Children with cases of chickenpox must be excluded from school until each sore has developed a scab, and they no longer have a fever.

Parents can help the school health program by completing the health appraisal form sent home. You are asked to do this just once during your child's school term, with short forms being sent out each year thereafter, requesting only new information regarding illness, etc., which has occurred during the past school year and summer.
Nebraska State Law requires a physical examination for all children entering school in Nebraska for the first time. This includes all kindergarten students and any transfer students who are coming from another state.
It is necessary to have a telephone number other than your own to call in case of an emergency. Be sure this party is aware that you have given the school their number to call.

Children, who must remain indoors because of health reasons, must bring a note to that effect. The school takes special care in maintaining respect for each child's health and well-being. No child will be sent outside during inclement weather if it in any way would jeopardize his/her health. We ask parents to cooperate by not sending notes asking for their child to remain inside during recess period unless it is an absolute necessity. A note from the doctor may be required of requests for keeping children in from recesses for extended periods of time.

HOMEWORK
The teachers may require homework if it is a requirement of the curriculum or they feel that it will be a benefit to the student. This assignment will be given with the thought of what is best for your child and is designed as an extension of the school instruction, not as busy work. We appreciate any help you may give the child, but doing their homework for them is not helpful. Encouraging them to finish and turn in their homework on time is important. Thank you for teaching them to be responsible.

IMMUNIZATIONS
State law requires students to be immunized against hepatitis B, measles, mumps, rubella, polio, diphtheria, pertussis, tetanus and varicella prior to enrollment in school. Students are required to be immunized against varicella or provide month/year the student had the chickenpox. Proof of immunizations is required. You must either have met immunization requirements for enrollment or be working toward completing requirements as fast as medically possible to be provisionally enrolled or receive an exemption.

LIBRARY
Books may be checked out of the library for two weeks. Students may be required to check out books with a reading difficulty level within their established reading level range. The student is responsible for any damage to the book and if any book is lost, report cards can be held until restitution is made.
Each elementary school has a fine library collection, accessible to students and teachers at all times. A library aide is usually on duty or available for assistance.

LICE
Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

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

LOST AND FOUND
The school office will manage all lost and found items turned into the office. Parents and students are encouraged to check in with the office if an item was lost at school. The school is not liable for any items that were brought to school and lost on school grounds. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Pupils are discouraged from bringing costly items or large sums of money to school. Parents are advised to mark children's clothing and possessions.

MEDICATIONS
Please do not send any medication to school with your child unless absolutely necessary. Dosages for medicines should be arranged to be given during non-school hours if possible. If medications must be given during school hours, the medication must be kept in the office. A permission form listing the student's name, the name of the medication, amount of medicine to be given, and the reason for the medication must be filled out and given to the office. For any long-term prescription medications, the form must have a doctor's signature. Forms are available in the office. Over-the-counter medications must be in the original container and age appropriate. Prescription medications must be in the original prescription bottle, labeled with the student's name, name of the medication, dosage, and directions for administering. Parents assume responsibility for monitoring the effects of the medication.

NEBRASKA READS ACT
A student's ability to read is a critical predictor of academic and lifelong success. The Nebraska Reading Improvement Act (Section 79-2601-79-2607) ensures all students are ready for success in and beyond school. Starting in kindergarten, a strong reading policy and research-based programs help students get on track to grade level reading. The Nebraska Reading Improvement Act and the Nebraska READS initiative are designed to give students every opportunity to gain proficiency in early literacy skills that will support the later growth of comprehension skills and analysis of complex text.
To comply with the Nebraska Reads Act, Nebraska City schools will utilize the NWEA Measures of Academic Progress (MAP) assessment to identify students who qualify for the Nebraska Reads Act in grades K-3. The MAP assessment will be given three times during the school year. If a child qualifies based on the state determined scores, parents will be notified and a Individualized Reading Plan (IRiP) will be developed for the child. If a child who previously qualified, scores at or above the state score for two assessments in a row they will be exited from the IRiP.

PARENT/TEACHER CONFERENCES
We are going to request at least two scheduled conferences with you during the 1st and 3rd quarters. Additional conferences may be initiated by either the parent or the teacher at any time. Conferences help the teacher to understand the child and in many cases bring the parents into a closer working relationship with the school.

PARTIES & PARTY INVITATIONS
Various parties may be held each year: This includes: Halloween, Christmas and Valentine's Day. Times will vary and will be determined by the staff in each school.

Please try and arrange for private party invitations to be delivered outside of the school day.

PERSONAL PROPERTY
The school provides the necessary equipment for classroom and school day activities. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.

PETS
Please see that dogs and other pets are kept home and not allowed to follow pupils to school. If a child has a special pet he would enjoy showing to his classmates, he may do so if previous arrangements have been made with his teacher and that a parent accompanies the pet to the classroom for a short visit. It has been the school's policy to call the dog pound or police for unclaimed or unidentified pets.

PHOTOGRAPHS
Photographs and videos of students may be used for educational purposes in demonstrations and web pages. Individual students will not be identified in photographs and videos used in educational demonstrations and web pages without parent permission.

PROPERTY DAMAGE OR LOSS
Students will be charged for malicious damage to school property. Fines will be assessed at the end of the school year for lost or damaged books.

REPORT CARDS
Report cards are given out at the end of each quarter.

SEARCHES
All property owned by the Nebraska City Public School District including lockers assigned to students, book bags, and vehicles on property owned by the Nebraska City Public Schools may be inspected by school authorities at any time. Items found as a result of such inspections will be turned over to the building principal.

SCHOOL CLOSING INFORMATION
In all cases of inclement weather or for any other reason that schools are closed, the information will be given over the local radio stations. If school is closed in the middle of the day, schools will be kept open until all children have left. The principal may excuse teachers when they are no longer needed to supervise pupils.
Parents who have baby-sitters should give them the above information and any other information pertaining to school activities.

STAFF QUALIFICATIONS

The No Child Left Behind (NCLB) Act of 2001 gives parents the right to acquire information about the professional qualifications of their child's classroom teachers. Upon request, the Nebraska City Public Schools will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. Parents may also get information about other graduate certification or degrees held by the teacher, and the field of discipline or the certification or degree.

NCPS will also, upon request and in a timely manner, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to the administrator of the child's building. The District will also give parents timely notice if the child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB Act.

TELEPHONE CALLS

Students must ask permission of a teacher or the secretary before using the school telephone. Phone calls are to be limited to those of necessity only. Students will not be called out of class for a telephone call unless it is an emergency.

VISITORS

Parents are encouraged to visit school anytime except the first week and the last two weeks of school. For safety reasons, all visitors are required to check in at the Office to receive a Visitor's Badge. If you plan to observe a classroom or other instructional activity please refer to our *classroom visit procedures* on page 5-6.

Section II

CHILD ABUSE AND/OR NEGLECT

The Code of Nebraska requires all school employees to report suspected child abuse or willful neglect. Reporting shall be both written and orally to the Child Abuse Center of the local Department of Public Welfare. If there is reason to believe that immediate protection for the child is advisable, an oral report shall also be made to any appropriate law enforcement agency. Anyone participating in good faith in these procedures shall have immunity from any liability, civil or criminal. Laws providing communication shall not apply in cases of suspected child abuse or neglect. Any school employee who knowingly and willfully fails to report suspected child abuse is guilty of a misdemeanor.

Emergency Operations

Nebraska City School Board is committed to providing all students and staff a safe environment. Emergency Operations teams are in place to: perform threat assessment, provide safety training, and respond in times of crisis.

Threat Assessment: The Emergency Operations team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations.

Safety Training: Provide information and training to students and staff including, but not limited to:

Evacuate and Bus Drills - Evacuate and Bus evacuation drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building or vehicles by the prescribed route as quickly as possible. The teacher in each classroom or vehicle will give the students instructions.

Lockdown Procedures - A lockdown may be called by the building principal or other designee if he or she has reason to believe that the students and staff may be in danger. In such cases, students and staff will remain in a locked classroom. They must move away from windows and doors. Students and staff must remain quiet at all times. In the event of a lockdown, for their safety, students will not be allowed to leave the building. Parents will not be free to pick up their child during the lockdown. The Nebraska City Police Department will be notified of the school lockdown and required to offer assistance.

Secure Procedures – A lockout may be called by the building principal or other designee if he or she has reason to believe that a threat is possible from outside the building. In such cases, all exterior doors will be locked with no one (including parents and staff) being allowed to enter or exit the building. All classes will proceed as normal within the building.

Shelter Drill- The alarm for an adverse weather drill will be an intercom announcement. Students will proceed to the first floor, and then all boys will use the west stairway to the shower area of the boy's locker room. Girls will use the east stairway to the girl's locker room. At all times during the drill, **THERE WILL BE SILENCE** so as to hear approaching danger and to be able to hear instructions. Once in the locker rooms students must remain quiet until the **"ALL CLEAR"** is sounded. A verbal announcement will send students back to classes.

Crisis: Emergency Operation team members will be available to students and staff in the event of a crisis. Information will be communicated to stakeholders through parent email and/or mass phone call/text.

EVIDENCE OF BIRTH DATE

Upon admission to the Nebraska City Public Schools the parents/legal guardian of any child preschool to grade 12, shall furnish (a) a certified copy of the student's birth certificate issued by the state in which the child was born, or (b) other reliable proof of the child's identify and age, (i.e. naturalization or immigration documents showing date of birth or official hospital birth records) accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. If the parents/legal guardian fails to provide this information, they will receive in writing a statement explaining the need for them to provide this information within thirty days. If the parents/legal guardian fails to comply with this request within 30 days the school shall notify them in writing that they need to comply within 10 days. If compliance is not obtained within that 10-day period, the school shall immediately report the matter to the Nebraska City Police Department for investigation. If the affidavit requested appears inaccurate or suspicious in form or content, this shall be reported immediately to the Nebraska City Police Department.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Nebraska City Public Schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest

- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification for Nebraska City Public Schools is accomplished through student handbooks, the district newsletter, in the annual report, and on the district website at http://www.nebcity.esu6.org. If you as a parent do not want directory information shared, please submit this request in writing to the building principal by September 1st of each year.

MISSING PERSONS:
A missing person shall mean a person 16 years or younger reported to any law enforcement agency as abducted or lost. Upon notification by the Nebraska State Patrol of a missing student, the school will flag the student's records in such a way that any personnel looking at such birth certificate or record shall be alerted to the fact that that birth certificate or record is of a missing person. Any school requested to forward a copy of a transferred student's record shall not forward such record to the requesting school if the record has been flagged as that of a missing person. The school will notify the Nebraska City Police Department of the request and that the student is a reported missing person.
Any school or person acting on behalf of a school shall be immune from civil and criminal liability for acts or omissions, which occur as a result of the requirements of the Missing Children Identification Act.

PARENT INVOLVEMENT POLICY
The Nebraska City Public Schools, after having conducted a public hearing concerning parental involvement and participation in the school district, determined that it shall be the policy of the Nebraska City Public Schools to provide access to parents to all textbooks, tests, curriculum materials, and any other instructional materials used by the school.
It shall also be the policy of the Nebraska City Public Schools, in the event that any parent has a complaint or objection concerning any materials to make available personal conferences for the parent and appropriate school personnel to discuss those concerns identified. The district will prepare a complaint form, which may be used by any parent to express objections to particular instructional materials. The complaint forms will seek information including, but not limited to, the specific instructional material that has been identified for the complaint, the reason for the complaint, and a proposed solution for resolving the complaint from the parent's perspective. The Administration will respond in writing to the person filing the complaint with an appropriate response. (Ref. 79-4, 244 [1])
It shall also be the policy of the Nebraska City Public Schools to permit parents, upon a reasonable advance request, to attend and monitor courses, assemblies, counseling sessions, and other activities (such as FBLA, DECA, FFA, etc). (Ref. 79-4, 244 [2])
It shall also be the policy of the Nebraska City Public Schools to encourage communications from parents concerning when a parent believes it to be appropriate for their student to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The school district shall include a provision in the complaint form to receive information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection, and proposed solution for dealing with the objection that would be satisfactory to the parent. (Ref. 79-4, 244[3])
It shall also be the policy of the Nebraska City Public Schools to provide full access to the records of the students to the parent or guardian as set forth in State of Nebraska Law 79-4,157 and the Federal Education Right to Privacy Act during regular business hours of the school or wherever the student's records may regularly be maintained by the district. (Ref. 79-4, 244[4])
It shall also be the policy of the Nebraska City Public Schools to notify, through normal means (i.e. school newsletters), a parent or guardian of any student who will be asked to complete a standard norm referenced or criterion referenced test. Parents will be notified, when it is reasonable to do so, where a sample of these tests might be reviewed and the date upon which the tests will be administered. (Ref. 79-4, 244 [5])
Prior to any school sponsored survey being administered to the students of the district, it shall be the duty of the schools to notify the parent or guardian of each student involved in the survey the nature of the survey, the date and time when the survey will be administered, and the proposed use of the survey results. Any parent, who requests in writing that their student be excused from completing the survey, shall have the request honored. (Ref. 79-4, 244 [6])
It shall also be the policy of the Nebraska City Public Schools to prohibit any diminution in grade, credit, or other determent to the student as a result of having been excused from any school experience or school activity because of objections by their parent or guardian under this policy.
This policy shall be reviewed, on a periodic basis, by the Education Committee of the Nebraska City Public Schools Board of Education. Policy Approved August 11, 2003.

PROOF OF IMMUNIZATION
Prior to enrollment, each Nebraska City Public Schools student shall provide a written immunization history, signed by the student's physician, parent or guardian, verifying that the student has received the required vaccines so as to be protected by immunization.
Any student who does not comply shall not be permitted to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or provisional requirements continue to be pursued or an exemption from compliance is given.
The cost of immunizations and any required documentation shall be borne by the parent or guardian, not the Nebraska City Public School district.

PHYSICAL EXAM AND VISION EVALUATION

Physical Exam:

*Admission to school requires submission of evidence of a physical examination within six months prior to entrance into the beginner grade (Kindergarten or, if Kindergarten is not attended, the first grade) and in the case of a transfer from out of state, to any grade.

*Evidence of a physical examination is also required within six months prior to entrance in the seventh grade.

Vision Evaluation:

*Admission to school requires submission of evidence of a visual evaluation within six months prior to entrance into the beginner grade (Kindergarten or, if Kindergarten is not attended, the first grade) and in the case of a transfer from out of state, to any grade.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

The cost of the physical examination and vision evaluation shall be borne by the parent or guardian.

RIGHTS OF CUSTODIAL & NON-CUSTODIAL PARENTS

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated in the Nebraska City Public Schools. Students should report any concerns or questions to a teacher, school counselor, or the administration. The incident will be investigated and appropriate actions may be taken.

SPECIAL EDUCATION SERVICE

The Nebraska City Public Schools provide a service designed to identify children (birth to age 21) who may be at risk for learning and could benefit from special services. Children who display delays in learning, coordination, emotional development, language and speech development, or have physical, visual, or hearing impairments may qualify to receive free assistance if you live in the Nebraska City Public School District.

If your child is found eligible for services, an individual educational program will be developed by you, the parent, with the people who will help you meet your child's special needs. These people can include a teacher, speech pathologist, occupational and physical therapists or others. The program will build on your child's strengths and improve areas of weakness. The program will provide support, encouragement, and assistance for you in working with your child. For more information, contact your school principal.

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

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

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

STUDENT FEES, MATERIAL REQUIREMENTS AND FINES POLICY

The Board of Education of the Nebraska City Public Schools authorizes the school staff to assess fees, charges or fines to students, as provided by the Public Elementary and Secondary Fee Authorization Act. Student fees authorized by this act include:

- Participation in school sponsored extracurricular activities, which do not count toward graduation.
- Admission fees and transportation charges for spectators attending extracurricular activities.
- Post secondary education costs for tuition and other expenses associated with obtaining credit from a post secondary educational institution.
- Transportation for option enrollment students.
- Reimbursement for school district property lost or damaged by a student.
- Summer school or night school.
- Breakfast and lunch programs.

Students and their parents are expected to provide minor personal or consumable items for specific courses and activities, such as pencils, pens, crayons, colored pencils, scissors, paper, folders, markers, erasers, glue sticks, notebooks, binders, tissues, rulers, calculators, computer disks, book bags, physical education clothing / shoes that conform to the general guideline for student dress and other supplies as needed.
A public hearing on student fees will be held on the proposed fees and other items expected to be furnished by students. The adopted fee policy will be published in the student handbooks.
When a student maintains possession of project course materials upon completion, the student and their parent may provide the materials for that project or pay the school for the consumable materials used for that project.
All money collected from the students will be deposited in the Student Fee Fund. Money will be expended from the Student Fee Fund for the purposes for which the money was collected from students.
The Board recognizes that some students and their families are not financially able to pay the fees or provide the items expected by the school. Fees may be waived for students that qualify for the federal free and reduced lunch program. Applications to have fees waived are available upon request and must be filled out prior to fees being waived. Students qualifying for, but not participating in, the free or reduced lunch program may still submit the student waiver fee.
The board will annually determine the dollar amount to be charged to students or others for fees. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

TELECOMMUNICATIONS ACCEPTABLE USE POLICY

Nebraska City Public Schools will provide telecommunications access to students and staff for the purpose of enhancing the delivery of educational services and improving the productivity of offices, departments, and other organizations within the district. This access is limited to educational, career, and professional development activities.
The use of this telecommunication access is a privilege, not a right. Inappropriate use may result in limitation or cancellation of such privileges. Actions taken for inappropriate use will be determined by the district's disciplinary codes as well as local, state, and federal laws.
The district will enforce acceptable use regulations by providing for the supervision and regulation of learning activities requiring access to telecommunication systems.

THREAT ASSESSMENT & RESPONSE

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

1. Definitions

a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.

iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.

b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.

i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such reports regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

3. Threat Assessment Team

The threat assessment team (team) shall consist of _____. Not every team member needs to participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

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

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

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

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's School Safety Plan.

UNIVERSAL SCREENING

The District will conduct various screenings (such as the SAEBRS universal screener) throughout the year to identify students with academic, behavioral, or social-emotional concerns. All District screening tools are norm-referenced and research-based. Any parent/guardian who does not consent to the screening of his/her student must notify the Director of Student Services at the beginning of the school year.

USDA Non-Discrimination Policy

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, 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

This institution is an equal opportunity provider.

VIDEO SURVEILLANCE & PHOTOGRAPHS

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

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

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

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

Nebraska City Public Schools

Title 1
School-Parent-Child Compact

This compact outlines how parents, school staff, and the students at Hayward Elementary will share the responsibility for improved academic achievement, and the means by which the school and parents will maintain ongoing communication to build and develop a partnership that will help children achieve the State's high standards.

This school-parent-child compact is in effect during the 2022-2023 school year.

Hayward Staff	Parents	Students
Small group instruction based on student need.	Monitor attendance	Put forth our best effort throughout the school day.
Hold parent-teacher conferences two times a year, during which this compact will be discussed as it relates to the individual child's achievement.	Participating in parent policy and advisory groups, to the extent possible.	Do homework every day and ask for help, when needed.
Provide at least four progress reports during the school year.	Participate in decisions related to our children's education.	Read every day, outside of school time.
Provide parents reasonable access to teachers through flexible appointments.	Promoting positive use of our children's time outside of school.	Give our parents all notices and information received from school each day.
Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.	Make sure homework is complete.	Ask questions if you don't understand something.
Provide high quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student academic achievement standards.	Stay informed about our children's education and communicate with the school by promptly reading all notices from the school and responding, as appropriate.	

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Intent of Handbook (New section Page 4)

This handbook is intended to be used by students, parents and staff as a guide to the rules, procedures, and general information about this school district. Each student must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word "parents" refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents and legal guardians.

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

ABSENCES AND TARDINESS

Parents/Guardians should notify the elementary school office on the morning of a child's absence before ~~8:00 a.m.~~ If you have not made contact by ~~8:00 a.m.~~, the ~~secretary~~ will attempt to make contact with you. It is important that we confirm the whereabouts of your child.
It is essential that students arrive at school on time and stay for the entire day. Valuable information may be missed if they arrive late or leave early. Students are to be in their classrooms at the start of the day and are expected to remain the entire school day. If tardies become excessive (4 in a quarter) a letter the building principal may call the parents in order to develop a plan to correct the issue. Students are considered tardy if they arrive at school five minutes after school has started.

A Student who arrives after **9:45 a.m.** or leaves before **1:45 p.m.** and does not return to school will be marked a ½ day absent. Appointments that cause a student to miss more than an 1 ½ hours during the school day will also be counted as a ½ day absent.

~~If a child is out of school with any contagious disease, they may return with an admittance slip signed by the parents, and be checked by the school nurse before returning to the classroom.~~

ABSENCES AND TARDINESS

Parents/Guardians should notify the elementary school office on the morning of a child's absence before 8:30 a.m. If you have not made contact by 8:30 a.m., the school will attempt to make contact with you. It is important that we confirm the whereabouts of your child.
It is essential that students arrive at school on time and stay for the entire day. Valuable information may be missed if they arrive late or leave early. Students are to be in their classrooms at the start of the day and are expected to remain the entire school day. If tardies become excessive (4 in a quarter) a letter the building principal may call the parents in order to develop a plan to correct the issue. Students are considered tardy if they arrive at school five minutes after school has started.

A Student who arrives after **9:45 a.m.** or leaves before **1:45 p.m.** and does not return to school will be marked a ½ day absent. Appointments that cause a student to miss more than an 1 ½ hours during the school day will also be counted as a ½ day absent.

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DISCIPLINE

In the classroom, discipline problems will be the responsibility of the teacher. ~~However, discipline problems with which he/she feels unable to cope should be referred to the Principal.~~ Exclusion from class for a brief time may be necessary in order to provide time for the Principal and teacher to confer with parents in regard to a solution of the problem. A teacher stands in the place of the parent while the pupils are under his/her control and has the same right to command and enforce obedience, which the parent has in the home.

DISCIPLINE (Pg. 13)

However, discipline problems that continue to disrupt the learning environment may be referred to the Principal.

DISMISSAL (Pg. 13)
Children will not be dismissed from school before dismissal time without direct, phone, or note permission from their parents or an authorized adult. Instruct your child never to leave school with a stranger.

Children who are not waiting for a ride or involved in a supervised activity are to leave the school grounds immediately after dismissal. ~~Children may return to use the playground after 4:00 p.m.~~

DISMISSAL
Children may return to use the playground after 5:00 p.m. on days when school is in session.

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DRESS FOR STUDENTS
The school administration and teachers encourage all to dress in a fashion that reflects a style appropriate for a school day or school activity. Students are prohibited from wearing the following attire at school or at school-sponsored events: This list is not inclusive of all items, which may be excluded:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Headgear including hats, bandannas, sweatbands, stocking caps, do-rags, scarves, and visors are prohibited.
4. All shorts/dresses/skirts are to reach to mid-thigh or longer. With the arm hanging at the side and fingers extended, the length of the shorts/dresses/skirts must extend beyond the tip of the longest finger.
5. Hairstyles, which distract from the learning process or the health and safety for either the student or others
6. Any clothing that could cause damage to others or school property
7. Clothing or articles, which are soiled, torn, ragged, or sagging.
8. Costumes of any kind except for those allowed on designated days.
9. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
10. Coats during school hours unless the student has permission from a faculty member
11. Clothing with tears or holes that expose flesh or underclothes

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. Repeated dress code violations may result in additional consequences.

~~For playing outdoors in wet and snowy weather your child needs overshoes or rubber boots and snow pants are encouraged.~~
Shoes should be sent with the boots for indoor wear. Be sure boots, mittens, caps, scarves, etc. are labeled with your child's name. If the temperature drops below 15 degrees F with or without wind chill, children will stay indoors.

DRESS FOR STUDENTS
For playing outdoors in wet and snowy weather your child needs snow boots/rubber boots and snow pants.

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LICE
~~The procedure for monitoring and controlling lice in the elementary schools is:~~
~~1. Routine head-checks will be done twice a year; once at the beginning of the year and once after Christmas break.~~
~~2. Head-checks will be done more frequently at parent or teacher request, or as the need arises.~~
~~3. Any child found to have head lice will be sent home immediately with instructions for treatment and head lice control at home. A head- check of the child's classmates will be done at that time to determine if the head lice has spread within the classroom.~~
~~4. Parents will also be notified at the time of any head-checks if any nits are present.~~
~~5. Children will be readmitted to class after treatment with insecticidal louse shampoo. Parents need to send a note or call the school informing the school that the shampoo has been used. Children will be rechecked when they return.~~

LICE

Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.
Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

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

LOST AND FOUND

~~The school secretary will handle the lost and founds, however, dangerous and illegal articles are confiscated. Pupils should be discouraged from bringing costly items or large sums of money to school.~~ Parents are advised to mark children's clothing and possessions.

LOST AND FOUND

The school office will manage all lost and found items turned into the office. Parents and students are encouraged to check in with the office if an item was lost at school. The school is not liable for any items that were brought to school and lost on school grounds. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Pupils are discouraged from bringing costly items or large sums of money to school. Parents are advised to mark children's clothing and possessions.

PARTIES & PARTY INVITATIONS

Various parties may be held each year: This includes: Halloween, Christmas and Valentine's Day. ~~Parties will last approximately 45 minutes to one hour. Times will be determined by the staff in each school. There may be a Valentine exchange in grade K-5. If a child brings treats for the room on his birthday, the last 5 minutes of the day or milk break may be used for passing treats. In some instances, it would be advisable for the parent to make prior arrangements with the teacher in regard to the number of treats to send. Exceptions to the above may be made through the administration.~~

~~Party invitations are an "out of school" activity, and cannot be delivered during the school day.~~

PARTIES & PARTY INVITATIONS (Pg. 15)

Various parties may be held each year: This includes: Halloween, Christmas and Valentine's Day. Times will vary and will be determined by the staff in each school.

Please try and arrange for private party invitations to be delivered outside of the school day.

PERSONAL PROPERTY

~~Toys, skates, skate boards, laser lights, ipods, mp3 players, radios, etc. are not to be brought to school except by permission.~~

PERSONAL PROPERTY (Pg. 15)

The school provides the necessary equipment for classroom and school day activities. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.

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REPORT CARDS

Report cards are given out at the end of each quarter. ~~They must be signed and returned to school after the first three quarters and may be kept at the end of the year.~~

~~SAFETY/EVACUATION DRILLS~~

~~Fire, Tornado, and Bus evacuation drills are practiced at regular intervals and are required by law. It is essential that when the first signal is given everyone obeys orders promptly and goes to designated areas, clears the building, or vehicles by the prescribed route as quickly as possible. The teacher in each classroom or vehicle will give the students instructions.~~

~~Lock Down Procedures:~~

~~A lockdown may be called by the building principal or other designee if he or she has reason to believe that the students and staff may be in danger. In such cases, students and staff will remain in a locked classroom. They must move away from windows and doors. Students and staff must remain quiet at all times.~~
~~In the event of a lockdown, for their safety, students will not be allowed to leave the building. Parents will not be free to pick up their child during the lock down.~~

Emergency Operations-Replace Safety/Evacuation Drills (Pg. 22)
Nebraska City School Board is committed to providing all students and staff a safe environment. Emergency Operations teams are in place to: perform threat assessment, provide safety training, and respond in times of crisis.

Threat Assessment: The Emergency Operations team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations.

Safety Training: Provide information and training to students and staff including, but not limited to:

Evacuate and Bus Drills - Evacuate and Bus evacuation drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building or vehicles by the prescribed route as quickly as possible. The teacher in each classroom or vehicle will give the students instructions.

Lockdown Procedures - A lockdown may be called by the building principal or other designee if he or she has reason to believe that the students and staff may be in danger. In such cases, students and staff will remain in a locked classroom. They must move away from windows and doors. Students and staff must remain quiet at all times. In the event of a lockdown, for their safety, students will not be allowed to leave the building. Parents will not be free to pick up their child during the lockdown. The Nebraska City Police Department will be notified of the school lockdown and required to offer assistance.

Secure Procedures – A lockout may be called by the building principal or other designee if he or she has reason to believe that a threat is possible from outside the building. In such cases, all exterior doors will be locked with no one (including parents and staff) being allowed to enter or exit the building. All classes will proceed as normal within the building.

Shelter Drill- The alarm for an adverse weather drill will be an intercom announcement. Students will proceed to the first floor, and then all boys will use the west stairway to the shower area of the boy's locker room. Girls will use the east stairway to the girl's locker room. At all times during the drill, **THERE WILL BE SILENCE** so as to hear approaching danger and to be able to hear instructions. Once in the locker rooms students must remain quiet until the **"ALL CLEAR"** is sounded. A verbal announcement will send students back to classes.

Crisis: Emergency Operation team members will be available to students and staff in the event of a crisis. Information will be communicated to stakeholders through parent email and/or mass phone call/text.

Pg. 18

~~**TITLE IX: NOTICE OF NONDISCRIMINATION**~~
~~Pursuant to Title IX and the requirements therein for the dissemination of policy, notice is hereby given that the Nebraska City School District #111 does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Mark Fritch in writing at 1700 14th Ave. Nebraska City, NE 68410 or by telephone at (402)873-6033. For further assistance, you may also contact Office for~~

NOTICE OF NON-DISCRIMINATION (Moved to Pg. 4)
The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Mr. Scot Davis
Title: Hayward Principal
Address: 306 S. 14th St., Nebraska City, NE 68410
Telephone: (402) 873-6641
E-mail: sdavis@nebcityps.org

For further information on notice of nondiscrimination, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area or call 1-800-421-3481. For additional prohibited discrimination and related information, please review school district Policy 2006 – "Complaint Procedures".

Aviso de no discriminación

Este distrito escolar no discrimina por motivos de raza, color, religión, origen nacional, sexo, estado civil, discapacidad o edad o en la admisión o acceso a, o tratamiento de empleo, en sus programas educativos y actividades y proporciona igual acceso a los niños exploradores (boy scouts) y otros grupos juveniles designados. Cualquier persona que tenga preguntas sobre el cumplimiento de este distrito escolar con los reglamentos que implementan el Título VI, el Título IX o Sección 504 está dirigida a contactar el Mr. Scot Davis por escrito al 306 S. 14th St., Nebraska City, NE 68410 o por teléfono al (402) 873-6641. Para asistencia adicional, tambien puede contactar (La Oficina de Derechos Civiles, Oficina de la Ciudad de Kansas) Office for Civil Rights (Kansas City Office), U.S. Department of Education 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Teléfono: (816) 268-0550, Fax (816) 823-1404 TDD: 877-521-2172, Correo Electrónico al OCR.KansasCity@ed.gov. También vea la sección de "Discriminación y acoso" a continuación.

Special Education Services (Added this paragraphs to this section)

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

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

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

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

New Sections

Bed Bugs (Pg. 5)

Students found to have bed bugs will be removed from the classroom and inspected by the school nurse. Any bugs found should be removed and collected for identification. If an active bed bug is discovered, the student's parent(s) or guardian(s) will be notified, and prompt, proper treatment will be required. Any other students residing in the same household or otherwise at risk of infection should be inspected as soon as possible after the initial diagnosis.

The student will not be excluded from school the day of the diagnosis unless the student has been diagnosed previously and attempts at treatment have failed. No healthy child should be excluded from or allowed to miss school time because of bed bugs unless efforts to remedy an infestation have been unsuccessful.

If bed bugs are found in a classroom or elsewhere in the building, the school will notify parent(s) and guardian(s) of all students so that the students' clothing and other belongings may be inspected before bringing them into the home. The school will not be closed due to a bed bug presence. If pest management is necessary, it will be provided to affected areas of the school.

Rights of Custodial and Non-Custodial Parents (Pg 19)

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Threat Assessment and Response (Page 20-21)

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

1. Definitions

a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.

iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.

b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them.

Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.

i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such reports regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

3. Threat Assessment Team

The threat assessment team (team) shall consist of _____. Not every team member needs to participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

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

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

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

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's School Safety Plan.

UNIVERSAL SCREENING (Page 20)
The District will conduct various screenings (such as the SAEBRS universal screener) throughout the year to identify students with academic, behavioral, or social-emotional concerns. All District screening tools are norm-referenced and research-based. Any parent/guardian who does not consent to the screening of his/her student must notify the Director of Student Services at the beginning of the school year.

Video Surveillance and Photographs (Page 22)
The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

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

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

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

Nebraska City Middle School 2022-2023

Home of the Pioneers

909 1st Corso
Nebraska City, NE 68410
Phone: 402-873-5591
Fax: 402-873-5641

NCMS Website: http://www.nebcityps.org

Mr. Ethan Pellatz
Principal

THIS PLANNER BELONGS TO:

NAME:_____

PHONE:_____**GRADE:**_____

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WELCOME

Dear Students and Parents:

On behalf of the faculty, administration and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook.

There are several forms available on PowerSchool that must be read, signed, and submitted no later than August 26th, 2022. These forms are available for review at the end of this handbook.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher or speak with the building principal.

Sincerely,

Ethan Pellatz

Intent of Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules, procedures, and general information about this school district. Each student must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word "parents" refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents and legal guardians.

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

NOTICE OF NON-DISCRIMINATION

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The
following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Mr. Scot Davis
Title: Hayward Principal
Address: 306 S. 14th St., Nebraska City, NE 68410
Telephone: (402) 873-6641
E-mail: sdavis@nebcityps.org

For further information on notice of nondiscrimination, visit
http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area or call 1-800-421-3481. For additional prohibited discrimination and related information, please review school district Policy 2006 – "Complaint Procedures".

MISSION STATEMENT:

"Inspiring a culture of excellence that engages all students in lifelong learning."

BELIEF STATEMENTS

We believe all students will:

Be safe, respectful, and responsible citizens
Thrive in a culturally diverse environment
Learn through cooperative efforts
Think and solve problems creatively
Become technologically proficient
Develop visionary thinking
Be life-long learners

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Accidents

The School (School district) will not be responsible for any medical costs incurred by any student who is injured while attending school, any class, any school function on the premises of the school or at any off premises location at any activity authorized or sanctioned by the school.

Attendance / Loss of Credit

Students are expected to attend school every day it is in session. They must attend school regularly and be on time in order to be successful. Parents are obligated to insure that their students attend school every day they are able. The school *will* recognize outstanding attendance with special awards at the end of the school year.

Parents must contact the office of their student's building before 9:00 a.m. on the day the student will not be in school. Students may not call to inform the school of their own absence. The school will telephone parents to notify them when their student is not in school. *If called out for lunch, students need to be back by the end of the lunch period.*

Absences may be excused for reasons of: 1) personal illness *(if Doctor note provided*), 2) family emergencies/events, 3) school activities.

The school district will send parents written notice when a student has accumulated five (5) absences during a semester. A subsequent letter will be mailed home every five (5) absences. A conference (*such as a phone call or in-person visit*) may be held which will include the student, parent, teacher(s) and/or principal/dean of students to review the reason(s) for the absences and the consequences for future absences. The principal may require a physician's verification for absences related to illness.

Each student will be allowed eight (8) absences per semester, (absences due to school-sponsored activities will not be included in this total). *Once a student accumulates 8 absences they may be required to attend Saturday support.*

When students accumulate more than five (5) unexcused absences, the school district may report the student's absences to the county attorney for truancy and/or withhold class credit. A conference will be held which will include the student, parent, teacher and administration to review the reasons for the absences and possible consequences for future absences. *The welfare and safety of our students is a priority and regular attendance is an important factor in meeting this priority.*

Absences due to illness

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness should contact their teachers to collect and complete assignments in a timely manner. Assignments missed due to illness will be monitored through district grading and assignment resources.

~~The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments. *Assignments missed due to illness will be monitored through district grading and assignment resources and students are expected to complete this work within the two-day time frame.*~~

Planned absences

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments, *vacations* or school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:

1) complete all class work in advance for any absence that can be anticipated;
2) be in attendance ½ day prior to attending practice or participating in a scheduled student activity except in cases of family emergencies or pre-arranged absences;
3) check out of school at the office if leaving school during the school day; and
4) make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:

1) call the appropriate building office to inform the school of the reason for each absence; and
2) submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.
3) *ensure students are in attendance whenever possible*

Bed Bugs

Students found to have bed bugs will be removed from the classroom and inspected by the school nurse. Any bugs found should be removed and collected for identification. If an active bed bug is discovered, the student's parent(s) or guardian(s) will be notified, and prompt, proper treatment will be required. Any other students residing in the same household or otherwise at risk of infection should be inspected as soon as possible after the initial diagnosis.

The student will not be excluded from school the day of the diagnosis unless the student has been diagnosed previously and attempts at treatment have failed. No healthy child should be excluded from or allowed to miss school time because of bed bugs unless efforts to remedy an infestation have been unsuccessful.

If bed bugs are found in a classroom or elsewhere in the building, the school will notify parent(s) and guardian(s) of all students so that the students' clothing and other belongings may be inspected before bringing them into the home. The school will not be closed due to a bed bug presence. If pest management is necessary, it will be provided to affected areas of the school.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Nebraska City Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of $30 for any check returned from the bank for insufficient funds.

Books and Supplies

Students must take care of Chromebooks, books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A copy of daily announcements will be made available each day.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.

2. All postings must identify the student or the student organization posting or publishing the notice.

3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district's anonymous platform Safe 2 Help to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Cell Phones, Pagers and Other Electronic Devices

Students may not use cellular (cell) phones, tablets or other personal electronic devices while at school. Students should not use or have devices on their person during the instructional day (8:05 to 3:32) Exceptions may be made for educational purposes by staff members with permission from the administrator. *It is understandable to want to have contact with their child during the instructional day, however, it is necessary for students to be in a safe and distraction-free environment. Students can be reached by calling the building office.*

Students are personally and solely responsible for the security of their cell phones and electronic devices. The school district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy, *through possession of their personal electronic device*, will have their cell phones or *other electronic device,* confiscated immediately. Students who refuse to comply will receive consequences for noncompliance. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

A separate Chromebook Handbook will be utilized to spell out all necessary actions related to the use of District provided chromebooks.

The taking, disseminating, transferring, or sharing of obscene, pornographic,lewd, or otherwise illegal images or photographs, whether by electronic datatransfer or otherwise may constitute a crime under state and/or federal law.Any person engaged in these activities while on school grounds, in a schoolvehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Child Abuse and/or Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or

pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until their classroom teacher has excused them.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and distraction-free. All students must:

- arrive to class on time;
- be prepare for class with all necessary materials;
- be considerate of others;
- c*ooperate* promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

Teachers will establish classroom conduct rules which align with the Positive Behavior Schools philosophy of, "BE SAFE, BE RESPECTFUL, BE RESPONSIBLE and *BE RESOURCEFUL*" and promote a productive learning environment.

Closed Campus

Students may not leave the building without permission from the administration and checking out in the office. Once students are on campus for the day, they must stay on campus until dismissed or otherwise released. Students will not be released to anyone under the age of 18. Exceptions to this guideline can be made by the administration only.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Computer Network Use by Students

Students are expected to use computers and the Internet as an educational resource. The board of education has adopted the following procedures and guidelines to ensure appropriate use of the Internet.

1. **Acceptable Use.** Students may use the Internet for the following purposes:
   a) Conducting research assigned by teachers.
   b) Conducting research for classroom projects.
   c) Accessing information about current events.
   d) Conducting research for school-related activities.
   e) Any other appropriate educational purpose.
2. **Unacceptable Use.** Students may not use school computers for the following purposes or do the following things:

a) Accessing material that is sexually explicit, obscene, pornographic, "harmful to minors," or otherwise inappropriate for educational uses.
b) Engaging in any illegal activities, including the downloading and copying of copyrighted material.
c) Participating in electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications on school computers.
d) Participating in on-line auctions, on-line gaming or mp3 file-sharing systems including, but not limited to, Napster, Aimster, and Freenet on school computers.
e) Disclosing personal information such as their names, school, addresses, and telephone numbers outside of the school network.
f) Commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
g) Publishing web pages that purport to represent the school district or the work of students at the school without the express written permission of the system administrator.
h) Erasing, renaming, or making unusable anyone else's computer files, programs or disks.
i) Using or trying to discover another user's password. Students and staff shall not share their passwords with fellow students, school volunteers or any other individuals.
j) Copying, changing or transferring any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
k) Writing, producing, generating, copying, propagating, or attempting 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 a similar name.
l) Configuring or troubleshooting computers, networks, printers or other associated equipment, except as directed by the teacher or the system administrator.
m) Students may not take home technology equipment (hardware or software) without permission of the system administrator.
n) Forging electronic mail messages or web pages.

3. **Enforcement**
a) The school district owns the computer system and monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. Electronic files on the system are treated as school property and are subject to search and inspection at any time.
b) The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with district policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
c) Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
d) District staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

4. **Consequences for Violation of this Policy**
a) Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school district policy and rules may result in:
    1) Loss of computer privileges;
    2) Short-term suspension, long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
    3) Other discipline as school administration and the school board deem appropriate.
b) Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

Complaint Procedure

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

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

1. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

    a. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

    b. Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

    c. Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

    d. Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

1. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

    a. Determine whether the complainant has discussed the matter with the staff member involved.

        1. If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

        1. If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

    b. Strongly encourage the complainant to reduce his or her concerns to writing.

c. Interview the complainant to determine:
    1. All relevant details of the complaint;
    1. All witnesses and documents which the complainant believes support the complaint
    1. The action or solution which the complainant seeks.

d. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.

1. A complainant who If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.

a. This appeal must be in writing.

b. This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

c. The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d. Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.

1. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
    a. This appeal must be in writing.
    b. This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
    c. This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
    d. The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
    e. There is no appeal from a decision of the board.

1. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
    a. Determine whether the complainant has discussed the matter with the superintendent.

1. If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

1. If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b. Strongly encourage the complainant to reduce his or her concerns to writing.

c. Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
d. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

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

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district.

Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team. Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education. Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education. Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

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

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences during the first semester and second semester.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Copyright and Fair Use

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

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

Contact Information

Parents must supply the school with their student’s address and telephone number as well as information about how to reach a responsible adult during the school day. Parents must promptly inform the school if this contact information changes during the school year.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dating Violence

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

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

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

Dress Code

Students must come to school dressed in clean, neat and appropriate clothing to conform with educational standards. *Parents and students are encouraged to contact the school if they are in need of appropriate clothing.*

Students are prohibited from wearing the following attire:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Caps, hats, sunglasses, hoods, bandannas (and the like) during the school day
4. Bare feet (some type of footwear must be worn)
5. Short-shorts (must extend past longest digit of hand when fully extended along side of leg), biker shorts, or cutoffs
6. Hairstyles which distract from the learning process or the health and safety for either the student or others

7. Any clothing that could cause damage to others or school property
8. Clothing that is excessively torn, ripped, or cut
9. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
10. Students should make every effort to wear clean, neat and appropriate clothing to school.
11. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
12. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
13. Pants and shorts worn below the waist so as to expose undergarments (sagging)
14. Pajama pants or pants that drag on the floor
15. Chains hanging or attached to pants or shorts
16. Coats during school hours unless the student has permission from a faculty member
17. Clothing with tears, holes, or a fit that expose undergarments
18. Extreme makeup, face paint, jewelry, piercings, or hairstyles are not allowed.

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Students will also receive zeros for any class time they miss while correcting the violation. Repeated dress code violations may result in more severe consequences.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing or selling any drug, alcohol or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Emergency Contact Information

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

Emergency Operations

- Nebraska City School Board is committed to providing all students and staff a safe environment. Emergency Operations teams are in place to: perform threat assessment, provide safety training, and respond in times of crisis.
- **Threat Assessment:** The Emergency Operations team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations.
- **Safety Training:** Provide information and training to students and staff including, but not limited to:

- **Evacuate and Bus Drills** - Evacuate and Bus evacuation drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building or vehicles by the prescribed route as quickly as possible. The teacher in each classroom or vehicle will give the students instructions.

- **Lockdown Procedures -** A lockdown may be called by the building principal or other designee if he or she has reason to believe that the students and staff may be in danger. In such cases, students and staff will remain in a locked classroom. They must move away from windows and doors. Students and staff must remain quiet at all times. In the event of a lockdown, for their safety, students will not be allowed to leave the building. Parents will not be free to pick up their child during the lockdown. The Nebraska City Police Department will be notified of the school lockdown and required to offer assistance.

- **Secure Procedures –** A lockout may be called by the building principal or other designee if he or she has reason to believe that a threat is possible from outside the building. In such cases, all exterior doors will be locked with no one (including parents and staff) being allowed to enter or exit the building. All classes will proceed as normal within the building.

- **Shelter Drill-** The alarm for an adverse weather drill will be an intercom announcement. Students will proceed to the first floor, and then all boys will use the west stairway to the shower area of the boy's locker room. Girls will use the east stairway to the girl's locker room. At all times during the drill, THERE WILL BE SILENCE so as to hear approaching danger and to be able to hear instructions. Once in the locker rooms students must remain quiet until the "ALL CLEAR" is sounded. A verbal announcement will send students back to classes.

- **Crisis:** Emergency Operation team members will be available to students and staff in the event of a crisis. Information will be communicated to stakeholders through parent email and/or mass phone call/text.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips.

Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Food and Drink Regulations

No open containers may be brought into the building. This includes but is not limited to opened bottles, sports bottles, cups, drinks from restaurants, and other containers that are not sealed. Any food items brought into the building will not be allowed to leave the designated eating area. Special exceptions may be made by the building administration. Water bottles may be used throughout the day but must be empty. Water bottles can be filled at the bottle filling stations within the school.

Students bringing cold lunch must store food in an appropriate lunch bag and store properly in their designated locker so as not to jeopardize the school issued electronic device.

Food Service Program

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

Breakfast

The school will serve breakfast daily from 7:35 a.m. until 8:00 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students $2.10 and adults $2.10 for breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for 6-8 is $ 3.25.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office. E-Funds online payments *may* also be accepted.

If a student has no funds available to pay for a meal, the student will have a regular meal and the account will be charged accordingly.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

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

Nondiscrimination Statement

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

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

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

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

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

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Collection of Delinquent Meal Charge Debt

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

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperons.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Guidance

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school and/or social concerns, or any question the student may feel they would like to discuss with the counselor. Students are encouraged to make full use of the guidance services.

Group Disturbance and Walk Away You Get To Stay Regulation:

NCMS administration will incorporate the usage of the "Walk Away" strategy to handle group disturbances and situations between various students. Students will be instructed to "Walk Away" from any volatile situation dealing with groups or individuals and get "To Stay" in school or the regular classroom setting. Students that do not "Walk Away" from volatile situations and continue to be incorporated in such occurrences may be suspended as well as being issued a citation by local law enforcement officials.

Head Lice

Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

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

Health Problems

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the principal or superintendent if their student has any special health problems such as diabetes, asthma, and the like.

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is the Director of Student Services, who may be contacted at 402-873-6033.

Illness or Injury at school

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital.

Immunizations

All students must furnish to school officials proof of adequate immunizations from mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; varicella
and hepatitis B.

A signed medical exemption is accepted when immunization would be injurious to the health and well-being of the student or member of the student's household or family, but the parents/guardian must submit dates of immunization for all other diseases. A signed religious waiver is accepted when immunization conflicts with the student's personal and sincerely followed religious beliefs. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

Provisional Enrollment.

Students shall be provisionally enrolled so long as they continue to get the required immunizations as fast as medically possible.

Students who are exempted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as 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 in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the 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, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any suspicion or reasonable cause.

Lost and Found

All lost and found articles are to be taken to the main office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)

It shall be the policy of the Nebraska City Public Schools, in the event of a life threatening respiratory emergency to administer medications as directed on the student's Emergency Action Plan. If that plan does not lead to relief of symptoms or there is no plan in place, Epinephrine by EpiPen and albuterol by nebulizer will be administered per standing order, which has been reviewed by a physician and mandated

by the State Department of Education. Any individual treated for symptoms with epinephrine at school will be transferred to a medical facility by rescue squad at the family's expense.

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. Each student is responsible for any fine that accumulates on a book charged to him/her. If a book is lost and not found by the end of the year, the student must pay for it. Students must also pay for any damage they cause to library books.

Parental Involvement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.

An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.

Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.

Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.

The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.

The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of the contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

Personal Items

The school provides the necessary equipment for classroom and school day activities. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to

school unless they have the prior permission of their classroom teacher or a school administrator. Students who violate this policy, through possession of personal items, may have their item confiscated immediately. Students who refuse to comply will receive consequences for noncompliance. **The school is not responsible for damaged or lost personal items or equipment.**

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school. Exceptions to this rule will be based on recommendations from the Nebraska School Activities Association and/or the Southeast Nebraska Health Department.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Playground Rules

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall make a reasonable attempt to inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative

office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled are as follows: Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

Public Displays of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

School Day

The school day typically begins at 8:05 a.m. and ends at 3:32 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 15 minutes before the school day begins and 15 minutes after the school day ends. **There will be no supervision provided by the school before or after these times**. Parents must arrange for their children to leave school promptly at the end of the day.

Sexual Harassment

The school district clearly and unequivocally prohibits sexual harassment of students. Sexual harassment of students is defined as:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.

Any sexual, physical, verbal, or mental (emotional) harassment/intimidation of any student is prohibited. The disciplinary consequences for harassment will depend on the frequency, duration, severity and effect of the behavior and may result in sanctions up to and including expulsion. Students who feel they have been sexually harassed should immediately inform a teacher or the building principal.

Smoking

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Staff Qualifications

Upon request, the school district will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The teacher's baccalaureate degree and major. Parents may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

Upon request, the school district will inform parents whether their child is being provided services by a paraprofessional and, if so, the paraprofessional's qualifications. The request for such information should be made to the appropriate building administrator.

Student Assistance

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond

the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

A. Definitions

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District

1. Guidelines for Clothing Required for Specified Courses and Activities

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from

the school, or purchase the materials from an outside vendor with an order form provided by the school.

Fees may include:

Band $10.00
6th Grade Exploratory classes
- Art--$2.00
- I-tech--$6.00
- FACS--$2.00
- Computers - $2.00

7th Grade Exploratory classes
- Art--$2.00
- I-tech--$6.00
- FACS--$2.00
- Computers - $5.00

8th Grade Exploratory classes
- 3-D Design--$5.00
- Murals--$5.00
- Digital Imaging--$5.00
- Careers--$5.00
- Painting--$5.00
- Drawing--$5.00
- Computers - $5.00
- I-tech--not to exceed $25.00 (depends upon selection of project)
- FACS--$5.00

5. Transportation Costs

The district may charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by this district shall be $130.

6. Copies of Student Files or Records

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of $0.10 per page for reproduction of student records.

7. Participation in Before-and-After-School or Pre-Kindergarten Services

The district may charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

8. Participation in Summer School or Night School

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be $250.00.

9. Charges for Food Consumed by Students

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades 6-12
  - Regular Price $2.10
  - Reduced Price $0.30

- Lunch Program – Grades 6-12
  - Regular Price $3.25
  - Reduced Price $0.40

10. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers

- Swing Choir Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be $1000.00

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of

equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Student Passes

Students are not to be out of the classroom during class unless it is necessary or an emergency. Each student will have access to a digital copy of the student handbook and may be provided with a planner at the beginning of each school year or when they enroll in school. The goal of the classroom is to provide a distraction-free learning environment. Students who demonstrate a pattern of leaving the classroom may lose the opportunity to do so if deemed necessary by the staff. Students with documented health needs may be given exception to the general practices of the classroom environment. Each and every student must have a pass signed by staff prior to leaving the classroom.

Student Records

The Family Education Rights and Privacy Act (“FERPA”) provides parents certain rights with respect to their student’s education records. These rights include the right to inspect and review the student’s education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student’s education records that you believe to be inaccurate.

If parents believe one of their student’s records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information
FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children.

The school district has designated the following as directory information:

Name	Major field of study
Address	Telephone number, including student's cell number
Date and place of birth	Participation in activities and sports
Dates of attendance	Degrees and awards received
The image or likeness of the student in pictures, videotape, film or other medium	Weight and height of members of athletic teams
Certain class work intended for publication on the Internet	Most recent previous school attended
Classroom assignment and/or Homeroom teacher	E-mail address

Directory information about students may also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high or middle school students unless parents have notified the school district that they do not want this information disclosed without prior written parental consent.

Parents who ***OBJECT*** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than October 1st.

Non-Directory Information
All of the other personally identifiable information about students that is contained in this school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

Transfer of Records Upon Student Enrollment
Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints
Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Schedule Changes

Student schedule changes are made solely at the discretion of the Dean of Students and/or the Principal. Students and parents may contact the school to request a schedule change at any time.

Tardiness

Students are expected to arrive on time for school each day. Students who are repeatedly tardy to school will be referred to the administration. Students tardy to class(es) interrupt the lesson or discussion and generally cause a minor disruption by entering late. Initial instances of tardiness will be handled between the student and the staff member. If the tardies become excessive, the situation will be referred to the office. A student is tardy if he/she is not in the classroom when the bell rings.

Telephone Calls

The school's telephone may be used only with permission of staff. Students are not permitted to use cellular telephones during school hours without the express permission of a member of the staff.

Threat Assessment and Response

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

1. Obligation to Report threatening Statements or Behaviors.

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

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

2. Threat Assessment Team

The threat assessment team should include the superintendent of schools, building principal(s), and local law enforcement. It also could include the school nurse, guidance counselor, members of the mental health profession who would be willing to work with the school. It should not include parents or board members.] The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response.

3. Threat Assessment Investigation and Response

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

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

4. Communication with the Public about Reported Threats

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

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a. **Rules of Conduct on School Vehicles:**

1. Students must obey the driver promptly.
2. Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.

3. Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
4. Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students are prohibited from throwing or passing objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
11. Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
15. Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b. **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c. **Records**

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities
The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

UNIVERSAL SCREENING The District will conduct various screenings (such as the SAEBRS universal screener) throughout the year to identify students with academic, behavioral, or social-emotional concerns. All District screening tools are norm-referenced and research-based. Any parent/guardian who does not consent to the screening of his/her student must notify the Director of Student Services at the beginning of the school year.

Visitors to the Building
Visitors (including parents) are to report to the office when entering the building. As a rule students will not be allowed to visit school unless it is cleared through the office of the principal in advance.

Video Surveillance and Photographs
The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

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

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

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

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow or ice. School closings will be announced on local media outlets. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Withdrawal From School

Students who are moving from the district must notify the school office.

SECTION TWO

ACADEMIC INFORMATION

Grading Scale

Percentage	Grade	Mark Points
97 - 100	1+	4.00
93 - 96	1	4.00
89 - 92	2+	3.50
85 - 88	2	3.00
81 - 84	3+	2.50
77 - 80	3	2.00
73 - 76	4+	1.50
70 - 72	4	1.00
Below 70	5	0.00

Band Enrollment

Band may be added or dropped during the first seven school days of either semester. If band class is dropped at other times it may be recorded as a failing grade. Students may enroll in band class with the permission of the instructor and administration. Band enrollment decisions, after the first seven school days of the school year, will need to be made after contacting the band director, then in consultation with the dean of students and/or principal. As always, communication with student, student's family, instructor, and administration are important in making these decisions.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

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

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

Homework

Classroom teachers will often assign homework. Each student is expected to spend some time preparing for studies outside of school hours. *The amount of time expected will fluctuate based on productive use of class time, quantity of assignments, and involvement in school activities*. Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the school counselor. Parents who have questions about homework or concerns about class work should first contact the teacher/s with their concerns. Parents should refer to the complaint procedure on page 12-13 if concerns remain.

Honor Roll

The Honor Roll consists of the following:

Bronze Honor Roll:	GPA of 3.00 to 3.49 for the quarter
Silver Honor Roll:	GPA of 3.50 to 3.99 for the quarter
Gold Honor Roll:	GPA of 4.00 for the quarter (all 1's)

Students who earn a 4 or a 5 in any class will be excluded from the honor roll, this includes exploratory classes.

Incompletes

Students are expected to complete assignments within the provided time frame or assigned due date. Students who struggle to regularly complete their assignments may be given additional time to complete these assignments during lunch, outside of regular school hours, or during one of the Saturday support dates. Refusal to complete assignments may result in disciplinary actions for non-compliance or defiance. Students who may require additional time to complete assignments must meet with the teacher to discuss appropriate timelines and support they may need. Students and/or parents should meet with appropriate staff if extenuating circumstances may apply. Assignments and grades must be completed by the end of the grading period for which the assignment was given.

At the end of each grading period (Q1, Q2, Q3, Q4), teachers may give an incomplete to a student whose work for that term is incomplete.

PowerSchool

Parents have the ability to view their child's academic progress through the Internet. Parents can request a username and password for each child that would allow them to monitor homework completion and current grade status. Once this request is made, parents are required to come to school to pick up this confidential information. Due to privacy issues, usernames and passwords will not be mailed, sent home with students, or emailed. Grades will be updated on a regular basis

Promotion Guidelines

Middle school students take a variety of classes. Core classes (Math, English/Language Arts, Science and Social Studies) comprise a bulk of the time in which they are in school. It is the goal that each and every student successfully completes all courses in which they are registered. Nebraska City Middle School staff provides support for the successful completion of course work through our Guidance office, conferences, summer school, homework support clubs and Saturday support sessions as well as before, after, and during school support opportunities. Promotion to the following grade will be based on the

successful passing and completion of the core classes. If a student fails 3 or more quarters, of the available 16 quarters of the 4 core classes, they will receive an academic hearing. Promotion to the following grade will be determined by the academic hearing team. (Parents, teachers, administrators, and student will be included on this team.)

Report Cards

These are given either to the students or parents at the end of each grading period.

Top 10%

Top 10% certificates are awarded to students in the spring of each year and are based upon the grades students have earned for the current school year. Students earning top 10% recognition will be noted at Honors Night.

SECTION THREE

STUDENT DISCIPLINE

Board of Education Discipline Policy:

The Board of Education considers the safety of district students, personnel, and visitors of primary importance. Behavior and attitudes are attributing factors lending to the overall safety within the school. The Board has outlined minimum standards of behavior in a Code of Conduct; this code should be the foundation from which all disciplinary actions are based. To be effective it is imperative that the Code of Conduct be consistently administered on all levels.

The Board of Education may authorize the emergency exclusion, short-term or long-term suspension, expulsion, or mandatory reassignment of any student from school for conduct prohibited by the Code of Conduct, the board's rules, or standards as established by LB 503 (1976) as amended by LB 1250 (1994) if such action complies with the procedures required by this act.

Further, the Gun Free Schools Act and LB 658 requires the expulsion from school for a period of not less than one year of any student who is determined to have knowingly and intentionally possessed, used, or transmitted a firearm on school grounds, in a school owned vehicle being used for a school purpose, or at a school sponsored activity or athletic event.

Administrative regulations shall be set forth regarding this policy and the Code of Conduct. Each building shall develop action plans to implement and enforce these administrative regulations in a fair and consistent manner. The Superintendent shall report student expulsions or staff removals for cause to the Board President, at his earliest convenience after the discipline has been taken. At the Presidents and/or Superintendent's discretion other board members will be notified.

Code of Conduct...**I WILL - Be Safe / Be Respectful / Be Responsible / Be Resourceful**

Treating others with dignity and respect is the responsibility of students, faculty, staff, administrators, board members, parents, and guests involved in or visiting the Nebraska City Public Schools.

General Discipline Philosophy

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

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.

4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

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

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

Levels of Unacceptable Behavior

LEVEL ONE:
Productive Personal Environment -- Behaviors that occur in the classroom and affect only the learning of the misbehaving student. The behaviors are addressed by the classroom teacher.
Minimum consequence: Teacher making eye contact with student
Maximum consequence: Detention

LEVEL TWO:
Productive Classroom Environment -- Behaviors that occur in the classroom and interfere with the learning of others. Will likely result in a recovery room.
Minimum consequence: Verbal redirection by teacher/administrator or Recovery Room
Maximum consequence: In-School Suspension

LEVEL THREE:
Orderly Environment -- Behaviors that occur that are not intended to cause physical harm to another individual, are not illegal, but do negatively affect an orderly environment.
Minimum consequences: Verbal redirection by teacher/administrator or Recovery Room
Maximum consequences: Short-Term suspension

LEVEL FOUR:
Safe Environment -- Behaviors that are intended to cause another individual physical harm and/or are illegal.
Minimum consequences: Suspension
Maximum consequences: One year out of school

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, 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. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Recovery Room Management System: This system allows a teacher to send a student that is not exhibiting the expected behavior to the recovery room from class. Once at the recovery room, the student completes a form outlining the reason for the referral as well as a plan of action to rectify the behavior. The student then has to meet with the instructor to discuss what led to the behavior and how to avoid future incidents. The implementation of the recovery room process allows teachers to address behavior, teach desired behavior, and build credibility. Students are allowed to make mistakes in class, formulate a plan of improvement, and return to class in a mature and adult-like manner. As always, serious behavior situations are addressed by the administration. The recovery room process allows for more focus on curriculum, eliminating poor behavior while providing a learning opportunity to correct inappropriate behavior. Some non-negotiated items associated with the recovery room include: an admin-administered detention, one day ISS for three recovery rooms, one day OSS for six recovery rooms. ***Students will not be permitted to participate in activities until Recovery Rooms are resolved.***

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers. When students are required to stay after school, they will be allowed to telephone parents and advise them of the situation.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- Teacher-Assigned Detentions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room or designated area. A student who fails to attend a detention may be given a detention by the teacher or may face additional disciplinary consequences. A student who has a conflict with an after-school session is responsible for working it out with the teacher.

- Administration-Assigned Detentions will be assigned as necessary, served in the detention room designated by the building principal or dean of students.

Saturday School

The building administrator may require a student to attend Saturday School for four hours on Saturday morning. Saturday School is held from 8:30 AM to 12:30 PM in a classroom staffed by teachers. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed from the classroom and will face further disciplinary action.

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students will be required to serve suspension at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Short-Term Suspension

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

1. Conduct constituting grounds for expulsion as hereinafter set forth; or

2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under conditions determined by the building principal.

Long-Term Suspension

The Principal or the Principal's designee may exclude a student from school or any school function for a period of 6 to 19 school days (long-term suspension) based on conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

Expulsion

1. **Meaning of Expulsion.** Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within 10 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 10 school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. **Summer Review**. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion**: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned, the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district; and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The Principal or the Principal’s designee shall make the determination whether or not the student's participation and conduct has been satisfactory.

4. **Students Subject to Juvenile or Court Probation**. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to 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.

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

The following student conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:

a. 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, sex, national origin, or religion;

b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;

c. Violating school bus rules as set by the school district or district staff;

d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;

e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;

f. Possession of pornography;

g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);

h. Engaging in hazing as defined by state law and this policy. Hazing is defined as 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 in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the 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, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to

humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and

k. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

In addition, a student who engages in the following 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 shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

1. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

2. The knowing and intentional possession, use, or transmissions of a dangerous weapon other than a firearm.

In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one-year expulsion requirements on a case-by-case basis, provided that such modification is in writing. The term "to school" or "at school" means on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

1. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
2. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
3. A plan for its transportation into and from the school, its storage while in the school building, and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such a plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.

4. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

Reporting Requirement to Law Enforcement

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

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

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

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

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his/her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his/her designee shall serve by registered or certified mail or by personal service to the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
   (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
   (b) The penalties to which the student may be subjected and the penalty which the Principal or his or her designee has recommended in the charge.
   (c) A statement explaining the student's right to a hearing upon request on the specified charges.
   (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
   (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
   (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee, shall automatically go into effect.
6. If a hearing is requested more than 5 school days following the actual receipt of the written notice, but not more than 30 calendar days after actual receipt, the student shall be entitled to a hearing; but the punishment imposed may continue in effect pending final determination.
7. If a request for hearing is not received within 30 calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing, and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, the student, and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, the student, and the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon a written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian, and the legal counsel of the student shall have the right to examine the records, affidavits, and the statements of any witnesses in the possession of the Nebraska City Public School Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative, or the hearing officer may ask witnesses to testify at the hearing. Such testimony

shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing. The student may testify in his/her own defense in which case he/she shall be subject to cross-examination. However, a student need not testify; and if he/she chooses not to, no conclusion may be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if at the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, the student's parents, or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendations may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing; and based upon such report and the facts, shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student and the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than 3 members shall, within 10 school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations, which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record; and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The Board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of

Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.

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

SECTION FOUR

Activities

Activities-

This activity policy applies to all activities including athletics, clubs, drama, speech, performances, dances etc. ALL ACTIVITIES.

STATEMENT OF ACTIVITY PROCEDURES

Definitions
Participant: Any student currently a member of an activity in the Nebraska City Public Schools.

School Equipment
Equipment owned and issued by the Nebraska City Public Schools.

Event
All Sports and athletic events.

Any type of competition, performance, conference or convention to include but not limited to music, speech, drama, plays, musical concerts, Before and After School Clubs, Student Council, Math Counts, etc.

Also a leadership conference, quiz bowl, math, or science contest.

School Dances.

Any type of activity that has Nebraska City Middle School students representing the Nebraska City Public Schools in an individual, small group or large group event, performance or contest.

If the event involved would also impact a student's grade in a class the student will be allowed to do an alternative assignment to earn credit for missing the event. The alternative assignment would be determined by the teacher/sponsor and approved by the administration.

Sportsmanship
Sportsmanship involves two things; first, it is skill in or devotion to activities. Second (and equally important), it is a standard of conduct while engaged in activities involving honest rivalry and graceful acceptance of results.

Transportation
STUDENTS WILL RIDE ON SCHOOL TRANSPORTATION (unless other arrangements are made with the principal, sponsor/coach and parent in advance). Unless a coach/sponsor has a more stringent policy, students will also return home on school transportation unless a parent has filled out the necessary forms for alternative transportation. See Activities Director for forms.

Officials
Contest officials should always be treated with respect. At home contests they are our guests and should be treated as such by coaches and players.

Profanity
The use of profanity is evidence of poor sportsmanship and is offensive to squad members, coaches/sponsors and the general public. Its use is not acceptable by students, staff members, or the public.

Practice and Participation:
1--Whenever an athlete is participating in an official practice session of an athletic team, a coach or faculty member must be present.

2--In order to participate in practice or competition, individual participants must have been in attendance in school the preceding one/half day (all of periods 6,7, 8, & 9). If the activity or sport or its departure time is during the school day, the student must be in attendance the four preceding class periods.

3--If the activity or sport or its departure time is prior to fifth period, the Student will be in school that entire day until departure time. Any exception to this rule must have prior approval by the Athletic Director and Principal.

4--If a student misses or is late the morning following a school activity the evening before, he or she will not be allowed to participate in the next contest after the second offense. (EXAMPLE: Tuesday contest – misses or is late on Wednesday. 1st Offense. Thursday contest – misses or is late on Friday. 2nd Offense. Though not necessarily consecutive, the student cannot participate after the 2nd Offense in the next contest.)

School Equipment
1--Each participant has the responsibility for taking care of school equipment.
2--School equipment should not be worn at any time other than at authorized times.

3--The student to whom such equipment was issued must pay for equipment lost or damaged at any time.
4--Students or participants seen wearing equipment belonging to Nebraska City Public Schools will:

--Return such equipment.
--Participant could possibly lose eligibility.

Sportsmanship
Sportsmanship is one of the major goals of the Nebraska City Public School activity program. Participants and fans are to set a good example of sportsmanship at all times and follow all rules set forth by NCPS and the NSAA.

RULES AND STANDARDS FOR STUDENTS PARTICIPATION IN ACTIVITIES SPONSORED BY NEBRASKA CITY MIDDLE SCHOOLS

Because of the nature of activities and the purpose of activities, the coaches/sponsors of Nebraska City Middle School, along with the Administration and the Board of Education, Believe that the students have an obligation to themselves and to activities which requires high standards of conduct, personal habits and behavior.

Students should understand that the use of tobacco, alcohol and other drugs are harmful to the body and hinder maximum effort and performance. Therefore, students are prohibited from using and/or possessing tobacco, alcohol or other drugs during the times they are representing NCPS. The following

minimum rules and standards, which will govern students participating in activities, have been adopted by the Nebraska City Board of Education.

Academic Activity Eligibility

All students participating in any activities at NCMS will be required to meet the following academic and procedural expectations listed below.

1. In-season academic eligibility will be monitored every week through the normal academic reporting process. (PowerSchool)
2. In any reporting period a student failing any subject/s will become ineligible to compete the following reporting period (week). Students will remain ineligible for one week at a time. If during that one-week of ineligibility students are able to raise their grades they will be eligible to compete the following week.
3. During ineligibility students will still be allowed and expected to attend all practices.
4. In Jeopardy checks are conducted on Wednesday at the conclusion of school.
5. Final determination of eligibility is made on Friday at the conclusion of the school day. If no school is scheduled on Friday, final eligibility will be determined the final day of school that calendar week.
6. Eligibility weeks are from Monday to Saturday.
7. Any student determined to be ineligible will not be able to participate in school-sanctioned activities not related to the curriculum. (ex. Dances, after school clubs, athletics etc.)

Attendance

~~In order to participate in practice or competition, individual participants must have been in attendance in school the preceding one/half day (all of periods 5,6,7 & 8). If the activity or sport or its departure time is during the school day the student must be in attendance the four preceding class periods. If the activity or sport or its departure time is prior to fifth period, the student will be in school that entire day until departure time. Prearranged absences will be accepted by the administration as allowable, thereby waiving this requirement. Students who demonstrate undesirable patterns of attendance will not be allowed to continue participating in activities.~~

Attendance Patterns of Activity Participants

Students participating in activities must observe good attendance patterns at school. Any student in activities that has accumulated detention hours as a result of non-attendance will not be allowed to leave school early to attend games until all attendance detention hours have been completed.

Decorum

All participants in NCMS activities will be expected to maintain a standard of personal conduct, behavior, and appearance that will promote pride in NCMS activities and provide a favorable example to young people within the community who look with admiration toward the student. If this high standard of decorum is violated that student will have to miss the next activity that they would normally participate in (includes games, concerts, plays, etc.).

Activities Participants Standards of Conduct and Sanctions:

Activity participants are to comply with drug, alcohol and tobacco standards of conduct at all times. Participants may also be sanctioned if found guilty of a felony or are found by school administration to have displayed conduct that is detrimental to our school's purpose. This rule applies from June 1 to May 31 as a calendar year. Violations of the standards of conduct shall result in additional sanctions as set forth below. Sanctions will be imposed based upon the next activity the student will participate.

Notification of conduct violations will be determined by being cited by a law enforcement professional, personal admittance of a conduct violation, or being observed by a staff member of Nebraska City Public Schools. The Nebraska City Public Schools may impose more severe sanctions than the minimums listed below depending on the severity of any violations.

Conduct Violation

Possession, use or distribution of illicit drugs, controlled substances, medication drugs not prescribed by a physician, behavior-affecting substances, look-alike drugs, alcohol, alcohol beverages, look-alike alcoholic beverages, and or drug paraphernalia, the possession, use or distribution of tobacco, tobacco products or look-alike tobacco products, in any form (this includes smokeless tobacco products)... Participants may also be sanctioned if found guilty of a felony or are found by the high or middle school administration to have displayed conduct that is detrimental to our school's purpose.

Minimum Conduct Sanctions

First Violation will result in a suspension from activities for 20% of all scheduled activities. Scheduled activities shall mean all games or activities scheduled by the activities director or principal prior to the start of the individual season. In figuring all contest suspensions, the activities director will round up to the nearest contest. In the event that there are not enough contests left in the individual season to fulfill the imposed suspension, the suspension will carry over to the next sport or activity the student participates in. Suspensions will not carry over from year to year. The District Administration will have final authority in all judgment decisions. The student must continue to attend and participate in all practices during the suspension. Students electing to participate in a diversion program to divert an offense from the court system may write a letter to the school administration requesting their activity sanction be reduced by 50%. This option may be exercised one time.

Second Violation will result in a suspension from activities for 50% of all scheduled activities. Scheduled activities shall mean all games or activities scheduled by the activities director or principal prior to the start of the individual season. In figuring all contest suspensions, the activities director will round up to the nearest contest. In the event that there are not enough contests left in the individual season to fulfill the imposed suspension, the suspension will carry over to the next sport or activity the student participates in. Suspensions will not carry over from year to year. The District Administration will have final authority in all judgment decisions. The student must continue to attend and participate in all practices during the suspension.

Third Violation will result in a suspension from activities, including practices, for the rest of the school year.

Certification of Suspension

Students being in violation of any conduct code as listed above will have to serve the appropriate suspension in relation to their offense. Suspensions will be served during an activity that the student is involved in. For any suspension to be certified as a completed suspension the students must stay with that team or group until their season is over. Voluntary separation from any team or activity during or after any suspension will result in that suspension not being certified by the school administration and thus the suspension will be carried to the next activity that the student participates in. This certification of suspension rule will not allow students to quit or voluntarily separate from an activity as a result of disciplinary actions taken against them for a conduct violation.

Special Regulations by Activity Coach/Sponsor

A coach/sponsor may require additional standards, which are applicable to a certain sport, or activity, provided the standards are approved by the administration and are communicated in written form to the students and their parents before the particular activity begins.

Philosophy

A great activity tradition is not built overnight – it takes the hard work and dedication of many individuals over many years. As a member of an interscholastic team the student has certain responsibilities to uphold. Our tradition at Nebraska City Public School has been to win so that honor comes to our community, our school and our students. Such a tradition is worthy of the best efforts of all concerned, the followers, the coaching/sponsoring staff, the participants, and the student body. By participating in the interscholastic program, we hope that all students are able to derive some of the individual values and benefits of the program.

Responsibilities to Yourself:

We like to think of a student participating in activities as being someone special in that certain responsibilities are imposed on him/her. A student participant is one who accepts these responsibilities and broadens them and develops strength of character. Students owe it to themselves to get the greatest possible good from their school experiences, their studies, and their participation in activities. You owe it to yourself to always do whatever you do in life to the best and fullest of your ability.

Responsibilities to the School

By being in activities you have the responsibility to your school to always do your best. Always follow the guidelines that are set forth. By being in activities you are representing your school and your community. You automatically assume a leadership role when you are on an activity team. The student body and citizens of the Nebraska City Community know you. You are on the stage with the spotlight on you. The student body, the community, and other communities judge our school on your conduct and attitudes, both on and off the field.

Because of this leadership role, you can contribute to our school spirit and community image. Make your school proud of you and your community proud of your school, by your performance and your devotion to high ideals. The younger students are watching you. They will imitate you in many ways. Do not let them observe negative ideals to copy.

Responsibilities of the coach/sponsor

Since there is a great tradition behind activities at Nebraska City Public Schools, the coaches/sponsors feel that they have the responsibility to give the community the best possible team with the available talent each year. Coaches/Sponsors of Nebraska City High School and Nebraska City Middle School are dedicated to this fact, as they are well aware of the tradition that has been built up over the years. Winning will always be important in every coach/sponsor's mind, but they are well aware of what must be done to win and win in the proper manner.

All coaches/sponsors will follow the

Nebraska Coaches Creed which reads…

I BELIEVE interschool sports (activities) have an important place in the general education scheme and pledge myself to cooperate with others in the field of education to administer them so that their values shall never be questioned.

I BELIEVE the other coaches (sponsors) of interschool sports (activities) are earnest in their desire to keep the interschool program high on the plane of citizenship training and I shall do all that I can to further their efforts.

I BELIEVE my own actions should be so regulated as to reflect credit to this profession.

I SHALL abide by the rules of the games (activity) in letter and spirit.
I BELIEVE proper administration of all sports (activities) offers effective laboratory methods for development of high ideals of sportsmanship, qualities of cooperation, courage, unselfishness and self control, desires for clean healthful living and respect for wise discipline and authority.

I BELIEVE these admirable characteristics, properly instilled by me through teaching and demonstration, will have a long carry over and will aid each one connected with the sport (activity) to become a better citizen.

I BELIEVE in and will support all reasonable moves to improve athletic (activity) conditions, to provide for adequate equipment, and to promote the welfare of an increased number of participants. Those of you who want to be a part of this great tradition established for you will have to accept the responsibilities which are set up for every member of all teams of interscholastic activities at Nebraska City High School.

These guidelines are drawn from the philosophies of the present coaching/sponsoring staff and administration, present participants, existing policies of schools of our size, and from the policies set up by the Nebraska Association of High School Activities.

Dances

When the student leaves the building they will not be allowed to return to the dance. Middle school dances are for NCMS students only. The student dress code will be observed at school dances. Provisions shall be made for formal dance attire but will still be expected to be appropriate and in good taste. Appropriate dancing at dances is required. Dancing that is explicit or sexual in nature will not be allowed.

Student Council

To be considered for a position as a Student Council member a student must:

1. Student Council eligibility will be determined using the same method outlined on page forty (40) in the Academic/Activity eligibility section.
2. Elections will take place in the fall of the current school year.
3. The student will have to make two (2) posters to be displayed in a hallway according to the date set by the Student Council Advisor.
4. Students will write and give a speech detailing why they should be elected to student council, the time they will devote to student council and a project idea for student council to consider.
5. Two recommendations from teachers will be due by the date set by the Student Council Advisor.
6. On a date set by the Student Council Advisor, the classes will meet to vote by ballot for Student Council representatives.
7. Students may be removed from the student council for behavior that does not represent the school appropriately. This decision will be made by the school administration and the student council advisor.

Before and After School Clubs

All students who voluntarily sign up to participate in the 21st Century Before and After School program do so with the understanding that all school rules outlined in this handbook are applicable.

Board of Education	
Mr. Jim Nemec	Board President
Mr. Kent Blum	Board Vice-President
Mr. Jeff Frields	Board Member
Mr. Nick Schmitz	Board Member
Mrs. Teri Stukenholtz	Board Member
Mrs. Lisa Chaney	Board Member
Mr. Steven Luther	Board Member
Mr. Don Loseke	Board Member
Ms. Stacie Higgins	Board Member

District Administrative Staff:	
Mr. Mark Fritch	Superintendent of Schools
Mr. Jason Hippen	Director of Student Services
Ms. Kate Sherwin	Director of Engagement
Mr. Brian Hoover	High School Principal
Mr. Ethan Pellatz	Middle School Principal
Mr. Scot Davis	Hayward Elementary Principal
Mr. Brent Gaswick	Northside Elementary Principal
Mr. Matt Thompson	High School Assistant Principal/Activities Director

Middle School Contacts:	
Mr. Kaleb Walker	Dean of Students
Mrs. Katie Meredith	School Counselor
Mrs. Angela Rovetto	Administrative Assistant
Mrs. Jaime Fritch	Administrative Assistant

SECTION FIVE

FORMS

This section contains forms, which students and their parents must complete and return to the school office **NO LATER THAN** the last day of school in August.

PARENT/STUDENT AGREEMENT
I understand that I have access to the Student handbook on Nebraska City Public School's website: http://www.nebcityps.org and that a hard copy is available upon request. I understand the Student Handbook describes the Nebraska City School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Nebraska City Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

STUDENT ACTIVITY RELEASE FORM
This form releases the student to attend and be transported to any school-sponsored activity and/or event for which they are participating. Examples include, but are not limited to, field trips, performances, athletic contests, clubs, etc. It is understood that the student will be allowed to attend and miss regularly scheduled classes as long as they meet the participation guidelines outlined in the student handbook.

I hear-by release my son/daughter to attend and be transported to school sponsored activities.

PHOTOGRAPH AND/OR VIDEO RELEASE
Nebraska City Public Schools may use photographs and/or video and audio recordings of students to promote or explain the activities of the district. Occasionally the local papers will write articles and use photographs, or television stations may feature a school activity or internet project on any NCPS webpage.

I authorize NCPS to release or publish photographs and/or recordings of my child for public display. Photos or videos used will never include full name recognition.

Technology Usage Agreement
The Nebraska City Public School District Acceptable Use Policy found in the student handbook outlines the guidelines for acceptable use of district technology. Violation of the provisions outlined in the policy may result in suspension and/or revocation of technology privileges and/or other disciplinary actions. The student's parent/guardian is responsible for the actions of the students and release the Nebraska City Public Schools from any liability, damages, or harm incurred through inappropriate use.

Your signatures below indicate your willingness to comply with and support the schools efforts to maintain a positive and productive learning environment for all students through the policies approved in the Student Handbook.

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

Parent and Physician Permission
For Administration of Medication by School Personnel

Medication should be scheduled to eliminate the need for giving during school hours whenever possible. It is necessary for school personnel to administer the following medication:

Name of Student_____ Grade_____

Name of Mediation _____

Amount to be given _____

Time(s) to be given _____

Length of Administration _____ number of days _____entire school year

If "entire school year" is checked a physician's signature is required

Reason for Medication _____

Significant Side Effects _____

_____ _____

(Parent/Guardian Signature) (Date) (Physician's Signature) (Date)

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

1. Submit this request to office personnel.
2. Make sure that the medication is brought to school in its original container and/or packaging.
3. Make sure the container in which the drug is dispensed is marked with the student's name, the drug name, dosage, interval dosage, and date after which no administration should be given.
4. Any medications left at school will be destroyed at the end of the school year.
5. Over the counter medications must be labeled for use of the age of your child.
6. Medications will not be administered past the expiration date.
7. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

Nebraska City Middle School
Title I (2021-2022)
Student-Parent-School Learning Compact

*Parent/Guardian: I understand that my participation in my child's education will help his/her achievement and attitude. I agree to carry out the following responsibilities:

1) Provide a quiet place to study each day.
2) Spend at least 15 minutes drilling and practicing basic mathematical skills.
3) Encourage and praise my child.
4) Communicate with the math teacher.
5) Monitor Power School.

*Student: I know my education is important to me. It will help me become a better person. I agree to do the following:

1) Do my best at school.
2) Ask questions if I do not understand something.
3) Check Power School.
4) Conference with teachers before, during, or after school.
5) Study and prepare for tests and quizzes.
6) Ask for extra help if needed.
7) Show my work where applicable.

*Teacher: I understand the importance of the school experience to every student and my role as a teacher. I agree to carry out the following responsibilities:

1) Encourage and praise all children with high expectations.
2) Determine each student's strengths and build on them as well as work to develop the weak areas.
3) Offer extra support where applicable.
4) Be willing to conference with students before and after school.
5) Maintain regular communication with parents and guardians.
6) Provide high quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student academic achievement standards.

SIGNATURES:

Student: _____ **Date:** _____

Parent: _____ **Date:** _____

Teacher: _____ **Date:** _____

Page 5 - Welcome

- *Added:* There are several forms available on PowerSchool that must be read, signed, and submitted no later than August 26th, 2022. These forms are available for review at the end of this handbook.
- *Replacing*: There are several forms at the end of this handbook that you must read, sign and return no later than August 27th. 2021.

Page 7 - Notice of Non-Discrimination

- Updated language in consistency with KSB Law

Page 9 - Absence due to Illness

- *Added*: The school district will contact parents if a student becomes ill at school. A student who is absent due to illness should contact their teachers to collect and complete assignments in a timely manner. Assignments missed due to illness will be monitored through district grading and assignment resources.
- *Replacing*: The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments. Assignments missed due to illness will be monitored through district grading and assignment resources and students are expected to complete this work within the two-day time frame.

Page 9 - Bed Bugs

- *Added:*

Students found to have bed bugs will be removed from the classroom and inspected by the school nurse. Any bugs found should be removed and collected for identification. If an active bed bug is discovered, the student's parent(s) or guardian(s) will be notified, and prompt, proper treatment will be required. Any other students residing in the same household or otherwise at risk of infection should be inspected as soon as possible after the initial diagnosis.

The student will not be excluded from school the day of the diagnosis unless the student has been diagnosed previously and attempts at treatment have failed. No healthy child should be excluded from or allowed to miss school time because of bed bugs unless efforts to remedy an infestation have been unsuccessful.

If bed bugs are found in a classroom or elsewhere in the building, the school will notify parent(s) and guardian(s) of all students so that the students' clothing and other belongings may be inspected before bringing them into the home. The school will not be closed due to a bed bug presence. If pest management is necessary, it will be provided to affected areas of the school.

Page 11 - Books and Supplies

- Added Chromebooks to language

Page 11- Reporting Bullying

- *Added:* Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district's anonymous platform Safe2Help to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Page 11-12 - Cell Phone

- *Added:* The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Page 12 - Child Abuse and/or NeglectUpdated to reflect KSB Language:

- *Updated to reflect KSB Language:* School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Page 17 - Complaint Procedure

- Added language in consistency with KSB law about Special rules regarding education services and related services to students with disabilities

Page 19 - Emergency Procedures

- *Added/Updated:*
- **Emergency Operations**
- Nebraska City School Board is committed to providing all students and staff a safe environment. Emergency Operations teams are in place to: perform threat assessment, provide safety training, and respond in times of crisis.
- **Threat Assessment:** The Emergency Operations team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations.
- **Safety Training:** Provide information and training to students and staff including, but not limited to:
    - **Evacuate and Bus Drills** - Evacuate and Bus evacuation drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building or vehicles by the prescribed route as quickly as possible. The teacher in each classroom or vehicle will give the students instructions.

    - **Lockdown Procedures -** A lockdown may be called by the building principal or other designee if he or she has reason to believe that the students and staff may be in danger. In such cases, students and staff will remain in a locked classroom. They must move away from windows and doors. Students and staff must remain quiet at all times. In the event of a lockdown, for their safety, students will not be allowed to leave the building. Parents will not be free to pick up their child during the lockdown. The Nebraska City Police Department will be notified of the school lockdown and required to offer assistance.

    - **Secure Procedures –** A lockout may be called by the building principal or other designee if he or she has reason to believe that a threat is possible from outside the building. In such cases, all exterior doors will be locked with no one (including parents and staff) being allowed to enter or exit the building. All classes will proceed as normal within the building.

    - **Shelter Drill-** The alarm for an adverse weather drill will be an intercom announcement. Students will proceed to the first floor, and then all boys will use the west stairway to the shower area of the boy's locker room. Girls will use the east stairway to the girl's locker room. At all times during the drill, THERE WILL BE SILENCE so as to hear approaching danger and to be able to hear instructions. Once in the locker rooms students must remain quiet until the "ALL CLEAR" is sounded. A verbal announcement will send students back to classes.

- **Crisis:** Emergency Operation team members will be available to students and staff in the event of a crisis. Information will be communicated to stakeholders through parent email and/or mass phone call/text.

Page 23- Head Lice

- *Updated to reflect language in Board Policy 5062*

Head Lice

Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

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

Page 28 - Reasonable Suspicion Testing

- *Added this section and language in consistency with KSB law*

Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

Page 31 - Class Fees

- We would like to increase I-Tech fees due to costs rising and its been several years since we've done so.
- 6th Grade - $2.00 to $6.00
- 7th Grade - $2.00 to $6.00
- 8th Grade - Not to exceed $15.00 to not to exceed $25.00
    - Students will be given options from $10 to $25.00

Page 37 - Universal Screening

- *Added language in consistency with KSB law and Project Aware*

Universal Screening

The District will conduct various screenings (such as the SAEBRS universal screener) throughout the year to identify students with academic, behavioral, or social-emotional concerns. All District screening tools are norm-referenced and research-based. Any parent/guardian who does not consent to the screening of his/her student must notify the Director of Student Services at the beginning of the school year.

Page 56 - Attendance

- Eliminated a Redundant Section- Outlined on page 9-10

Page 59 - Student Council

- *Altered language to align with current practice*
- *Eliminating:*

  3. The student will have to make two (2) posters to be displayed in a hallway according to the date set by the Student Council Advisor.

  4. Students will write and give a speech detailing why they should be elected to student council, the time they will devote to student council and a project idea for student council to consider.

Nebraska City High School 2022-2023

Home of the Pioneers

141 Steinhart Park Road
Nebraska City, NE 68410
Phone: 402-873-3360
Fax: 402-873-3831

NCHS Website: http://www.nebcityps.org

Mr. Brian Hoover
Principal

Mr. Matt Thompson
Assistant Principal
Activities Director

It is a GREAT Day to be a Pioneer!

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WELCOME

Dear Students and Parents:

On behalf of the faculty, administration and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms available on PowerSchool that must be read, signed, and submitted no later than August 26th, 2022. These forms are available for review at the end of this handbook. ~~There are several forms at the end of this handbook that you must read, sign and return no later than August 27th. 2021.~~

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher or speak with the building principal.

Sincerely,

Brian Hoover

Intent of Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules, procedures, and general information about this school district. Each student must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word "parents" refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents and legal guardians.

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

NOTICE OF NON-DISCRIMINATION

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Mr. Scot Davis
Title: Hayward Principal
Address: 306 S. 14th St., Nebraska City, NE 68410
Telephone: (402) 873-6641
E-mail: sdavis@nebcityps.org

For further information on notice of nondiscrimination, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area or call 1-800-421-3481. For additional prohibited discrimination and related information, please review school district Policy 2006 – "Complaint Procedures".

Aviso de no discriminación

Este distrito escolar no discrimina por motivos de raza, color, religión, origen nacional, sexo, estado civil, discapacidad o edad o en la admisión o acceso a, o tratamiento de empleo, en sus programas educativos y actividades y proporciona igual acceso a los niños exploradores (boy scouts) y otros grupos juveniles designados. Cualquier persona que tenga preguntas sobre el cumplimiento de este distrito escolar con los reglamentos que implementan el Título VI, el Título IX o Sección 504 está dirigida a contactar el Mr. Scot Davis por escrito al 306 S. 14th St., Nebraska City, NE 68410 o por teléfono al (402) 873-6641. Para asistencia adicional, tambien puede contactar (La Oficina de Derechos Civiles, Oficina de la Ciudad de Kansas) Office for Civil Rights (Kansas City Office), U.S. Department of Education 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Teléfono: (816) 268-0550, Fax (816) 823-1404 TDD: 877-521-2172, Correo Electrónico al OCR.KansasCity@ed.gov. También vea la sección de "Discriminación y acoso" a continuación.

The District's Mission Statement:

Inspiring a culture of excellence that engages all students in lifelong learning.

Nebraska City High School's Expectations:

Teachers

1. Teach Kids Skills.
2. Praise and Compliment.
3. Correct Misbehavior.
4. Be Organized.
5. Have High Energy.
6. Model.
7. Communicate with Parents.
8. Understand the Big Picture.

Parents

1. Have Your Child be on Time with Proper Supplies.
2. Support the Teachers.
3. Voice Concerns Appropriately.
4. Praise and Compliment Your Child, Rather than Criticize.
5. Model Appropriate Behavior at all extra-curricular events.
6. Problem-Solve Issues Your Child Has with Teachers or Coaches.

Students

1. Listen to Your Teachers.
2. Follow Teachers' Instructions.
3. Accept teaching.
4. Get Along with Your Peers.
5. Have High Energy
6. Respect everyone, including all visitors to Nebraska City
7. Be Prepared for Class.
8. Always display Class and Dignity.
9. Handle Disappointment and Adversity Appropriately.
10. Respect Facilities and Equipment.

We believe that if everyone follows these expectations, we will prepare our students for all situations after high school.

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Accidents

The School (School district) will not be responsible for any medical costs incurred by any student who is injured while attending school, any class, any school function on the premises of the school or at any off premises location at any activity authorized or sanctioned by the school.

Attendance

Required attendance - Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Students are expected to attend school every day it is in session. They must attend school regularly and be on time in order to be successful. Parents are obligated to insure that their students attend school every day they are able. The school recognizes outstanding attendance with special awards at the end of the school year.

Parents must contact the office of their student's building before 9:00 a.m. when the student will not be in school. Students may not call to inform the school of their own absence. The school will telephone parents to notify them when their student is not in school.

Absences may be excused for reasons of: 1) personal illness (with doctor's note), 2) family emergencies/events, 3) school activities.

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming.

Excessive absenteeism

The school district will send parents written notice when a student has accumulated 5 absences during a semester. A conference may be held which will include the student, parent, teacher(s) and principal to review the reason(s) for the absences and create a plan for increased attendance and academic success. The principal may require a physician's verification for absences related to illness. In addition, when a student has accumulated more than 5 absences during a semester, the school district may report the student's absences to the county attorney for truancy

Each student will be allowed 8 absences per semester, but absences due to school-sponsored activities will not be included in this total. Upon the ninth (9) unexcused absence in a semester, student credit could be reduced by half regardless of academic standing. For example, a 5 credit class will be reduced to 2.5 for the semester. *If the student and/or parent/guardian wish to keep said student from losing half-credit, an attendance contract will be discussed and all stipulations of the contract written by the administration need to be successfully completed.* The student, parent/guardian, and a high school administrator will sign the contract. At the end of the semester, that student's attendance record will be reviewed as to whether they have met the conditions of the contract. They will receive the credit they have earned. *If a student does not meet the conditions of the contract their credit will be reduced by half for the semester.*

Planned absences

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:

1) complete all class work in advance for any absence that can be anticipated;
2) attend 5th, 6th, 7th, and 8th period before attending practice or participating in a scheduled student activity except in cases of family emergencies or pre-arranged absences;
3) check out of school at the office if leaving school during the school day; and
4) make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:

1) call the appropriate building office to inform the school of the reason for each absence; and
2) submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Bed Bugs

Students found to have bed bugs will be removed from the classroom and inspected by the school nurse. Any bugs found should be removed and collected for identification. If an active bed bug is discovered, the student's parent(s) or guardian(s) will be notified, and prompt, proper treatment will be required. Any other students residing in the same household or otherwise at risk of infection should be inspected as soon as possible after the initial diagnosis.

The student will not be excluded from school the day of the diagnosis unless the student has been diagnosed previously and attempts at treatment have failed. No healthy child should be excluded from or allowed to miss school time because of bed bugs unless efforts to remedy an infestation have been unsuccessful.

If bed bugs are found in a classroom or elsewhere in the building, the school will notify parent(s) and guardian(s) of all students so that the students' clothing and other belongings may be inspected before bringing them into the home. The school will not be closed due to a bed bug presence. If pest management is necessary, it will be provided to affected areas of the school.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Nebraska City Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of $30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Books, Chromebook, and Supplies

Students must take care of Chromebook, books, and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Bulletin Boards

Bulletin boards are maintained throughout the building and online to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A written copy of daily announcements will be posted on the main bulletin board by the offices or online each day.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.

2. All postings must identify the student or the student organization posting or publishing the notice.

3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The District's administrators are authorized to use both of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.
The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or

administrator. Students can use the district's anonymous platform Safe2Help to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Cell Phones and Other Electronic Devices

Nebraska City High School students need to be responsible users of technology. The school firmly believes in protecting instructional time in classrooms and also acknowledges that cell phones/electronic devices can be used as an educational tool; therefore, cell phones should not be seen, heard or used during the time allotted for each of the eight periods throughout the day unless otherwise permitted by the teacher. This applies to anywhere on campus, including classrooms, hallways (during class times), restrooms, main office, media center, etc. during any scheduled instructional period (including TA). Students may have a need to use their phones throughout the day, thus students are permitted to use phones before and after school, during their scheduled lunch and during passing periods. To maintain the expected learning environment in the classroom, students who violate the cell phone policy will be subject to disciplinary actions. The administration supports our teachers' discretion as to when the problem has reached a level warranting administrative intervention.

Students may not use cell phones while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

Students are personally and solely responsible for the security of their cell phones and electronic devices. The school district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Staff will address students who violate this policy and phones may be confiscated. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who repeatedly violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Child Abuse and/or Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Classroom Conduct

Student behavior and attitude in the classroom must lead to academic success. All students must:

1. Listen to Your Teachers.
2. Follow Teachers' Instructions.
3. Accept teaching.
4. Get Along with Your Peers.
5. Have High Energy
6. Respect everyone, including all visitors to Nebraska City
7. Be Prepared for Class.
8. Always display Class and Dignity.
9. Handle Disappointment and Adversity Appropriately.
10. Respect Facilities and Equipment.

Teachers may establish additional classroom conduct rules that students will follow.

Closed Campus

Students may not leave the building without permission from the administration and checking out in the office. Once students are on campus for the day, they must stay on campus until dismissed or otherwise released.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements, and the board encourages patrons and school staff to discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, a complainant should follow the procedures set forth below-

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

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
    a. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
    b. Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

c. Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
d. Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

a. Determine whether the complainant has discussed the matter with the staff member involved.
    1. If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    2. If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
b. Strongly encourage the complainant to reduce his or her concerns to writing.
c. Interview the complainant to determine:
    1. All relevant details of the complaint;
    2. All witnesses and documents which the complainant believes support the complaint;
    3. The action or solution which the complainant seeks.
d. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.

4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
    a. This appeal must be in writing.
    b. This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
    c. The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
    d. Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.

5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
    a. This appeal must be in writing.
    b. This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
    c. This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
    d. The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
    e. There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
    a. Determine whether the complainant has discussed the matter with the superintendent.

1. If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
2. If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b. Strongly encourage the complainant to reduce his or her concerns to writing.
c. Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
d. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

Special Rules Regarding Educational Services and Related Services to Students with Disabilities.
Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district.
Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.
Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.
Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.
Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

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

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

I. Student Expectations in the Use of the Internet

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

B. **Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, ~~but not limited to Aimster or Freenet and the like.~~
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network. Except for school related activities such as scholarship applications, college applications, or other approved activities.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename, or make unusable anyone else's computer files, programs.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not falsify electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
    1. Loss of computer privileges;
    2. Short-term suspension;

3. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
4. Other discipline as school administration and the school board deem appropriate.

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

III. Protection of Students

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

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

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

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
    1. Appropriate interactions with other individuals on social networking websites and in chat rooms.
    2. Cyberbullying awareness and response.

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

IV. Chromebook Handbook

A. Students must follow all rules as outlined in the Chromebook Handbook.

Conferences/ Registration Event

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences during the first semester and a registration event second semester.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Contact Information

Parents must supply the school with their student's address and telephone number as well as information about how to reach a responsible adult during the school day. Parents must promptly inform the school if this contact information changes during the school year.

Copyright and Fair Use

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

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

compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: http://www.loc.gov/teachers/usingprimarysources/copyright.html.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dating Violence

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

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

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

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Mr. Jason Hippen at (402) 873 -6033, jhippen@nebcityps.org or in person at district office. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Mr. Scot Davis at (402) 873 -6641, sdavis@nebcityps.org or in person at district office. . Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Principal Mr. Brian Hoover at 402-873-3360, bhoover@nebcityps.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

Students must come to school dressed in clean, neat and appropriate clothing to conform with educational standards.

Students are prohibited from wearing the following attire:

1) Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2) Clothing that advertises or displays alcohol, tobacco or any illegal substance
3) Caps, hats and bandannas during the school day
4) Bare feet (some type of footwear must be worn)
5) Short-shorts, biker shorts, or cutoffs
6) Hairstyles which distract from the learning process or the health and safety for either the student or others
7) Any clothing that could cause damage to others or school property
8) Clothing that is excessively torn, ripped, or cut
9) Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
10) "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
11) Costumes and/or those clothes intended only for leisure, entertaining or special occasions

12) Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
13) Pants and shorts worn below the waist so as to expose undergarments
14) “Pajama Pants” or pants that drag on the floor
15) Chains hanging or attached to pants or shorts
16) Coats during school hours unless the student has permission from a faculty member
17) Clothing with tears or holes, or a fit, that expose underclothes
18) Extreme makeup, face paint, jewelry, piercings, or hairstyles are not allowed.

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Students will also receive zeros for any class time they miss while correcting the violation. Repeated dress code violations may result in more severe consequences.

Driving and Parking Personal Vehicles

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to insure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.
4. Students must possess a parking pass to park in the north parking lot and students are not to park on 2nd Avenue or in the visitor stalls on the east side of the building.
5. Students parking incorrectly will be given a parking ticket of $5.00 each.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing or selling any drug, alcohol or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school’s activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.
Any student who violates any school policy regarding drug, alcohol and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Emergency Contact Information

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician’s name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

Emergency Operations

Operations teams are in place to: perform threat assessment, provide safety training, and respond in times of crisis.

Threat Assessment: The Emergency Operations team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations.

Safety Training: Provide information and training to students and staff including, but not limited to:

Evacuate and Bus Drills - Evacuate and Bus evacuation drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building or vehicles by the prescribed route as quickly as possible. The teacher in each classroom or vehicle will give the students instructions.

Lockdown Procedures - A lockdown may be called by the building principal or other designee if he or she has reason to believe that the students and staff may be in danger. In such cases, students and staff will remain in a locked classroom. They must move away from windows and doors. Students and staff must remain quiet at all times. In the event of a lockdown, for their safety, students will not be allowed to leave the building. Parents will not be free to pick up their child during the lockdown. The Nebraska City Police Department will be notified of the school lockdown and required to offer assistance.

Secure Procedures – A lockout may be called by the building principal or other designee if he or she has reason to believe that a threat is possible from outside the building. In such cases, all exterior doors will be locked with no one (including parents and staff) being allowed to enter or exit the building. All classes will proceed as normal within the building.

Shelter Drill- The alarm for an adverse weather drill will be an intercom announcement. Students will proceed to the first floor, and then all boys will use the west stairway to the shower area of the boy's locker room. Girls will use the east stairway to the girl's locker room. At all times during the drill, **THERE WILL BE SILENCE** so as to hear approaching danger and to be able to hear instructions. Once in the locker rooms students must remain quiet until the **"ALL CLEAR"** is sounded. A verbal announcement will send students back to classes.

Crisis: Emergency Operation team members will be available to students and staff in the event of a crisis. Information will be communicated to stakeholders through parent email and/or mass phone call/text.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist , which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Food Service Program

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

Breakfast

The school will serve breakfast daily from 7:30 a.m. until 7:55 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives.

Payment for Meals

If a student has no funds available to pay for a meal, the student will still receive a regular meal and the account will be charged accordingly.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

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

Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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

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

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Guidance

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school and/or social concerns, or any question the student may feel they would like to discuss with the counselor. Students are encouraged to make full use of the guidance services.

Group Disturbance and Walk Away You Get To Stay Regulation:

NCHS administration will incorporate the usage of the "Walk Away" strategy to handle group disturbances and situations between various students. Students will be instructed to "Walk Away" from any volatile situation dealing with groups or individuals and get "To Stay" in school or the regular classroom setting. Students that do not "Walk Away" from volatile situations and continue to be incorporated in such occurrences may be suspended as well as being issued a citation by local law enforcement officials.

Head Lice

Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

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

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is the Director of Student Services, who may be contacted at 402-873-6033.

Illness or Injury at school

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital.

Immunizations

All students must furnish to school officials proof of adequate immunizations from mumps, measles, rubella, diphtheria, pertussis, tetanus; polio; varicella and hepatitis B.
A signed medical exemption is accepted when immunization would be injurious to the health and well-being of the student or member of the student's household or family, but the parents/guardian must submit dates of immunization for all other diseases. A signed religious waiver is accepted when immunization conflicts with the student's personal and sincerely followed religious beliefs. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

Provisional Enrollment. Students shall be provisionally enrolled so long as they continue to get the required immunizations as fast as medically possible. Students who are exempted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations or Hazing

Under no circumstances will any type of hazing and/or initiation be tolerated. Hazing is defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically or verbally abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting team members; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulations and sexual assault. Violation of this provision will result in disciplinary action as provided in this handbook.

Lockers and Other School Property

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

Lost and Found

All lost and found articles are to be taken to the main office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)

It shall be the policy of the Nebraska City Public Schools, in the event of a life threatening respiratory emergency to administer medications as directed on the student's Emergency Action Plan. If that plan does not lead to relief of symptoms or there is no plan in place, Epinephrine by EpiPen and albuterol by nebulizer will be administered per standing order which has been reviewed by a physician and mandated by the State Department of Education. Any individual treated for symptoms with epinephrine at school will be transferred to a medical facility by rescue squad at the family's expense.

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. Each student is responsible for any fine which accumulated on a book charged to him/her. If a book is lost and not found by the end of the year, the student must pay for it. Students must also pay for any damage they cause to library books.

Personal Items / Nuisance Items

The school is not responsible for ruined or lost personal equipment. Any items that could potentially disrupt the educational process are not allowed. Students bringing these items will be asked to put them away. If a problem occurs the item may be confiscated and the student or parent will have to claim the item from the principal. If students are noncompliant, they may be assigned disciplinary consequences.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall make a reasonable attempt to inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled are as follows: during the 1st semester. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

Public Displays of Affection

Students may not engage in public displays of affection that is disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term “custodial parent” refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students’ records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent’s request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents’ behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

School Day

Supervision will be provided beginning at 7:45am each school day. Students not involved in activities must be off of school grounds by 4:00pm as there will be no supervision provided after this time.

Sexual Harassment

The school district clearly and unequivocally prohibits sexual harassment of students. Sexual harassment of students is defined as:

> Unwelcome sexual advances, requests for sexual favors and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual’s educational opportunities or creates an intimidating, hostile or offensive learning environment.

Any sexual, physical, verbal, or mental (emotional) harassment/intimidation of any student is prohibited. The disciplinary consequences for harassment will depend on the frequency, duration, severity and effect of the behavior and may result in sanctions up to and including expulsion. Students who feel they have been sexually harassed should immediately inform a teacher or the building principal.

Smoking/Electronic Devices

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Staff Qualifications

Upon request, the school district will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The teacher's baccalaureate degree and major. Parents may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

Upon request, the school district will inform parents whether their child is being provided services by a paraprofessional and, if so, the paraprofessional's qualifications. The request for such information should be made to the appropriate building administrator.

Student Assistance

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fee Policy

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.

2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.

3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

Listing of Fees Charged by this District.

1. **Clothing Required for Specified Courses and Activities**. Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. **Safety Equipment and Attire**. The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. **Personal or Consumable Items**. The district will provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. **Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school. the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

The maximum dollar amount charged by the district for course materials shall be:

Spanish 1 - $2.00
Human Anatomy & Physiology - $5.00 (goggles)
Intro to Industrial Technology - $20.00
Woods 1 & 2 - $10.00
Construction - $10.00
Drafting 1 & 2 - $10.00
Auto - $10.00
Metals 1, 2 & 3 - $10.00
Foods 1, 2 & 3 - $20.00
Textiles 1, 2 & 3- project materials
~~Career and Human Development - $5.00~~
Art 1 - $5.00
Art 2 & 3/4 - $15.00
Sculpture - $15.00
Ceramics - $5.00
Photography - $20.00
Singers (freshman) - $ 14.00 (shirt)
Band - $10.00 instrument repair $20.00 (marching shoes) plus cost of instrument

5. **Extracurricular Activities**. The school district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student activity card $25 (covers admission to all extracurricular events)
- Future/Career Community Leaders (FCCLA). Annual dues not to exceed $50.00, Peer Education Retreat $30.00, State Leadership Conference $250, National Leadership Conference $1,250.00.
- Science Club – Annual dues not to exceed $50.00.
- Cheerleading, Dance team, Flag corps. Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be $800.00.
- Football. Students must provide their own football shoes and undergarments.
- Golf. Students must provide their own golf shoes, undergarments, and clubs.
- Softball and Baseball. Students must provide their own shoes, gloves, and undergarments.
- Track, Volleyball, Wrestling and Basketball. Students must provide their own shoes and undergarments.
- Future Farmers of America – Annual dues not to exceed $50.00, State Leadership Conference $250, National Leadership Conference $1,250.00.

6. **Post-Secondary Education Costs**. Some students enroll in postsecondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

7. **Copies of Student Files or Records**. The school district may charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the student's files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district may charge a fee of $0.10 per page for reproduction of student records.

8. **Participation in Before-School, After-School or Pre-Kindergarten Services**. The district will charge reasonable fees for participation in before-school, after-school or pre-kindergarten services offered by the district pursuant to statute.

9. **Participation in Summer School.** The district will charge reasonable fees for participation in summer school and may charge reasonable fees for correspondence courses. The maximum dollar amount for summer school shall be $150.00 for each semester class.

10. **Charges for Food Consumed by Students**. The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food,

beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-5
  Regular Price $2.10
  Reduced Price $0.30
- Breakfast Program – Grades 6-12
  Regular Price $2.10
  Reduced Price $0.30
- Lunch Program – Grades K-5
  Regular Price $3.00
  Reduced Price $0.40
- Lunch Program – Grades 6-12
  Regular Price $3.25
  Reduced Price $0.40
- Milk (each) $0.50

11. **Charges for Musical Extracurricular Activities.** Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:
    - Band students must provide their own instruments.
    - Swing choir students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be $1000.00.

12. **Contributions for Class Extracurricular Activities.** Students are eligible to participate in a number of extracurricular activities during their years in Junior/ Senior High school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund beginning in seventh grade. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be $10.00 to $50.00 per year.

Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Students are not required to participate in the free or reduced-price lunch program to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal. Application forms are available in each school building office.

Voluntary Contributions to Defray Costs.

When appropriate, the district will request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements, and staff members of the district are directed to communicate that fact clearly to students, parents and patrons.

Student Passes

Students are not to be out of the classroom during class unless it is necessary or an emergency. In the event a student needs to leave the classroom, the student will ask permission of the teacher during an appropriate time in the lesson. If the teacher grants permission for the student to leave, the student will take the classroom pass and remain in possession of the pass the entire time the student is out of the classroom. The student must return in a timely manner to class. Students who leave class excessively will be referred to administration.

Student Records

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children.

The school district has designated the following as directory information:

- Name
- Address
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of the student in pictures, videotape, film or other medium
- Certain class work intended for publication on the Internet
- Classroom assignment and/or Homeroom teacher
- Major field of study
- Telephone number, including student's cell number
- Participation in activities and sports
- Degrees and awards received
- Weight and height of members of athletic teams

* Name of Parent/Guardian

- Most recent previous school attended
- Grade

Directory information about students may also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless parents have notified the school district that they do not want this information disclosed without prior written parental consent.

Parents who ***OBJECT*** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish

to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than October 1st.

Non-Directory Information

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

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

Transfer of Records Upon Student Enrollment

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Schedule Changes

Student will be given three weeks before the end of each semester to change classes for the upcoming semester. After the new semester begins, students who still wish to drop a class will have to bring to school, a signed note from a parent and get permission from the Principal.

After the first week of the semester, students who insist on dropping a class, except for instances of an extended illness, will receive a "0" on their permanent records, and that grade will be averaged into the student's cumulative grade point average. If an extended illness makes it impossible or extremely difficult for a student to successfully complete a class or classes, the student may be allowed to withdraw from a class or classes as (WP)-Withdraw Passing or (WF)-Withdraw Failing. If permission to withdraw as WP or WF is given by the building principal and guidance counselor, the grade(s) will not be averaged into the cumulative grade point average of the student.

Before students are allowed to withdraw from a class as WP or WF, the student, the parents of the student, the guidance counselor, and the building principal must meet and review the circumstances of the situation. All available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as WP or WF is given by the building principal and guidance counselor.

Tardiness
A student who does not have a valid excuse for being tardy to any class may be required to serve detention.

Teacher Assistants
In certain classes, students may apply to be a teacher assistant. The role of the Teacher Assistant (TA) is to assist the teacher with a variety of tasks including: peer tutoring, making copies, helping with attendance, and other tasks as assigned. At no point will the student deal with any confidential material. Teacher Assistants may not leave the building.

In order to participate in the T.A. program the student must comply with the following:

- Be a Junior or Senior at NCHS.
- Have passed all of his or her classes the previous semester.
- Be on track to graduate.

Teacher Responsibilities:

- Teacher must know where the student is at all times.
- Teacher must keep track of the student's grades and remove the student as a T.A. if a student is failing any class at any time.
- Teacher must provide constructive time for the student to assist with the class.
- Have a maximum of two (2) T.A.s over the course of the day.

Parent Responsibilities:

- Be aware that your student is assisting with a class and may be asked to run errands in school.
- Know that your student is giving up his/her study hall to assist with this class.
- Know that your student will be removed from being a T.A. and placed back in a study hall if he or she is failing a class at any time.

Telephone calls
The school's telephone may be used only with permission of staff. Students are not permitted to use cellular telephones during class time without the express permission of a member of the staff.

Transportation Services
The district operates/contracts school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School
Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Bus Regulations
Students who are passengers on school buses must abide by the same rules that apply to classroom conduct. The bus drivers have the same authority as teachers while transporting students. If misconduct is recurring, the student will not be allowed to ride the bus.

1st Infraction- 5 school day suspension from the bus
2nd Infraction- 20 school day suspension from the bus
3rd Infraction- Removal of student from the bus for the remainder of the semester

This includes routes and transportation to and from all activities. The suspensions may be altered by the administration if the misconduct is determined to be more serious in nature.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor which has been signed by that student's parent.

Universal Screening

The District will conduct various screenings (such as the SAEBRS universal screener) throughout the year to identify students with academic, behavioral, or social-emotional concerns. All District screening tools are norm-referenced and research-based. Any parent/guardian who does not consent to the screening of his/her student must notify the Director of Student Services at the beginning of the school year.

Visitors to the building

Visitors (including parents) are to report to the office when entering the building. As a rule students will not be allowed to visit school unless it is cleared through the office of the principal in advance.

Video Surveillance

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

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

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

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

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow or ice. School closings will be announced on local media outlets. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Withdrawal From School

Students who are moving from the district must notify the school office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO

ACADEMIC INFORMATION

Academic Integrity

In the academic community the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism and other forms of dishonest or unethical behavior, is prohibited. In the case of academic dishonesty, the instructor will have an informal conference with the student which could result in: a warning, revision of work, or reduction in grade. In the event a student wishes to appeal the decision of the teacher to the administration, she or he will need to do so, in writing, within 5 calendar days of the decision.

Alternative Education Program

Students deemed at risk, are in need of alternatives to the "traditional education" provided at Nebraska City High School. Below are characteristics of at-risk students whose needs can be met through the Nebraska City Public School Alternative Education Program:

- Students who have dropped out of school
- Students who have exhausted the educational opportunities in Nebraska City High School.
- Students whose individual instructional pacing needs do not fit the traditional means of instructional delivery.
- Students whose educational success is, in part, dependent on non-academic support, i.e. flex scheduling, intensive counseling, childcare, and health counseling.
- Students whose talents significantly exceed their performance.
- Students entering school in the middle of a semester.

When a student meets one or more of these characteristics, the school and/or family will pursue Alternative Education Programming by contacting the NCHS Guidance Counselor for application materials. Admittance into the Alternative Education Program will be based upon: successful completion of application materials, availability, and recommendation of Student Assistant Team at Nebraska City High School.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

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

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

Class Rank

Determining class rank is based on accumulated semester grades for grades 9-12. All classes receiving 2.5 credits or 5 credits per semester are included when figuring class rank.

Community Service

Students at NCHS are required to have 40 clock hours of community service prior to being eligible for graduation. A minimum of 10 hours must be completed by the end of 9th grade year; minimum of 20 hours completed by the end 10th grade year, and a minimum of 30 hours must be completed by the end of 11th grade year. Those not meeting the requirement during the academic year will need to schedule a conference with the administration to determine academic standing. To be certified as community service hours the service must be 1) completed within the Nebraska City Community, 2) an unpaid experience, 3) done outside of the school day. Students must complete the form and turn it into the principal to be awarded credit for their community service experience.

Credit Recovery

A student may be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program. It may be determined by the administration (Director of Student Services and Principal), guidance counselor, and classroom teacher the student will demonstrate a proficient level in the educational program by completing an online program, which assesses standards equal to the curriculum of the in-class educational program. Completion of the online program (i.e. APEX curriculum) will be recorded on the student's transcript and will not factor into the student's G.P.A.

Cumulative Grade Point Average

The cumulative grade point average is used in determining class rank and honor roll and is extremely important to students when they become seniors and begin making applications for jobs and higher education. The method for determining GPA is as follows:

The total number of mark points is divided by the total number of credits attempted and this is their grade point average. As they proceed through their career this accumulates at the end of each semester. **Only semester grades are recorded in the student's records and only semester grades count toward his/her graduation and cumulative grade point average.**

Example:

Student A earns:	Each class worth 5 credits x mark points
3- 1's	15 x 4 = 60
2-2's	10 x 3 = 30
2-3's	10 x 2 = 20

Student would have 110 mark points divided by 35 credits attempted, for a GPA of 3.14
(See grading scale below)

Grading Scale

Percentage	Grade	Mark Points
97 - 100	1+	4.00
93 - 96	1	4.00
89 - 92	2+	3.50
85 - 88	2	3.00

81 - 84	3+	2.50
77 - 80	3	2.00
73 - 76	4+	1.50
70 - 72	4	1.00
Below 70	5	0.00

Graduation Requirements

240 credit hours-

40	Language Arts	30	Math
30	Science	10	Physical Education
35	Social Science	05	Fine Arts
10	School to Career	05	Creative Studies
05	Careers & Human Dev.	70	Electives

+40 clock hours of Community Service (Midterm Graduates must complete this before they check out in January)

STUDENTS WHO DO NOT MEET GRADUATION REQUIREMENTS WILL NOT BE ALLOWED TO PARTICIPATE IN COMMENCEMENT EXERCISES.

To graduate from **NCHS** students should take (and pass) the following courses each year:

Freshmen:
English 1, Communications 1, Earth Science, World Cultures, Math, Physical Education 1

Sophomores:
English 2, Biology, American History, Math, Careers & Human Development

Juniors:
10 hours of English*, American Government and/or Honors American Gov't, Physical Education 2, Science

Seniors:
10 hours of English

****Prior to graduation, students must earn credit for one semester of American Literature and one semester of English Literature.**

Students should have no more than one study hall per day with the exception of seniors who may have two study halls. Work credit classes will be approved by the Marketing Education or SPED instructors. ISU's (Independent Study Units) will be allowed with instructor approval. A student may take only one (1) ISU per semester. Student aides, office aides, library aides, etc. will not receive credit for those hours.

Early Entries

College CLASSES are available through Peru State College and other area colleges. If interested talk to the Guidance Counselor.

Homework

Definition of Homework: includes objective learning tasks, assigned to students by teachers that are meant to be carried out. Students may also complete during non-class hours, most often at home. Homework may be formative or summative in nature depending on the purpose.

I. Purpose

Homework is an important part of our educational program and should be assigned on a regular basis. Homework assignments should be purposeful and continuations (or extensions) of the instructional program and an integral part of the total evaluation. Homework, appropriate to the student's development level, should be given for the purpose of review, practice, reinforcement, inquiry, application, and enrichment. Homework should help students become responsible, self-directed learners.

II. Evaluation

Students are expected to turn in work on time. Since the successful completion of homework assignments will play an important part in the final evaluation of the student, parents and teachers share a mutual responsibility of encouraging completion of assignments. Homework should be considered in reporting a student's progress to parents; however, **homework should not exceed twenty percent (20%) of a student's academic grade for a marking period.**

Actual time required to complete assignments will vary with each student's study habits, academic skill, and selected course load.

III. Responsibilities of Staff

The following procedures should be implemented to ensure homework is appropriately assigned:

- Assign relevant, challenging and meaningful homework that reinforces classroom learning.
- Provide homework assignments that are specific, within the student's ability and have clearly defined expectations.
- Answer and clarify questions pertaining to the completion of all homework assignments.
- Provide specific and timely feedback on homework assignments.
- Communicate with other teachers.
- Involve parents and contact them if a pattern of late or incomplete homework develops
- Teachers will follow the "late" policy followed in the handbook.

IV. "Late" Policy

Homework that is not handed in on time will be accepted through the assessment of the standard being covered in class. A reduction in grade could be assessed due to an assignment not being handed in on time. No opportunities will be provided for make-up work in the event the assignment was not handed prior to the assessment date without teacher permission.

Honor Roll

The Honor Roll consists of the following:

Bronze Honor Roll:	GPA of 3.00 to 3.49 for the quarter
Silver Honor Roll:	GPA of 3.50 to 3.99 for the quarter
Gold Honor Roll:	GPA of 4.00 for the quarter (all 1's)

Students must complete a minimum of 25 credit hours during a semester to be considered for the Honor Roll. Students receiving any grades of 4 or 5 are not eligible for Honor Roll consideration. To be eligible for Honor Roll at NCHS a student must maintain a 3.00 GPA for the quarter.

Incompletes

At the end of the 1st semester, teachers may give an incomplete to a student whose work or make-up hours for the semester is incomplete. However, the student has two calendar weeks from the last day of the semester to complete the work or have time made up. At the completion of two (2) calendar weeks all incompletes must be issued grades. Incompletes at the end of the 2nd semester must be completed within two days after the last day of classes that semester, or before the teacher checks out, unless arrangements are made in advance with the principal. After that time period the incomplete must become a grade.

Mid-Term Graduation Requirements

Students may complete high school in less than four (4) years but the **REQUIREMENTS TO GRADUATE REMAIN THE SAME.** Parent/guardian permission is a requirement. Students wishing to mid-term must inform the school administration or counselor prior to the end of their Junior Year. All graduation requirements must be met prior to mid-term graduation.

Report Cards

Report cards are mailed to the parents at the end of each grading period.

Upper 10%

Upper 10% certificates are awarded to Seniors at Graduation in the spring of each year and are based upon the grades students have earned for seven semesters while at NCHS. Students earning upper 10% recognition will be noted in the Commencement Program. To earn upper 10% students must be enrolled and in good academic standing at Nebraska City High School for seven semesters.

Varsity Academic Letters

Varsity Academic Letters are awarded to students in recognition of outstanding academic excellence. To earn a letter a student must have been on the honor roll for each of the first three quarters of the current school year. Transfer students qualify if they were on the honor roll at their previous school. If that school did not have an honor roll system then NCHS equivalent grades would qualify that student. A student will receive only one chenille academic letter while in high school. Each year a student will receive a silver, or bar and a certificate indicating which honor roll they have qualified for during that given school year.

SECTION THREE

STUDENT DISCIPLINE

Board of Education Discipline Policy:

The Board of Education considers the safety of district students, personnel, and visitors of primary importance. Behavior and attitudes are attributing factors lending to the overall safety within the school. The Board has outlined minimum standards of behavior in a Code of Conduct; this code should be the foundation from which all disciplinary actions are based. To be effective it is imperative that the Code of Conduct be consistently administered on all levels.

The Board of Education may authorize the emergency exclusion, short-term or long-term suspension, expulsion,

or mandatory reassignment of any student from school for conduct prohibited by the Code of Conduct, the board's rules, or standards as established by LB 503 (1976) as amended by LB 1250 (1994) if such action complies with the procedures required by this act.

Further, the Gun Free Schools Act and LB 658 requires the expulsion from school for a period of not less than one year of any student who is determined to have knowingly and intentionally possessed, used, or transmitted a firearm on school grounds, in a school owned vehicle being used for a school purpose, or at a school sponsored activity or athletic event.

Administrative regulations shall be set forth regarding this policy and the Code of Conduct. Each building shall develop action plans to implement and enforce these administrative regulations in a fair and consistent manner. The Superintendent shall report student expulsions or staff removals for cause to the Board President, at his earliest convenience after the discipline has been taken. At the Presidents and/or Superintendent's discretion other board members will be notified.

Code of Conduct...I WILL - Be Safe / Be Respectful / Be Responsible

Treating others with dignity and respect is the responsibility of students, faculty, staff, administrators, board members, parents, and guests involved in or visiting the Nebraska City Public Schools.

General Discipline Philosophy

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

The school district's discipline is guided by the following principles:

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

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

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

Levels of Unacceptable Behavior

LEVEL ONE:

Productive Personal Environment -- Behaviors that occur in the classroom and affect only the learning of the misbehaving student.

Minimum consequence: Teacher making eye contact with student

Maximum consequence: Detention

LEVEL TWO:
Productive Classroom Environment -- Behaviors that occur in the classroom and interfere with the learning of others.
Minimum consequence: Verbal redirection by teacher or recovery room.
Maximum consequence: In-School Suspension

LEVEL THREE:
Orderly Environment -- Behaviors that occur that are not intended to cause physical harm to another individual, are not illegal, but do negatively affect an orderly environment.
Minimum consequences: Verbal redirection by teacher or administrator or recovery room.
Maximum consequences: Short-Term suspension

LEVEL FOUR:
Safe Environment -- Behaviors that are intended to cause another individual physical harm and/or are illegal.
Minimum consequences: One day in-school suspension
Maximum consequences: One year out of school

Forms of School Discipline

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

Recovery Room Behavior Management Process

Students that misbehave in and around school may be sent to the recovery room as a way of managing inappropriate and disruptive behavior. Once at the recovery room, students are expected to fill out a recovery room report and then meet with the staff member involved within two days of the incident. Once a positive student and staff member recovery room conference has been completed, the student may return to class. For each three recovery room referrals accumulated by a student in a semester, a 1-Day ISS will be assigned. Students not reporting to the recovery room when referred or not completing a recovery room conference within the time required will also be assigned a 1 Day ISS. The school administration will make all final decisions as it relates to situations concerning the recovery room process. ***Students will not be permitted to participate in activities until Recovery Rooms are resolved.***

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers. When students are required to stay after school, they will be allowed to telephone parents and advise them of the situation.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- Teacher assigned detentions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room or designated area. A student who fails to attend a detention may face additional disciplinary consequences. A student who has a conflict with an after-school session is responsible for working it out with the teacher.

- Administrative detentions will be assigned as necessary, served in the detention room designated by the building principal.

Saturday School

The building administrator may require a student to attend Saturday School for four hours on Saturday morning. Saturday School is held from 8:00 AM to 12:00 PM in a classroom staffed by teachers. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed from the classroom and will face further disciplinary action.

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students will be required to serve suspension at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Short-Term Suspension

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

1. Conduct constituting grounds for expulsion as hereinafter set forth; or

2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. The student and his/her parent or guardian will be given the opportunity 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.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: to be determined by the building principal.

Long-Term Suspension

The Principal or the Principal's designee may exclude a student from school or any school function for a period of 6 to 19 school days (long-term suspension) based on conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

Expulsion

1. **Meaning of Expulsion.** Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within 10 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 10 school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. **Summer Review**. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion**: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned, the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district; and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The Principal or the Principal's designee shall make the determination whether or not the student's participation and conduct has been satisfactory.

4. **Students Subject to Juvenile or Court Probation**. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to 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.

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

The following conduct constitutes grounds for suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
    a) 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, sex, national origin, or religion;

b) Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
c) Violating school bus rules as set by the school district or district staff;
d) Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;
e) Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
f) Possession of pornography;
g) Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
h) Engaging in hazing as defined by state law and this policy. Hazing is defined as 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 in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the 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, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
i) Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail, or electronic communication to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
j) Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
k) Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

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

1. The violation includes possession of a firearm;
2. The violation results in child abuse;

3. It is a violation of state law that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of state law that endangers the health and welfare of staff or students; or
5. It is a violation of state law that interferes with school purposes.

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

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

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his/her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his/her designee shall serve by registered or certified mail or by personal service to the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
   (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
   (b) The penalties to which the student may be subjected and the penalty which the Principal or his or her designee has recommended in the charge.
   (c) A statement explaining the student's right to a hearing upon request on the specified charges.
   (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
   (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
   (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee, shall automatically go into effect.
6. If a hearing is requested more than 5 school days following the actual receipt of the written notice, but not more than 30 calendar days after actual receipt, the student shall be entitled to a hearing; but the punishment imposed may continue in effect pending final determination.
7. If a request for hearing is not received within 30 calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing, and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain

impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian may have regarding the nature and conduct of the hearing.

2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, the student, and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, the student, and the student's parents, or guardian, except with the consent of all of the parties.
4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian, and the legal counsel of the student shall have the right to examine the records, affidavits, and the statements of any witnesses in the possession of the Nebraska City Public School Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative, or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing. The student may testify in his/her own defense in which case he/she shall be subject to cross-examination. However, a student need not testify; and if he/she chooses not to, no conclusion may be drawn there from. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, the student's parents, or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the

particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.

10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing; and based upon such report and the facts, shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student and the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than 3 members shall, within 10 school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record; and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The Board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of the Board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

SECTION FOUR

Student/Parent Activity Handbook

Extracurricular Activity Philosophy

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the

school's program of education that provides experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge; skill and emotional patterns that they possess, thereby making them better individuals and citizens.

Safety

The District's philosophy is to maintain an activities program that recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Extracurricular Activity Code of Conduct

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

Scope of the Code of Conduct.

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, all school dances, cheerleading, dance team, Lettermen Club, Pep Band, vocal, band, speech and drama, One-Act, FFA, FCCLA, Spanish Club, Art Club, Student Council, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school-sponsored activities such as school dances and royalty for such activities.

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

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

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

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

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in an manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing or dispensing alcohol, tobacco, nicotine, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, electronic cigarettes, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material

represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. (Note: Refer to "Drug and Alcohol Violations" for further information).

8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law, which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
14. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
15. Willfully violating the behavioral expectations for those students riding Anywhere Public School buses or vehicles used for activity purposes.
16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the coach or sponsor will determine the validity of the reason. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

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

Drug and Alcohol Violations.

Meaning of Terms.

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

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

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

(1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol.

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

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

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

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

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

Drugs and Alcohol.

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

1. First Violation: 20% of all scheduled activities.
2. Second or Any Subsequent Offense: 50% of all scheduled activities.
3. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 10% for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
4. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation).
   The program must be administered by a certified alcohol and drug abuse and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to

the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.

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

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

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

When Suspensions Begin. All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

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

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

Self-Reporting. A student who violates the Code of Conduct must self-report. A failure to self-report will lead to a longer suspension or other discipline. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

Determining a Violation Has Occurred. A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Procedures for Extracurricular Discipline. The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
    a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
    b. The suspension may be imposed prior to the meeting if the meeting cannot reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
    a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
    b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
    c. If a hearing is requested:
        i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
        ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.

iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.

5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Attendance

Student participants are expected to meet the following attendance expectations:

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

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

3. On the day of a contest, performance or other activity, be in attendance for periods 5,6,7,&8. A student who is not in attendance these periods is ineligible for the contest, performance, or activity without administrative approval. In addition, attendance is required the day after a contest. If the student is absent, student will not be able to participate in the next event at that level and must sit out all competitions in between.

   Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

   Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

Academic Standards

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

1. Be enrolled in at least 20 credit hours in the semester of participation.

2. Have received credit for 20 hours for the immediate preceding semester.

3. Pass four or more academic classes at the end of the 9-week grading period or be ineligible for the next 9-week period.

4. Academic requirements do not apply to:
   (A) Instructional field trips which are a part of the scheduled course learning experience; or
   (B) Activities or events which are a part of the student's grade requirements.

5. Students must also maintain weekly eligibility. In any reporting period any student failing two subjects will become ineligible to compete immediately. Students will remain ineligible for one week at a time during each reporting period.

6. Any exceptions to the eligibility requirements because of exceptional circumstances will be made only after discussion and mutual agreement by the principal, activities director, sponsor, and the teacher(s) of the classes failed.

"Team Selection" and "Playing Time"

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

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner that reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.

2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

School Dances

A school-sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

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

1. Who Can Attend: Only students of Nebraska City Public Schools and their guests may attend.
   a. Students currently attending Nebraska City High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Nebraska City High School or their own school are generally considered appropriate dates or invited guests.
   b. Persons who are younger than 16 or older than 19 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances. No middle school students will be allowed.
   c. Some school dances may be restricted to students attending specified grades levels at Nebraska City Public Schools.
   d. Students who have been suspended from school or from extracurricular activities may not attend.

e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
f. Rules for dances may restrict students and their guests from leaving dance until the dance ends without written parental permission on a form provided. Generally, once a student leaves the dance he or she will not be permitted to return.
g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.

2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using these or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

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

3. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

Eligibility for Selection as Royalty. Nomination and selection as royalty for school sponsored dances is an honor awarded by students to those of their peers that exemplify the highest standards of integrity and achievement. Students nominated for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the "royalty" for the Homecoming and Prom or any other school sponsored dance or activity shall meet that general standard as determined by the administration and, in addition, meet the following specific academic, activity and conduct standards:]

1. Achievement, Citizenship and Conduct Qualifications:
   a. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
   b. The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
   c. The student must have a cumulative grade average of a 2.5.
   d. The student must not have had excessive violations of school policies and procedures during their high school career.
   e. The student may not, within twelve months of the of the dance, have engaged in criminal violations involving: (i) alcohol, drugs or tobacco; (ii) driving law violation in which the penalty is a loss of four points or more under the point system; (iii) a Class I, II, III, or IIIA or Class W misdemeanor; or (iv) a felony. Criminal violations will be deemed to have occurred where: (a) a student was cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist or (b) a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.

2. Royalty Candidate Eligibility and Selection: The determination of whether a student meets the foregoing conduct and citizenship qualification standards shall be made by a committee appointed by the Principal for each dance at which royalty is to be selected ("Royalty Candidate Eligibility and Selection Committee"). The committee will ordinarily include the Principal, Activity Director and the certificated staff sponsors.

3. Pre-Qualification of and Acceptance by Student: All students nominated for dance royalty shall meet with the Principal. At the meeting the Principal will review the eligibility requirements for the honor of dance royalty. The student will be required to confirm that the student meets all eligibility requirements. The student will be required to confirm his or her acceptance of the nomination for dance royalty and the responsibilities of such an all school honor. The Principal or designee may contact local, county and/or state law enforcement and judicial authorities to confirm a student's eligibility for the honor of being nominated for or awarded dance royalty.

Relationships Between Parents and Coaches/Sponsors

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

Parents' Role in Interscholastic Athletics and
Other Extracurricular Activities

Communicating with your children

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

Communicating with the coach

- Communication you should expect from your child's coach includes:
    - Philosophy of the coach
    - Expectations the coach has for your child
    - Locations and times of all practices and contests
    - Team requirements
    - Procedure should your child be injured
    - Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
    - Concerns expressed directly to the coach
    - Notification of any schedule conflicts well in advance
    - Specific concerns in regard to a coach's philosophy and/or expectations

- Appropriate concerns to discuss with coaches:
    - The treatment of your child, mentally, and physically
    - Ways to help your child improve
    - Concerns about your child's behavior

    - Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.

- Issues not appropriate to discuss with coaches:
    - Playing time
    - Team strategy
    - Play calling
    - Other student-athletes (except for reporting activity code violations)

- Appropriate procedures for discussing concerns with the coaches:
    - Call to set up an appointment with the coach
    - Do not confront a coach before or after a contest or practice ((these can be emotional times for all parties involved and do not promote resolution)

- What should a parent do if the meeting with the coach did not provide satisfactory resolution?
    - Call the athletic director to set up a meeting with the athletic director, coach, and parent present.
    - At this meeting, an appropriate next step can be determined, if necessary.

Good Sportsmanship—Behavior Expectations of Spectators

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

Responsibilities of Spectators Attending
Interscholastic Athletics and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.

2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.

3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.

4. Do not “boo,” stamp feet or make disrespectful remarks toward players or officials.

5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.

6. Know that noisemakers of any kind are not proper for indoor events.

7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.

8. Stay off the playing area at all times.

9. Do not disturb others by throwing material onto the playing area.

10. Show respect for officials, coaches, cheerleaders and student-athletes.

11. Pay attention to the half-time program and do not disturb those who are watching.

12. Respect public property by not damaging the equipment or the facility.

13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.

14. Refrain from the use of alcohol and drugs on the site of the contest.

SECTION FIVE

FORMS - *Must be signed and returned by August 29th.*

PARENT/STUDENT AGREEMENT

I understand that I have access to the Student handbook on Nebraska City Public School's website: http://www.nebcityps.org and that a hard copy is available upon request. I understand the Student Handbook describes the Nebraska City School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Nebraska City Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

STUDENT ACTIVITY RELEASE FORM

This form releases the student to attend and be transported to any school-sponsored activity and/or event for which they are participating. Examples include, but are not limited to, field trips, performances, athletic contests, clubs, etc. It is understood that the student will be allowed to attend and miss regularly scheduled classes as long as they meet the participation guidelines outlined in the student handbook.

I hereby, release my son/daughter to attend and be transported to school sponsored activities.

PHOTOGRAPH AND/OR VIDEO RELEASE

Nebraska City Public Schools may use photographs and/or video and audio recordings of students to promote or explain the activities of the district. Occasionally the local papers will write articles and use photographs, or television stations may feature a school activity or internet project on any NCPS webpage.

I authorize NCPS to release or publish photographs and/or recordings of my child for public display. Photos or videos used will never include full name recognition.

Technology Usage Agreement

The Nebraska City Public School District Acceptable Use Policy found in the student handbook outlines the guidelines for acceptable use of district technology. Violation of the provisions outlined in the policy may result in suspension and/or revocation of technology privileges and/or other disciplinary actions. The student's parent/guardian is responsible for the actions of the students and release the Nebraska City Public Schools from any liability, damages, or harm incurred through inappropriate use.

Your signatures below indicate your willingness to comply with and support the school's efforts to maintain a positive and productive learning environment for all students through the policies approved in the Student Handbook.

_____ _____

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

Parent and Physician Permission
For Administration of Medication by School Personnel

Medication should be scheduled to eliminate the need for giving during school hours whenever possible. It is necessary for school personnel to administer the following medication:

Name of Student_____ Grade_____

Name of Mediation _____

Amount to be given _____

Time(s) to be given _____

Length of Administration _____ number of days _____entire school year

If "entire school year" is checked a physician's signature is required

Reason for Medication _____

Significant Side Effects _____

_____ _____

(Parent/Guardian Signature) (Date) (Physician's Signature) (Date)

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

1. Submit this request to office personnel.
2. Make sure that the medication is brought to school in its original container and/or packaging.
3. Make sure the container in which the drug is dispensed is marked with the student's name, the drug name, dosage, interval dosage, and date after which no administration should be given.
4. Any medications left at school will be destroyed at the end of the school year.
5. Over the counter medications must be labeled for use of the age of your child.
6. Medications will not be administered past the expiration date.
7. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

*All Assistant Principal/Activity references updated to reflect Mr. Matt Thompson
*All Title IX references updated to reflect Mr. Scot Davis at 306 S. 14th St. Nebraska City, NE

Page 5 - Added: There are several forms available on PowerSchool that must be read, signed, and submitted no later than August 26th, 2022. These forms are available for review at the end of this handbook.

Replacing: ~~There are several forms at the end of this handbook that you must read, sign and return no later than August 27th, 2021.~~

Page 6 - Notice of Nondiscrimination updated to reflect language and formatting used in KSB Example. *Spanish paragraph needs updated.*

Page 9- Remove **"Attendance due to illness"** section as all information is stated in the "Attendance" section.

~~**Absences due to illness**~~

~~The school district will contact parents if a student becomes ill at school. Parents must notify the school by 9:00am the day of a student absence due to illness. A student who is absent due to illness has two days for every day of absence to complete missed assignments.~~

Page 9 - Add - Bed Bugs

Students found to have bed bugs will be removed from the classroom and inspected by the school nurse. Any bugs found should be removed and collected for identification. If an active bed bug is discovered, the student's parent(s) or guardian(s) will be notified, and prompt, proper treatment will be required. Any other students residing in the same household or otherwise at risk of infection should be inspected as soon as possible after the initial diagnosis.

The student will not be excluded from school the day of the diagnosis unless the student has been diagnosed previously and attempts at treatment have failed. No healthy child should be excluded from or allowed to miss school time because of bed bugs unless efforts to remedy an infestation have been unsuccessful.

If bed bugs are found in a classroom or elsewhere in the building, the school will notify parent(s) and guardian(s) of all students so that the students' clothing and other belongings may be inspected before bringing them into the home. The school will not be closed due to a bed bug presence. If pest management is necessary, it will be provided to affected areas of the school.

Page 10 - "Chromebook" added to "**Books and Supplies"**.

Page 10- Added: **Reporting Bullying**

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district's anonymous platform Safe2Help to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Page 11 - Added to **"Cell Phone"**

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Page 11 - Updated to reflect KSB Language:

Child Abuse and/or Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or

mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Page 14 - Special Rules Regarding Educational Services and Related Services to Students with Disabilities.
Updated to reflect language as advised by KSB

Page 14 - Removed: ~~but not limited to Aimster or Freenet and the like.~~ As terminology is outdated.

Page 15 - Added to #5 Except for school related activities such as scholarship applications, college applications, or other approved activities. As Jr/Sr. Students can now email outside agencies.

Page 18 - Added/Modified:
Emergency Operations
Nebraska City School Board is committed to providing all students and staff a safe environment. Emergency Operations teams are in place to: perform threat assessment, provide safety training, and respond in times of crisis.

Threat Assessment: The Emergency Operations team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations.

Safety Training: Provide information and training to students and staff including, but not limited to:
Evacuate and Bus Drills - Evacuate and Bus evacuation drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building or vehicles by the prescribed route as quickly as possible. The teacher in each classroom or vehicle will give the students instructions.

Lockdown Procedures - A lockdown may be called by the building principal or other designee if he or she has reason to believe that the students and staff may be in danger. In such cases, students and staff will remain in a locked classroom. They must move away from windows and doors. Students and staff must remain quiet at all times. In the event of a lockdown, for their safety, students will not be allowed to leave the building. Parents will not be free to pick up their child during the lockdown. The Nebraska City Police Department will be notified of the school lockdown and required to offer assistance.

Secure Procedures – A lockout may be called by the building principal or other designee if he or she has reason to believe that a threat is possible from outside the building. In such cases, all exterior doors will be locked with no one (including parents and staff) being allowed to enter or exit the building. All classes will proceed as normal within the building.

Shelter Drill- The alarm for an adverse weather drill will be an intercom announcement. Students will proceed to the first floor, and then all boys will use the west stairway to the shower area of the boy's locker room. Girls will use the east stairway to the girl's locker room. At all times during the drill, **THERE WILL BE SILENCE** so as to hear approaching danger and to be able to hear instructions. Once in the locker rooms students must remain quiet until the **"ALL CLEAR"** is sounded. A verbal announcement will send students back to classes.

Crisis: Emergency Operation team members will be available to students and staff in the event of a crisis. Information will be communicated to stakeholders through parent email and/or mass phone call/text.

Page 21 - Updated to reflect language in Board Policy 5062

Head Lice

Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

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

Page 23 - Added based upon recommendation of KSB

Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

Page 33- Added

Universal Screening

The District will conduct various screenings (such as the SAEBRS universal screener) throughout the year to identify students with academic, behavioral, or social-emotional concerns. All District screening tools are norm-referenced and research-based. Any parent/guardian who does not consent to the screening of his/her student must notify the Director of Student Services at the beginning of the school year.

Nebraska City Public Schools

Middle School

Chromebook Policy & Usage Handbook 2022-2023

The policies, procedures, and information within this document apply to all Chromebooks used at Nebraska City Public Schools by students including any other device considered by the Administration to fall under these policies.

Receiving Your Chromebook

1. Parent/Guardian Orientation
All parents/guardians are required to attend an orientation and sign the Nebraska City Public Schools Chromebook Agreement before a Chromebook can be issued to their student.
2. Distribution
Students in grades 6-8 will receive their Chromebooks the first day of school. Students and parents must sign the NCPS Student Chromebook Receipt prior to receiving their Chromebook.
3. Transfer/New Student Distribution
All transfers/new students will be able to pick up their Chromebook after successful completion of an orientation/training. Both students and their parents/guardians must sign the Nebraska City Public Schools Chromebook Agreement prior to picking up a Chromebook.

Chromebook Check-in

1. End of Day
8th grade students will be able to purchase the annual Protection Plan and will have the opportunity to take the chromebook home. 6th and 7th Grade Students Students will not be able to purchase the Protection Plan and will need to check-out/check-in the chromebook each school day.

2. End of Year
At the end of the school year, students will turn in their Chromebooks and all issued peripherals. Failure to turn in a Chromebook will result in the student being charged the full $240.00 replacement cost. The district may also file a report of stolen property with the Nebraska City Police Department.

3. Transferring/Withdrawing Students
Students who transfer out of or withdraw from the Nebraska City Public Schools must turn in their Chromebooks and cases to the Media Center on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving the Nebraska City Public Schools may be turned over to a collection agency. The district may also file a report of stolen property with the Nebraska City Police Department.

Purchasing Your Chromebook

Upon successful completion of all graduation requirements, students will have the opportunity to purchase their chromebook at a significantly reduced cost. For every year the student has purchased the “Annual Protection Plan”, and the Protection Plan wasn’t used towards repairs, that money will be put towards the cost of the chromebook.

Cost of Chromebook (based upon purchase of Protection Plan every year with no repairs needed during the year) will be:

Paying one year of Protection Plan: $200
Paying two years of Protection Plan: $160
Paying three years of Protection Plan: $110
Paying four years of Protection Plan: $50
Paying five years of Protection Plan:$0

This policy started with the class of 2026

Note: Several factors, including depreciation of chromebook, were taken into consideration when figuring cost to a graduate.

Training

Students will receive regular training during class time to address care and usage of the Chromebook as well as usage of Google Apps (nebcityps.org accounts). Regular Digital Citizenship training will also be provided during school to address respectful, responsible, and ethical use of the internet and digital tools.

Protection Plan

Nebraska City Public Schools recommends that the Protection Plan be purchased prior to the deployment of the Chromebook to your child. The Protection Plan cost is $25.00 annually for each Chromebook. ***Purchasing the Protection Plan will allow the student to take the chromebook home***. Each claim covered by Protection Plan will be assessed an incremental deductible within the current school year. The first claim deductibles are listed in “estimated costs”. If a student withdraws from Nebraska City Public Schools and then re-enrolls later in the current school year, the coverage purchased at the student’s initial registration will be reinstated along with the number of claims made prior to withdrawal.

Annual Protection Plan due at Registration - **$25** (*Please see “Estimated Costs” for Protection Plan and repair information)* ***This is for 8th Grade Students Only.***

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the NCPS Technology Office. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced. Loaners are given at the discretion of NCPS administration.

General Precautions

- No food or drink should be next to your Chromebook while it is in use.

- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, or labels.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Heavy objects should never be placed on top of Chromebooks. This includes but is not limited to textbooks, trappers, etc...

Carrying Chromebooks

- Always transport Chromebooks with care.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, **dry** microfiber cloth or anti-static cloth.

Using Your Chromebook

- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
- District personnel will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to administration for students who have excessive occurrences during the school year.
- The students that obtain a loaner will be responsible for returning the borrowed device to the Nebraska City Middle School Media Center before 3:40 pm.
- If a loaner is not turned in by 3:40 pm, a report will be filed with the and the administrator will work on retrieving the loaner.

Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- The Media Center staff will contact students when their devices are repaired and available to be picked up.

Charging Chromebooks

- Students are responsible for plugging in their Chromebooks in the appropriate storage case at the end of the school day.
- Students will be assigned to a designated charging station and must use that location only.
- Students arriving late to school or leaving prior to the end of the school day must obtain or return their device at the nearest break in the school day. Causing disruptions to class will not be allowed.

Personalizing the Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Nebraska City Public Schools. Spot checks for compliance will be done by administration, classified staff, certified staff or any other district personnel.

Students may add appropriate music, photos, and videos to their Chromebook. Media needed for educational purposes are subject to inspection and must follow the Nebraska City Public Schools acceptable use policy.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Earbuds may be used at the discretion of the teachers. Students are responsible for providing their own earbuds.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Chromebooks **WILL NOT** be setup for printing at school.

Logging into a Chromebook

- Students will log into their Chromebooks using their school-issued Google Apps for Education (@nebcityps.org) account.

- Students should never share their account passwords with others. In the event of a compromised account the Nebraska City Public Schools Technology Department reserves the right to disable your account.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.

No Expectation of Privacy
Device...Network….and accounts

- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district related or personal purposes, other than as specifically provided by law.
- The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the district. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Updates

The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact school personnel, who in turn, will submit a Helpdesk ticket to request the site be unblocked.

Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Software on Chromebooks

Originally Installed Software

- Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and be easily accessible at all times.
- All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is idle or restarted.

Google Apps for Education (nebcityps.org accounts)

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms, Sites, Gmail, Groups, Voice, and Blogger.
- All work is stored within Google Apps.
- All nebcityps.org accounts shall be governed by the same policies whether they are accessed on-site or off-site.

Additional Apps and Extensions

Students are unable to install additional apps and extensions on their Chromebook other than what has been approved by the Nebraska City Public Schools.

Repairing or Replacing Your Chromebook

Tech Support

All Chromebooks in need of repair must be brought to the media center at Nebraska City Middle School as soon as possible.

Vendor Warranty

- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- All repair work must be reported to the Nebraska City Public Schools Technology Helpdesk.

Estimated Costs *(subject to change)*

The use of this device compares to that of the textbook. Fines will be assessed based on the nature of the damage and the cost to repair or replace the device. **Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.**

Estimated cost to repair/replace:
Screen - $60
Keyboard/Top Cover - $50
Charger - $40
Battery - $50
Total Replacement - $240

Chromebook Technical Support

The Nebraska City Middle School media center will be the first point of contact for repair of the Chromebooks. Services provided include:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of replacement Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

Appropriate Uses and Digital Citizenship

School-issued devices should be used for educational purposes and students are to adhere to the Acceptable Use of Technology and all of its corresponding administrative procedures at all times.
If students need to sign up for specific services on their device, they should **ALWAYS** use their nebcityps.org account because this is issued by the school. Students should not use other accounts (Gmail, Yahoo, etc.) when signing up for these services. While working in a

digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:
1. **Be Respectful .** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Be Responsible.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Be Safe and Respectful.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
4. **Be Safe.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Be Responsible.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Be Resourceful.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Nebraska City Public Schools Internet Use, Safety, and Computer Use Policy

Nebraska City Public Schools Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the district network. The administration reserves the right to refuse access to the Internet by Nebraska City Public Schools to anyone when it deems it necessary in the public interest.

Compliance with the Law and Use of Computers / Internet

Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy. Students at Nebraska City Public Schools shall receive instruction in Internet Safety. This curriculum will include material related to appropriate "Access to Internet by Minors",cyber-bullying, and other topics as are relevant in encouraging digital citizenship. A copy of the scope and sequence or other outline of the Digital Citizenship Curriculum may be found in the district Curriculum Office and each school media center.

Access to the Internet by Minors (students under the age of 18) or Adults (over the age of 18)

Minors or adults shall:

1. Not access material that is obscene, pornography, harmful to minors, or otherwise inappropriate for education.
2. Not use Nebraska City Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
3. Not engage in any illegal activities on the Internet.
4. Only use forms of direct electronic communications for the purposes related to education within the context of a Nebraska City Public Schools-related assignment or activity.
5. Not attempt to override or bypass any protection measure that has been put in place by Nebraska City Public Schools to block and/or filter access to Internet Sites that are not in accordance with policies of Nebraska City Public Schools.
6. Minors shall not disclose personal identification information on the Internet.

Policy Violations

Any violation of this policy may result in the loss of access to the Internet by the student/adult involved.
Additional disciplinary action may be determined in accordance with existing policies of the Nebraska City Public Schools, including applicable State and Federal laws.
Students shall be granted permission to access the Internet under the direction of a teacher upon receipt of the signed Acceptable Use Policy Signature form available from your local building administrator or media specialist.

Acceptable Use

- We believe that access to the Internet is an important educational resource for our students.
- We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet.
- We require efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources.
    - As a safety precaution, full names or addresses are not to be revealed online.
    - Computer and network resources have been provided for educational purposes -game-playing and commercial uses are prohibited.
    - Sharing of individual accounts is prohibited.
    - Electronic mail (e-mail) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or 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.
    - Chain letters and inter-relay chat are misuses of the system.
    - Vandalism or "hacking" of any kind is prohibited.
    - The security of the system and the rights of other users are to be respected at all times.

- Students or staff knowingly violating the terms of the agreement will be dealt with according to the discipline policies of the individual school building and Nebraska City Public Schools and/or civil authorities.
    - Such activities may result in termination of their account/access and/or expulsion from school and/or legal prosecution.
- Any problems which arise from the use of an account are the liability or responsibility of the user.
- By using the computers or network system, participants agree to indemnify and hold Nebraska City Public Schools harmless from any claims or damages arising from such use. Nebraska City Public School District makes no warranties for the information or the services provided.

Privacy and Safety

- Do not go into any chat rooms other than those set up and monitored by your teacher.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the media specialist or the Director of Technology, Media Specialist or other staff member if you are in compliance with the law.
- Plagiarism is a violation of the Nebraska City Public Schools code of conduct. 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.

Communication Services (Email, chat, etc)

- Students in need of services for academic reasons will only be allowed access with administrative approval. Access to communication systems will be determined on educational need of service. Approval will be determined by the administration of Nebraska City Public Schools. All academic services are monitored by the Nebraska City Public Schools Technology Department and all correspondence sent or received through this system are archived and subject to filtering of inappropriate content.

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Entering chat rooms during class is strictly prohibited without instructions from the teacher and administration.
- All forms of correspondence is subject to inspection at any time by school administration.

Discipline Consequences

- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Policy Handbook or the Nebraska City Public School's Acceptable Use Policy will result in disciplinary action as outlined by the student code of conduct and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the Nebraska City Public Schools Technology Department to ensure appropriate use. The Nebraska City Public Schools cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.

CHROMEBOOK POLICY & USAGE RECEIPT OF NOTIFICATION AND UNDERSTANDING

The Nebraska City Public Schools Chromebook Policy and Usage Handbook is available on the NCPS website at www.nebcityps.org and is located under the Chromebooks link. The Nebraska City Public Schools Student Acceptable Use Policy (AUP) is on the backside of this document for your review. Your signature on this document states that you have read, understand, and agree to abide by the compliance requirements of Nebraska City Public Schools Policy regarding the use of computers and the Internet in the Nebraska City Public Schools. Your signature also states that you authorize Nebraska City Public Schools to create and utilize "cloud services" accounts that will be under the control of Nebraska City Public Schools, but which reside elsewhere on the Internet. (Certain cloud services require parental permission for students regardless of the level of control over the account granted to NCPS.) Additionally, as part of the 1:1 Chromebook initiative at Nebraska City Public Schools, the Nebraska City Public Schools is recommending the purchase of accidental damage Protection Plan prior to the deployment of the Chromebook to your child. Nebraska City Public Schools will be the sole provider of this Protection Plan. Under this Protection Plan agreement, the Chromebooks are protected against accidental damage or loss due to an act of nature. The Nebraska City Public Schools will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school code of conduct. This Protection Plan policy does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Nebraska City Public Schools will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines.

Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.

Please check one of the following options:

▢ I accept and will abide by the Nebraska City Public Schools Chromebook Policy & Usage Handbook. **Additionally, I would like to purchase the Protection Plan through the Nebraska City Public Schools in the amount of $25. I understand that my student will be able to take the device home. This is only available for 8th grade students who take their CBs home.**

▢ I accept and will abide by the Nebraska City Public Schools Chromebook Policy & Usage Handbook. **I DO NOT wish to purchase Protection Plan through the Nebraska City Public Schools and understand that I am responsible for 100% of all damages. I understand that my student will not be able to take this device home.**

▢ I do not accept the Nebraska City Public Schools Chromebook Policy & Usage Handbook. I understand by not accepting the Chromebook Policy & Usage Handbook no device will be issued to student.

_____

Printed Student Name **Grade**

_____

Student Signature **Date**

_____

Parent/Guardian Signature (REQUIRED) **Date**

Intended Use

The device checked out to me is to be used in support of school related activities. **The device must accompany me at school every day school is in session.** Use of the device checked out by a teacher may include student use, and the device is configured with network connections to allow students to log in with their own accounts. Any software installed on the computer must be licensed by the district. The license agreement of installed “free” software must allow it to be free for educational organizations, not personal use.

I recognize that, as part of my handbook acceptance form, I have already agreed to comply with the school Internet Use and Safety Policy (5400.10) and Electronic Communication Devices Policy (4139.1/5400.13). Incidental personal use (occasional personal email or web surfing) is allowable at times when it does not interfere with school duties. At no time may the computer be used in a political campaign or for profit activity, including checking an email account related to other employment.

Nebraska City Public Schools Technology Student Acceptable Use Policy (AUP)
Nebraska City Public Schools Internet Use, Safety, and Computer Use Policy
Nebraska City Public Schools Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the district network. Administration reserves the right to refuse access to the Internet by Nebraska City Public Schools to anyone when it is deemed
necessary in the public interest.
Compliance with Law and Use of Computers / Internet
Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher’s rights, license agreements, acts of terrorism, assault, threats, and student right of privacy. Access to the Internet by Minors (students under the age of 18) or Adults (over the age of 18) Minors or adults shall:

- Not access material that is obscene, child pornography, harmful to minors, or otherwise inappropriate for education.
- Not use Nebraska City Public Schools technology or Internet resources to engage in hacking or attempts to otherwise
compromise any computer or network system’s security.
- Not engage in any illegal activities on the Internet.
- Only use electronic mail, chat rooms, and other forms of direct electronic communications for the purposes related to education within the context of a Nebraska City Public Schools related assignment or activity.
- Not attempt to override or bypass any protection measure that has been put in place by Nebraska City Public Schools to block and/or filter access to Internet Sites that are not in accordance with policies of Nebraska City Public Schools.

Minors shall not disclose personal identification information on the Internet.

Policy Violations
Any violation of the policy may result in the loss of access to the Internet by the student / adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Nebraska City Public Schools, including applicable State and Federal laws. Students shall be granted permission to access the Internet under the direction of a teacher upon receipt of the signed Acceptable Use Policy Signature Form available from your building administrator or media specialist.

Page 2 - CB Check-In - Update to current practice

Previous: Students who purchase the annual Protection Plan will have the opportunity to take the chromebook home. Students who chose not to purchase the Protection Plan will need to check-out/check-in the chromebook each school day.

Update: *8th grade students will be able to purchase the annual Protection Plan and will have the opportunity to take the chromebook home. 6th and 7th Grade Students Students will not be able to purchase the Protection Plan and will need to check-out/check-in the chromebook each school day.*

Page 3 - Protection Plan -

Added line to include: *This is for 8th Grade Students Only.*

Previously there was some confusion that 6th and 7th graders could purchase coverage. We only offer to students who take CBs home.

Page 3 - Taking Care of Your Chromebook -

Added line to include: *Loaners are given at the discretion of NCPS administration.*

Aligns with current practice and maintains loaners are not required for students.

Page 13 - Chromebook Receipt -

Added line to include: *This is only available for 8th grade students who take their CBs home.*

Previously there was some confusion that 6th and 7th graders could purchase coverage. We only offer to students who take CBs home.

Proposed Changes for the 2022/2023 School Year

Page 3 - Taking Care of Your Chromebook -
Added line to include: *Loaners are given at the discretion of NCPS administration.*

Aligns with current practice and maintains loaners are not required for students.

Nebraska City Public Schools

High School

Chromebook Policy & Usage Handbook 2021-2022

The policies, procedures, and information within this document apply to all Chromebooks used at Nebraska City Public Schools by students including any other device considered by the Administration to fall under these policies.

Receiving Your Chromebook

1. Parent/Guardian Orientation

All parents/guardians are required to attend an orientation and sign the Nebraska City Public Schools Chromebook Agreement before a Chromebook can be issued to their student.

2. Distribution

Students in grades 9-12 will receive their Chromebooks the first day of school. Students and parents must sign the NCPS Student Chromebook Receipt prior to receiving their Chromebook.

3. Transfer/New Student Distribution

All transfers/new students will be able to pick up their Chromebook after successful completion of an orientation/training. Both students and their parents/guardians must sign the Nebraska City Public Schools Chromebook Agreement prior to picking up a Chromebook.

Chromebook Check-in

1. End of Day

Students who purchase the annual Protection Plan will have the opportunity to take the chromebook home. Students who chose not to purchase the Protection Plan will need to check-out/check-in the chromebook each school day.

2. End of Year

At the end of the school year, students will turn in their Chromebooks and all issued peripherals. Failure to turn in a Chromebook will result in the student being charged the full $240.00 replacement cost. The district may also file a report of stolen property with the Nebraska City Police Department.

3. Transferring/Withdrawing Students

Students who transfer out of or withdraw from the Nebraska City Public Schools must turn in their Chromebooks and cases to the Media Center on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving the Nebraska City Public Schools may be turned over to a collection agency. The district may also file a report of stolen property with the Nebraska City Police Department.

Purchasing Your Chromebook

Upon successful completion of all graduation requirements, students will have the opportunity to purchase their chromebook at a significantly reduced cost. For every year the student has purchased the "Annual Protection Plan", and the Protection Plan wasn't used towards repairs, that money will be put towards the cost of the chromebook.

Cost of Chromebook (based upon purchase of Protection Plan every year with no repairs needed during the year) will be:
Policy for all classes through Class of 2025
Paying one year of insurance: $175
Paying two years of insurance: $115
Paying three years of insurance: $55
Paying four years of insurance: $0

This policy starts with Class of 2026
Paying one year of Protection Plan: $ 200
Paying two years of Protection Plan: $ 175
Paying three years of Protection Plan: $115
Paying four years of Protection Plan: $55
Paying five years of Protection Plan: $0

Note: Several factors, including depreciation of chromebook, were taken into consideration when figuring cost to a graduate.

Training

Students will receive regular training during class time to address care and usage of the Chromebook as well as usage of Google Apps (nebcityps.org accounts). Regular Digital Citizenship training will also be provided during school to address respectful, responsible, and ethical use of the internet and digital tools.

Protection Plan

Nebraska City Public Schools recommends that the Protection Plan be purchased prior to the deployment of the Chromebook to your child. The Protection Plan cost is $25.00 annually for each Chromebook. ***Purchasing the Protection Plan will allow the student to take the chromebook home***. Each claim covered by Protection Plan will be assessed an incremental deductible within the current school year. The first claim deductibles are listed in "estimated costs". If a student withdraws from Nebraska City Public Schools and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal.

Annual Protection Plan due at Registration - $25 (*Please see "Estimated Costs" for Protection Plan and repair information)*

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the NCPS Technology Office. If a loaner Chromebook is needed, one will be issued, *at the discretion of the administration,* to the student until their Chromebook can be repaired or replaced.

General Precautions

- No food or drink should be next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, or labels.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Heavy objects should never be placed on top of Chromebooks. This includes but is not limited to textbooks, trappers, etc...

Carrying Chromebooks

- Always transport Chromebooks with care.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, **dry** microfiber cloth or anti-static cloth.

Using Your Chromebook

- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.

- District personnel will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to administration for students who have excessive occurrences during the school year.
- The students that obtain a loaner will be responsible for returning the borrowed device to the Nebraska City High School Media Center before 3:40 pm.
- If a loaner is not turned in by 3:40 pm, a report will be filed with the and the administrator will work on retrieving the loaner.

Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- The Media Center staff will contact students when their devices are repaired and available to be picked up.

Charging Chromebooks

- Students are responsible for plugging in their Chromebooks in the appropriate storage case at the end of the school day.
- Students will be assigned to a designated charging station and must use that location only.
- Students arriving late to school or leaving prior to the end of the school day must obtain or return their device at the nearest break in the school day. Causing disruptions to class will not be allowed.

Personalizing the Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Nebraska City Public Schools. Spot checks for compliance will be done by administration, classified staff, certified staff or any other district personnel.

Students may add appropriate music, photos, and videos to their Chromebook. Media needed for educational purposes are subject to inspection and must follow the Nebraska City Public Schools acceptable use policy.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Earbuds may be used at the discretion of the teachers. Students are responsible for providing their own earbuds.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Chromebooks **WILL NOT** be setup for printing at school.

Logging into a Chromebook

- Students will log into their Chromebooks using their school-issued Google Apps for Education (@nebcityps.org) account.
- Students should never share their account passwords with others. In the event of a compromised account the Nebraska City Public Schools Technology Department reserves the right to disable your account.

Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.

No Expectation of Privacy
Device...Network….and accounts

- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district related or personal purposes, other than as specifically provided by law.
- The district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the district. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Updates

The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact school personnel, who in turn, will submit a Helpdesk ticket to request the site be unblocked.

Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Software on Chromebooks

Originally Installed Software

- Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and be easily accessible at all times.
- All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is idle or restarted.

Google Apps for Education (nebcityps.org accounts)

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms, Sites, Gmail, Groups, Voice, and Blogger.
- All work is stored within Google Apps.
- All nebcityps.org accounts shall be governed by the same policies whether they are accessed on-site or off-site.

Additional Apps and Extensions

Students are unable to install additional apps and extensions on their Chromebook other than what has been approved by the Nebraska City Public Schools.

Repairing or Replacing Your Chromebook

Tech Support

All Chromebooks in need of repair must be brought to the media center at Nebraska City High School as soon as possible.

Vendor Warranty

- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- All repair work must be reported to the Nebraska City Public Schools Technology Helpdesk.

Estimated Costs *(subject to change)*

The use of this device compares to that of a textbook. Fines will be assessed based on the nature of the damage and the cost to repair or replace the device. **Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.**

Estimated cost to repair/replace:
Screen - $60
Keyboard/Top Cover - $50
Charger - $40
Battery - $50
Total Replacement - $240

Chromebook Technical Support

The Nebraska City High School media center will be the first point of contact for repair of the Chromebooks. Services provided include:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of replacement Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default

- System software updates

Appropriate Uses and Digital Citizenship

School-issued devices should be used for educational purposes and students are to adhere to the Acceptable Use of Technology and all of its corresponding administrative procedures at all times.
If students need to sign up for specific services on their device, they should **ALWAYS** use their nebcityps.org account because this is issued by the school. Students should not use other accounts (Gmail, Yahoo, etc.) when signing up for these services. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:
1. **Be Respectful .** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Be Responsible.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Be Safe and Respectful.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
4. **Be Safe.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Be Responsible.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all uses of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Be Resourceful.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Nebraska City Public Schools Internet Use, Safety, and Computer Use Policy

Nebraska City Public Schools Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the district network. The administration reserves the right to refuse access to the Internet by Nebraska City Public Schools to anyone when it deems it necessary in the public interest.

Compliance with the Law and Use of Computers / Internet

Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy. Students at Nebraska City Public Schools shall receive instruction in Internet Safety. This curriculum

will include material related to appropriate “Access to Internet by Minors”,cyber-bullying, and other topics that are relevant in encouraging digital citizenship. A copy of the scope and sequence or other outline of the Digital Citizenship Curriculum may be found in the district Curriculum Office and each school media center.

Access to the Internet by Minors (students under the age of 18) or Adults (over the age of 18)

Minors or adults shall:
1. Not access material that is obscene, pornography, harmful to minors, or otherwise inappropriate for education.
2. Not use Nebraska City Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system’s security.
3. Not engage in any illegal activities on the Internet.
4. Only use forms of direct electronic communications for the purposes related to education within the context of a Nebraska City Public Schools-related assignment or activity.
5. Not attempt to override or bypass any protection measure that has been put in place by Nebraska City Public Schools to block and/or filter access to Internet Sites that are not in accordance with policies of Nebraska City Public Schools.
6. Minors shall not disclose personal identification information on the Internet.

Policy Violations

Any violation of this policy may result in the loss of access to the Internet by the student/adult involved.
Additional disciplinary action may be determined in accordance with existing policies of the Nebraska City Public Schools, including applicable State and Federal laws.
Students shall be granted permission to access the Internet under the direction of a teacher upon receipt of the signed Acceptable Use Policy Signature form available from your local building administrator or media specialist.

Acceptable Use

- We believe that access to the Internet is an important educational resource for our students.
- We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet.
- We require efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources.
    - As a safety precaution, full names or addresses are not to be revealed online.
    - Computer and network resources have been provided for educational purposes -game-playing and commercial uses are prohibited.
    - Sharing of individual accounts is prohibited.
    - Electronic mail (e-mail) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or

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.
    - Chain letters and inter-relay chat are misuses of the system.
    - Vandalism or "hacking" of any kind is prohibited.
    - The security of the system and the rights of other users are to be respected at all times.
- Students or staff knowingly violating the terms of the agreement will be dealt with according to the discipline policies of the individual school building and Nebraska City Public Schools and/or civil authorities.
    - Such activities may result in termination of their account/access and/or expulsion from school and/or legal prosecution.
- Any problems which arise from the use of an account are the liability or responsibility of the user.
- By using the computers or network system, participants agree to indemnify and hold Nebraska City Public Schools harmless from any claims or damages arising from such use. Nebraska City Public School District makes no warranties for the information or the services provided.

Privacy and Safety

- Do not go into any chat rooms other than those set up and monitored by your teacher.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the media specialist or the Director of Technology, Media Specialist or other staff member if you are in compliance with the law.
- Plagiarism is a violation of the Nebraska City Public Schools code of conduct. 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.

Communication Services (Email, chat, etc)

- Students in need of services for academic reasons will only be allowed access with administrative approval. Access to communication systems will be determined on educational need of service. Approval will be determined by the administration of Nebraska City Public Schools. All academic services are monitored by the Nebraska City Public Schools Technology Department and all correspondence sent or received through this system are archived and subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Entering chat rooms during class is strictly prohibited without instructions from the teacher and administration.
- All forms of correspondence are subject to inspection at any time by school administration.

Discipline Consequences

- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Policy Handbook or the Nebraska City Public School's Acceptable Use Policy will result in disciplinary action as outlined by the student code of conduct and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the Nebraska City Public Schools Technology Department to ensure appropriate use. The Nebraska City Public Schools cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.

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Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.

Please check one of the following options:

▢ I accept and will abide by the Nebraska City Public Schools Chromebook Policy & Usage Handbook. **Additionally, I would like to purchase the Protection Plan through the Nebraska City Public Schools in the amount of $25. I understand that my student will be able to take the device home.**

▢ I accept and will abide by the Nebraska City Public Schools Chromebook Policy & Usage Handbook. **I DO NOT wish to purchase Protection Plan through the Nebraska City Public Schools and understand that I am responsible for 100% of all damages. I understand that my student will not be able to take this device home.**

▢ I do not accept the Nebraska City Public Schools Chromebook Policy & Usage Handbook. I understand by not accepting the Chromebook Policy & Usage Handbook no device will be issued to student.

_____

Printed Student Name **Grade**

_____

Student Signature **Date**

_____

Parent/Guardian Signature (REQUIRED) **Date**

Intended Use

The device checked out to me is to be used in support of school related activities. **The device must accompany me at school every day school is in session.** Use of the device checked out by a teacher may include student use, and the device is configured with network connections to allow students to log in with their own accounts. Any software installed on the computer must be licensed by the district. The license agreement of installed "free" software must allow it to be free for educational organizations, not personal use.

I recognize that, as part of my handbook acceptance form, I have already agreed to comply with the school Internet Use and Safety Policy (5400.10) and Electronic Communication Devices Policy (4139.1/5400.13). Incidental personal use (occasional personal email or web surfing) is allowable at times when it does not interfere with school duties. At no time may the computer be used in a political campaign or for profit activity, including checking an email account related to other employment.

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Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy. Access to the Internet by Minors (students under the age of 18) or Adults (over the age of 18) Minors or adults shall:

- Not access material that is obscene, child pornography, harmful to minors, or otherwise inappropriate for education.
- Not use Nebraska City Public Schools technology or Internet resources to engage in hacking or attempts to otherwise
compromise any computer or network system's security.
- Not engage in any illegal activities on the Internet.
- Only use electronic mail, chat rooms, and other forms of direct electronic communications for the purposes related to education within the context of a Nebraska City Public Schools related assignment or activity.
- Not attempt to override or bypass any protection measure that has been put in place by Nebraska City Public Schools to block and/or filter access to Internet Sites that are not in accordance with policies of Nebraska City Public Schools.

Minors shall not disclose personal identification information on the Internet.

Policy Violations

Any violation of the policy may result in the loss of access to the Internet by the student / adult involved. Additional disciplinary action may be determined in accordance with existing policies of the Nebraska City Public Schools, including applicable State and Federal laws. Students shall be granted permission to access the Internet under the direction of a teacher upon receipt of the signed Acceptable Use Policy Signature Form available from your building administrator or media specialist.

PREMIUM SUMMARY

Thomas M Farrell
Miller Farrell Insurance Agency

Property - Building and Contents	**$101,477**
Options:	
Building Ordinance	$ Included
Debris Removal	$ 25% plus 250,000
Extra Expense	$ 2,000,000
Demolition Cost	$ Included as part of Ordinance or Law
Earthquake & Flood	$ 150,000 limit on each
$500 Deductible	$Not Offered
Inland Marine	**$ 5,203**
Commercial General Liability	**$ 11,180**
Automobile	**$ 12,395**
Option:	
$ 50,000 Uninsured and Underinsured	$ Not Quoted
Umbrella	**$ 6,530**
Boiler & Machinery	**$ 5,092**
Workers' Compensation	**$ 62,315**
Cyber	**$ 444**
Options:	
Limit $ 1,000,000	$ 2,781 (aggregate with sub-limits)
Crime	**$ 967**
Bond	**$ 179**
School Board Legal Liability	**$ 9,174**
TOTAL	**$ 214,956**
Terrorism Premiums Included in quotes	**$1,961**

EMC provides package quote A rated by Best
Reinsurer Employers Re A+ rated
Accident Fund provides Workers Compensation Coverage. Best rating A
RAS renewal offer was $89,749 on the Work Comp.
Property- EMC will require blanket to be increased to 84,873,415 if they obtain the bid to account for construction cost increases. Premium increase would be $6,396.
There was notation made under the GL, E&O, and Excess about Sexual Abuse and molestation. EMC provides an abuse or molestation endorsement to the general liability, which is covered by the excess policy. The same applies for the board errors and omissions policy for employee related matters. It's important to understand how coverage would apply. The errors and omissions excludes bodily injury therefore this section would not respond to alleged sexual abuse that was bodily injury. That falls on the GL. The E&O includes employment practices liability which responds to sexual harassment claims to an employee. It is quite broad and even covers vendors who would allegedly harass and employee.

Cancellation and renewal requirements from the Company
10 Day nonpayment of premium
30 day for change in exposure
60 day non renewal

Cancellation and renewal requirements from the Insured
At any time.

Process of claims payment if company is insolvent
State of Nebraska Guarantee Fund

Accessibility Exposure
None

Errors & Omissions Coverage for Agency
Swiss Re- 5,000,000 limit

Agency Services- Included

Recommendations- I believe it would be important to have a thorough comparison of exclusions and limitations done for all bidders. I would be willing to do so if I can get all the policy forms. Focus would be on general liability, auto, errors and omissions, and excess liability. I would create a spreadsheet for the board's review. There may be coverage differences that the board would want to consider. There was a claim paid several years ago for defense by EMC. The total was over $212,000. Other companies don't pay defense for this type of claim. The board needs to be comfortable with risk sharing versus risk transfer, and the differences between the two.

Cyber liability- EMC offered several optional quotes. I have presented the lowest and highest quotes. There are other more comprehensive options available to the district that give higher limits for things like extortion and or ransom wear. I can pursue other quotes if the board is interested in higher sub-limits than those offered by EMC.

Please note several flyers offering information for online training of staff called Vector Solutions, loss control, and additional information on EMC's leadership in writing schools.

count on EMC INSURANCE

EMC Offers Online Training

EMC wants to make it easy and convenient for your staff to receive the training they need. That's why we've partnered with Vector Solutions™, the leader in web-based training for K-12 academic institutions, to make their training available to you.

HOW MUCH DOES IT COST?

Access to Vector Solution's full library of K-12 training programs is available at no cost to all EMC policyholders.

WHAT KIND OF TRAINING IS AVAILABLE?

Vector Training includes over 300 online school-focused courses written by leading safety authorities. Topics include bullying prevention, sexual misconduct, youth suicide, food safety, slips and falls, school security, transportation safety and more. You'll also find courses, such as bloodborne pathogens, to meet your annual training requirements.

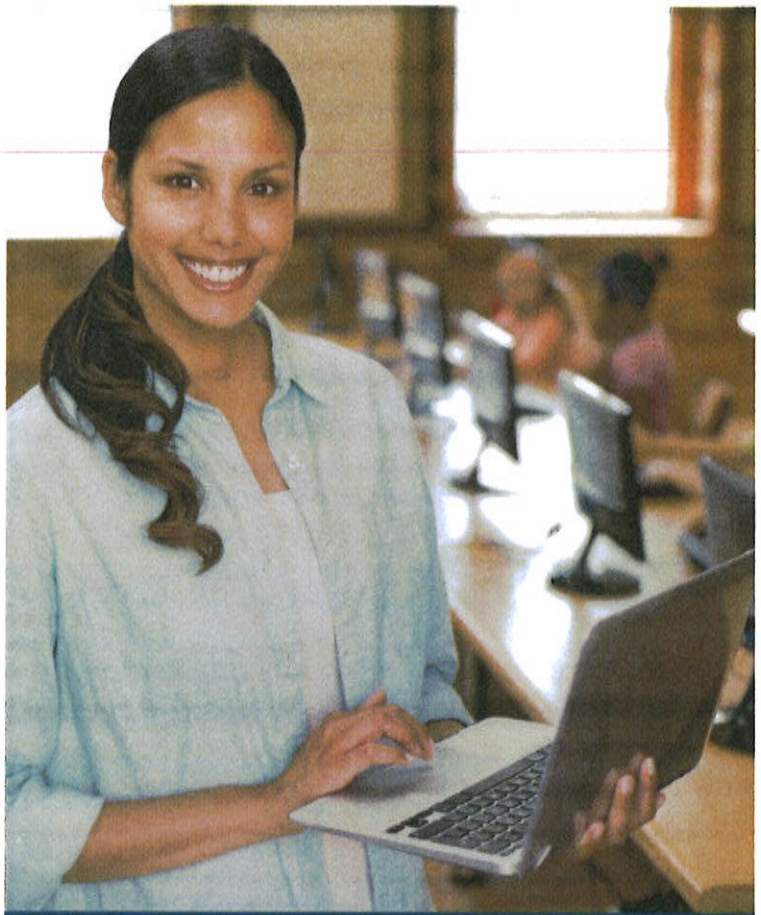
HOW CAN I MANAGE MY STAFF'S TRAINING?

The Vector Training system allows you to make training assignments, check to see who's completed courses and even send automated reminder emails to those who haven't completed assigned training. Your staff can access training around the clock, and from any computer with internet access.

HOW DO I GET STARTED?

First, decide who will be designated as the primary administrator for your organization. Then contact Vector Training at 800-434-0154 or email support.education@vectorsolutions.com. A dedicated account manager will walk you through the sign-up process and get your new training program off to a great start.

VectorSolutions™
Vector Training, K-12 Edition



- **100%** school-focused training
- **300** online courses
- **24/7** staff access
- **FREE** to EMC policyholders

▶ FLIP FOR MORE

"Vector K-12 Training has simplified my professional life!"

Karen Dieringer, Payroll Secretary for
Port Washington School District, Wisconsin

"Our school district uses Vector Training to train our staff on bloodborne pathogens and hazardous materials. Before using Vector Training, our employees would have to come into our district office, meet with me, watch two videos and then fill out paperwork to document their training. Now I can just email our staff the links to the SafeSchools training, and they can watch it when and where it works best for them."

"There's not as much disruption to my daily routine, and I don't have to file so much paperwork because the Vector Training system tracks training completions and even sends reminders to employees who haven't finished their training. That's also helped with compliance."

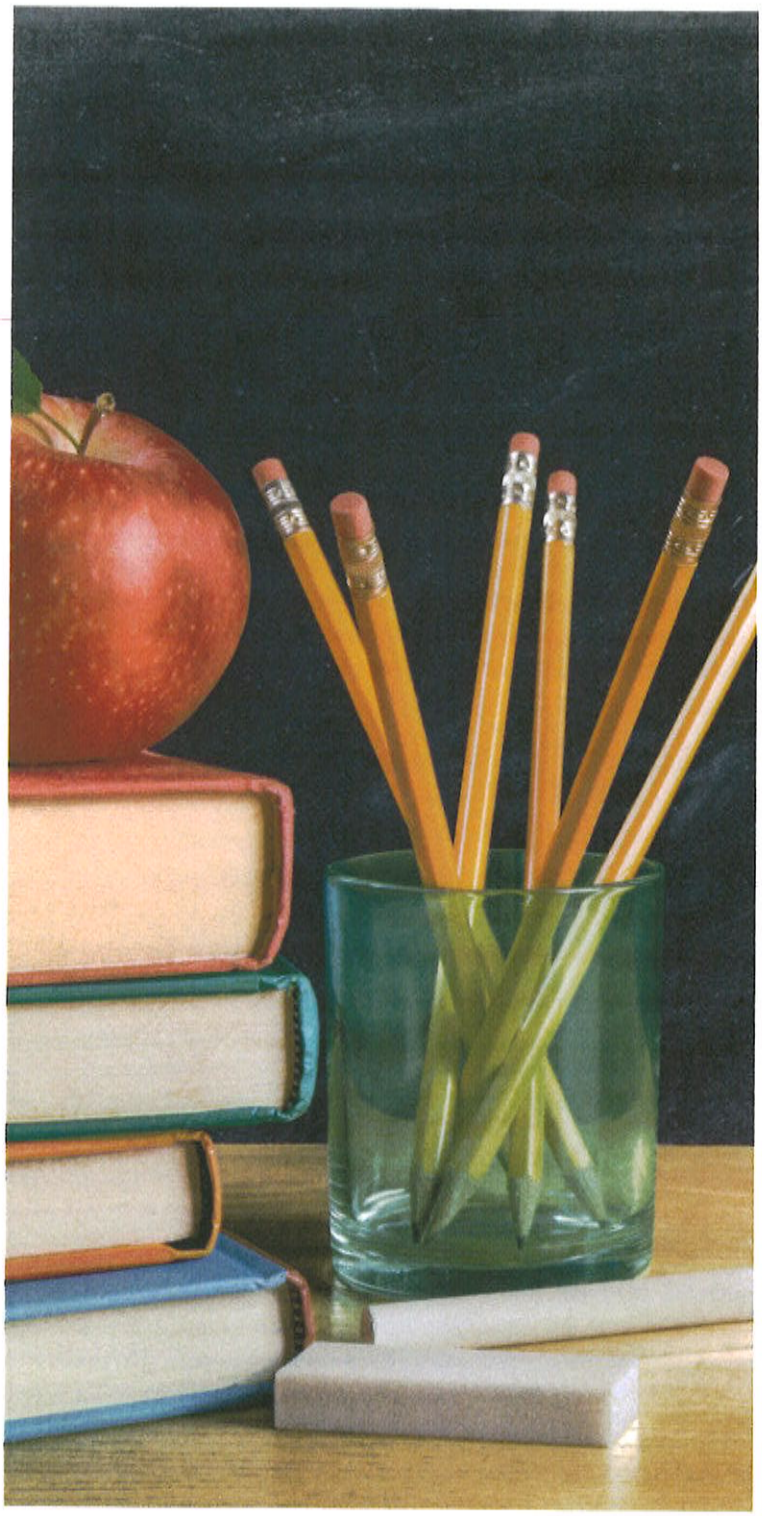
"It's simplified my professional life because it gives responsibility for training to our employees."

"Our staff members like it too because it's easy to follow and it's convenient since they can watch it from home or anywhere they choose."

"We've received some good feedback from our employees after switching to this system."

"Good, easy to follow along with.
Made it entertaining."

"This is an excellent change in training sources. I really enjoyed doing this at home rather than sitting at the school PC or school district laptop."



emcins.com | vectorsolutions.com

EMC INSURANCE

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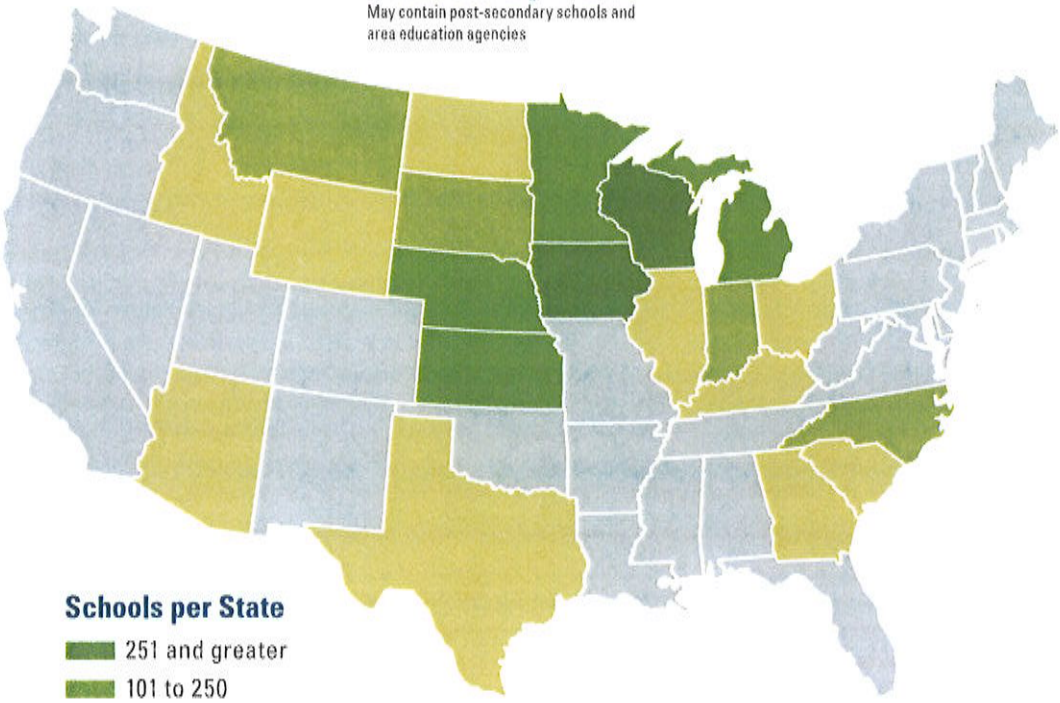
count on EMC INSURANCE

Smart Protection for Schools

EMC has been protecting schools across the country since 1974, covering public, private and charter K-12 schools, as well as community colleges. Overall, EMC insures more than 1,600 schools with over $165,000,000 in written premiums.

Schools by State

May contain post-secondary schools and area education agencies



State
Arizona
Georgia
Idaho
Illinois
Indiana
Iowa
Kansas
Kentucky
Michigan
Minnesota
Montana
Nebraska
North Carolina
North Dakota
Ohio
South Carolina
South Dakota
Texas
Wisconsin
Wyoming
20 States

Our policy forms were designed with the specific needs of schools in mind. Our underwriters, claims personnel and loss control representatives are experts in school insurance and operate through an EMC branch office near you, giving policyholders the local attention they deserve.

Policyholders also get the added value of school-specific loss control services, medical management services, claims and risk analysis, online training courses for staff and more—all at no additional cost. Some of these services cost schools thousands of dollars when outside consultants are hired.

EMC Insurance Companies
717 Mulberry Street
Des Moines, IA 50309

800-447-2295 • 515-280-2511
www.emcins.com

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School Property

Coverage Extension CP7123

count on EMC INSURANCE

EMC's Commercial Property School Extension is available for use on most school policies.

Property Coverage	Extension CP7123
Accounts Receivable	$250,000
Agreed Value	Available upon request
Appurtenant Buildings and Structures	$100,000
Arson Reward Payment	$25,000
Blanket Coverage for Buildings and Business Personal Property	Available upon request
Business Income and Extra Expense	$2,000,000
Changes or Extremes in Temperature or Humidity	$15,000
Combined Deductible	Single deductible if inland marine and auto physical damage coverage is written by EMC
Cost of Taking Inventory Expense	$50,000
Debris Removal	25% plus $250,000
Electronic Data	$100,000
Equipment Breakdown	Available upon request
Expediting Expenses	$50,000
Fine Arts	$100,000
Fire Department Service Charge	$50,000
Fire Extinguisher Systems Expense	Actual cost incurred
Foundations of Buildings and Pilings	$1,000,000
Legal Liability (includes personal property)	$250,000
Lock Replacement and Rekeying	$25,000
Money and Securities	$10,000
Newly Acquired: Buildings Business income Business personal property Period of coverage	 $2,000,000 $500,000 $2,000,000 Up to 120 days
Nonowned Detached Trailers	$15,000
Ordinance or Law	Included
Outdoor Property	$500,000/$1,000 any one tree, shrub or plant
Personal Effects and Property of Others	$100,000; replacement cost on personal property of others
Pollutant Cleanup and Removal	$100,000
Premises Boundary Definition	1,000 ft
Preservation of Property	Included up to 90 days

See reverse for more coverage details.

Property Coverage	Extension CP7123
Property: Off premises and in transit	Available upon request
Spoilage (perishable stock)	$50,000
Synthetic Athletic Tracks or Surfaces*	Included
Underground Fiber Optic Cable*	Included; $2,500 deductible applies
Underground Pipes*	Included
Unreported Buildings and Structures	$50,000 (option to increase)
Utility Services: Direct damage (includes overhead transmission lines) and time element	$100,000
Valuable Papers and Records	$500,000 (includes cost of research)
Water Backup and Sump Overflow/Discharge From Sewer, Drain or Sump	$100,000

*Denotes coverage subject to policy limits.

Disclaimer: The information on these two pages is only a summary of coverage and is subject to policy conditions, limitations and exclusions that may vary from state to state. Refer to the issued policy for specific details regarding coverages, conditions and exclusions. In the event of a conflict between the terms contained herein and the policy, the policy terms and conditions will prevail.

Count on EMC®

EMC Insurance Companies is in the top 50 property and casualty organizations in the United States and is one of the largest in Iowa, based on net written premium. EMC is rated A (Excellent) by AM Best, the premier insurance credit rating organization that rates a company's ability to meet its obligations to policyholders.**

Organized in 1911 to write workers' compensation protection in Iowa, EMC Insurance Companies now offers property and casualty insurance products and services throughout the United States and writes reinsurance contracts worldwide. With more than 100 years of experience, customers know they can *Count on EMC*—and you can too.

EMC Insurance Companies
717 Mulberry Street
Des Moines, IA 50309
800-447-2295 • 515-280-2511

www.emcins.com

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EMC INSURANCE

**For the latest rating, visit ambest.com

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count on EMC INSURANCE

Smart Protection

for Nebraska Schools

COUNT ON EMC®

Why Choose EMC to Insure Your School?

You can *Count on EMC*® to give your school everything it needs in an insurance company — solid experience, dependable stability, local expertise and valuable services to save you time and money. We provide comprehensive coverages and tailored loss control services to protect your school, your students, your staff and the public. In the event of a loss, our knowledgeable claims professionals will be there to provide attentive, personalized claims handling. We also give you the added convenience of online services such as claim reporting, claim analysis and safety training courses. It all adds up to one smart choice for school insurance.

Solid Experience

EMC has been insuring schools since 1974, giving us the dependable experience our policyholders count on. We insure more than 1,300 school districts countrywide. This experience is why we're a solid choice when it comes to meeting the special needs of schools, from coverages to claims to loss control.

Stable Presence

We don't jump in and out of the school insurance market because we know it's better business to weather the ups and downs. This long-range view gives us a stable presence in Nebraska and gives you the opportunity to work with an insurance company you know and trust. It also proves that you can depend on us to be there as a committed insurance provider.

Local, Specialized Expertise

Our underwriters, claims personnel and loss control representatives are experts in school insurance and operate through our Omaha Branch, giving you the local attention you deserve. We provide on-site, face-to-face loss control services for our school policyholders and establish one point of contact so you can get to know your representative on a first-name basis.

Why EMC?

Our customers *Count on EMC*® for their insurance needs, and you can too. We are:

- Strategically located across the country, offering property and casualty insurance in more than 40 states through 16 branch offices
- One of the top 50 property and casualty organizations in the country, based on net written premium
- Rated A (Excellent) by AM Best, an insurance credit rating organization*
- Financially stable with more than 100 years of commercial insurance experience

Learn more about EMC Insurance Companies on the back page and at emcins.com.

More Services

We provide our policyholders with more than just great coverages. You get the added value of school-specific loss control services, medical management services, claims and risk analysis, online training courses for your staff and more—all at no extra cost. Most insurance companies can't come close to matching EMC's selection of services; some of which cost school districts thousands of dollars when outside consultants are hired.

*For the latest rating, visit ambest.com.

Comprehensive, Flexible Coverages Tailored to Your School's Needs

Our school policy forms were designed with the specific needs of schools in mind. We offer broad coverages and provide unique, expanded protections within standard policies that many insurance companies don't include. We also allow higher policy sublimits than many other insurance carriers. Talk to your local insurance agent to find out more about what sets our coverages apart from the rest.

Property

Included

- Accounts receivable
- Appurtenant buildings and structures
- Arson reward
- Business income and extra expense
- Changes or extremes in temperature or humidity
- Combined deductible if inland marine or auto physical damage is insured with EMC
- Cost of taking inventory
- Debris removal
- Electronic data cost to replace or restore
- Fences and signs within 1,000 ft of premises
- Fine arts
- Fire department service charge
- Fire extinguisher: Recharge
- Foundations of buildings and pilings
- Legal liability, including personal property
- Lock replacement and rekeying
- Money and securities
- Newly acquired buildings, personal property and business income
- Nonowned detached trailers on premises
- Ordinance or law
- Outdoor property
- Personal effects and personal property of others
- Personal property within 1,000 ft of premises
- Pollutant cleanup and removal
- Preservation of property
- Replacement cost coverage on personal property of others
- Sewer backup
- Special cause of loss form
- Synthetic athletic tracks or surfaces
- Underground fiber optics
- Unreported buildings and structures
- Utility services: Time element and direct damage
- Valuable papers and records: Cost of research

Optional

- Agreed value
- Blanket coverage on all buildings and personal property
- Builders risk
- Equipment breakdown
- Personal property off-premises and in transit
- Underground pipes

Higher deductibles available for additional savings

General Liability

Included

- Advertising injury liability
- All premises and operations, including new premises, operations and activities
- Host liquor liability
- Nonowned watercraft liability
- Operations by independent contractors
- Personal injury liability
- Personal property of others on school premises
- Premises medical payments (excluding students)
- Products and completed operations
- Student teachers, teacher aides and other volunteer workers as additional insureds
- Teachers liability, including corporal punishment

Auto

Included

- Audio, visual and data electronic equipment
- Blanket additional insured
- Deductible reimbursement for use of personal vehicles in the scope of school business operations
- Employers hired and nonowned auto liability
- Fellow employee exclusion deleted in auto liability insurance
- Garagekeepers legal liability: Limited
- Hired auto physical damage
- Liability of officers, employees and agents using their own autos for school business

- Personal property of others in or on a covered auto
- Towing
- Use of school buses during vacation, including use by other groups for community purposes
- Waiver of deductible: Glass repair

Applies to any auto used

Errors & Omissions

Included
- Claims-made policy
- Employment practices liability

Optional
- Prior acts

School districts, board members, student teachers, employees and volunteers are defined as insureds

Deductibles available from $1,000

Defense costs are first-dollar coverage (after deductible)

Defense costs covered outside policy limit, except those involving nonmonetary claims or limited defense coverage

Defense provided by insurance carrier

Workers' Compensation

Included
- Employers liability
- Other states coverage
- Statutory coverage under Nebraska law

Umbrella Liability

Optional coverage that applies as excess over general liability, employee benefits liability, auto liability and employers liability policies

Limit options available

May also apply as excess over school district errors and omissions insurance, if desired

Other Coverages

Optional
- Abuse or molestation liability
- Booster clubs, parent teacher organizations, foundations and other related organizations
- CyberSolutions: Cyber liability and data compromise
- Employee benefit liability
- Fidelity bond for all employees
- Key person special expense
- Violent event response

Disclaimer: The information on these two pages is only a summary of coverage and is subject to policy conditions, limitations and exclusions that may vary from state to state. Read your policy for specific terms and conditions or contact your local agent or managing agency for details.

Loss Control Services That Can Save You Money

When you insure your school district with EMC, you receive the added value of our loss control services at no additional cost, no matter the size of your district or your premium. We've been providing loss control services for our policyholders since 1926, and we invest significant resources in loss control.

Benefits of Our Loss Control Services

- Improve safety for students, staff and the public
- Potential to save your district significant money by reducing claims
- Avoid the need for higher cost consultants
- Access highly trained loss control representatives in our Omaha Branch who have specialized knowledge of Nebraska school codes and regulations

Specialized Services for Schools

Injury Management/Return to Work Program
When a worker is injured or becomes ill, expenses can add up quickly due to lost time, medical costs and hiring replacement workers. Implementing an early return to work program can help your organization control these costs. Plus, getting employees back to work can help improve your experience modification factor, which can help you save on workers' compensation premiums. EMC's injury management specialists offer assistance with return to work development, including creating job descriptions, identifying transitional jobs, selecting medical providers, creating training materials and reviewing programs for improvement.

Hazardous Chemical Management Program
EMC's chemical management program, ChemEyes, helps school staff properly identify, manage and dispose of hazardous chemicals that may be found in classrooms and storage rooms throughout school buildings. The program includes everything from on-site assessment and chemical management training to follow-up support and regulatory compliance assistance. Although the program does not cover costs associated with disposal, EMC can help you obtain competitive pricing from disposal contractors.

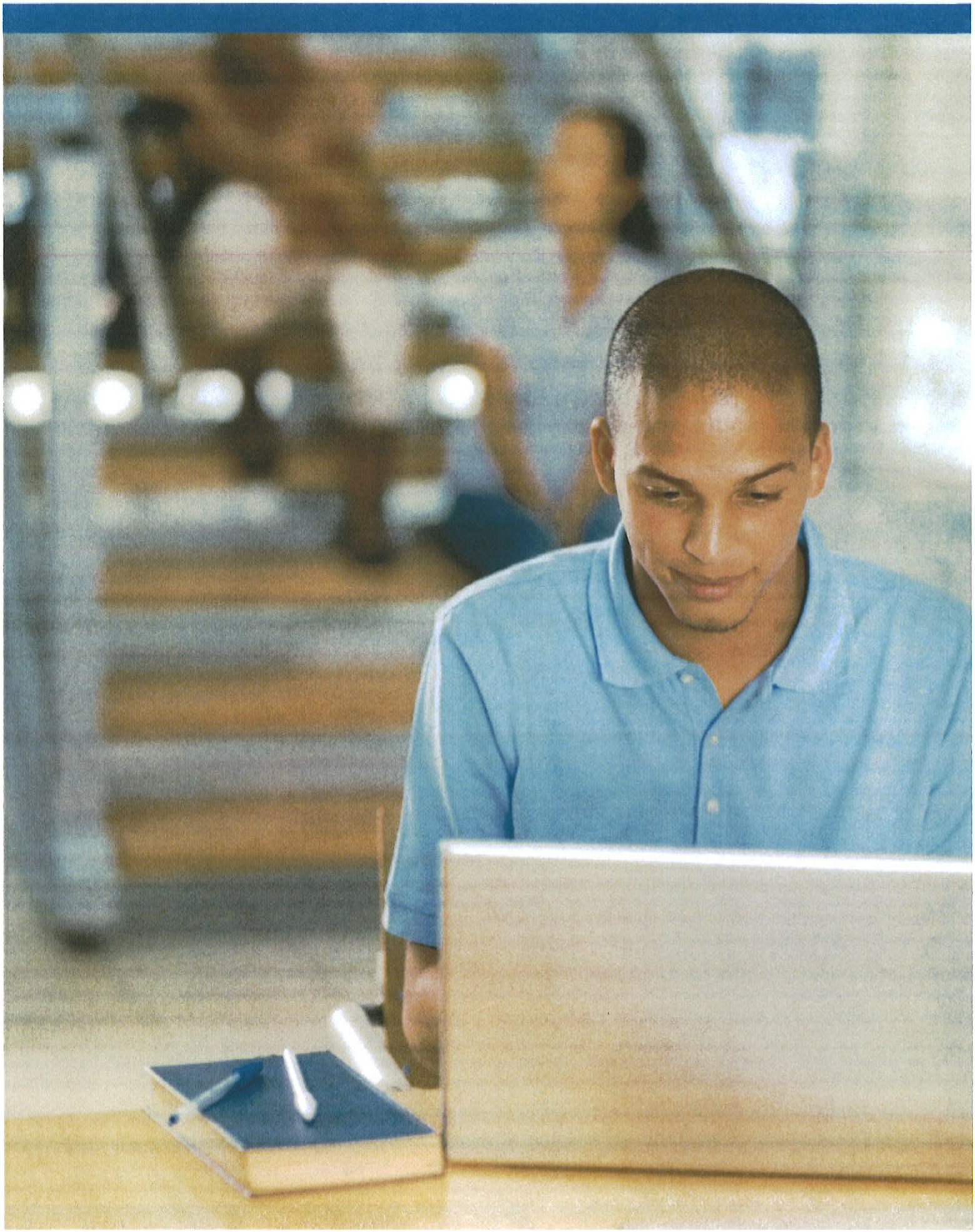
Slip and Fall Prevention Services
Slips, trips and falls are leading causes of injuries at schools. These injuries not only increase operational costs, but also contribute to indirect costs such as higher insurance premiums and lost productivity. EMC's loss control experts can identify hazards and offer practical solutions to improve safety.

Fleet Safety
Vehicle collisions are the No. 1 cause of occupational deaths. EMC can help your organization develop a fleet safety program to help keep employees safe behind the wheel. A comprehensive program includes driver selection, safety rules, vehicle maintenance, accident reporting and investigation, authorized vehicle use and driver training.

Additional Loss Control Services for Schools

- Safety review of playgrounds and bleachers
- Bus and auto traffic analysis
- Assistance with safety regulation compliance
- On-site safety training
- Indoor air quality assessment
- SafeSchools® online training program

Visit **www.emcins.com/losscontrol** for more information on EMC's loss control services.



Reduce the Impact of Claims

EMC offers an array of valuable services to help your school district keep claims to a minimum. But when all is said and done, we know the real measure of an insurance company is how well it responds to your needs at the time of an injury or property loss. Our primary goal — regardless of the size or type of your claim — is to handle it quickly, accurately and with as little interruption to your school's operations as possible.

Experienced and Accessible

We provide our school policyholders with ongoing, familiar relationships in the handling of their claims through open communication and on-site meetings with school managers to discuss their claim concerns. Our claims staff understands the unique exposures of Nebraska schools and the legal and political environment in which they operate.

We draw on years of experience working in the Omaha Branch and stay up to date on current legal and medical issues by attending local seminars and corporate training on a regular basis. Many of our employees have added expertise from insurance-related professional designations and long tenures, which means you can be sure we have the knowledge to serve you well.

Medical Management Services

EMC offers a full range of medical management services to help your employees receive appropriate, cost-effective medical care after an injury and return to work as quickly as possible. These services are provided at no additional cost and include:

EMC OnCall Nurse to prevent unnecessary costs and time away from work by having injured employees speak directly to a registered nurse 24/7

Medical Bill Review ensures billing is reasonable, accurate, appropriate and in compliance with Nebraska laws and facilitates fair pricing of treatment related to employee injuries

Pharmacy Benefits Management facilitates fair pricing of medications related to employee injuries

Utilization Review monitors and maintains appropriate duration, setting and intensity of medical treatments, such as chiropractic care and physical therapy

Case Management maintains ongoing communication between you, your employees and medical providers

Rehabilitation Services helps create a smooth transition for employees to return to work and increases the potential for an early return to work

On-Site Overall Claims Review

At your request, our claims staff can meet with you to review your district's outstanding claims and future plans for handling claims. We can help you identify any problem areas and give recommendations for reducing claims. We also keep ongoing communication to help effectively manage your current claims.

Easy Claim Reporting

Choose from four easy claim reporting options:

Phone

Call our toll-free claim reporting number (888-362-2255), available 24/7.

Online

Log in to Commercial Policyholder Access on emcins.com and select **Report a Claim.***

Independent Agent

Contact your independent insurance agent.

EMC Branch Office

Contact the Omaha Branch, 800-338-9735.

*May not be available to all policyholders.

Convenient Online Services to Make Your Job Easier

To help you and your staff save time and money, EMC continuously develops and improves online policy management, claims and loss control services. These convenient services are always available on our website, emcins.com. Plus, they're easy to use and included with your EMC insurance policy.

Policy Management

You manage all aspects of your organization—and your insurance should be no different. With Commercial Policyholder Access on emcins.com, you have quick access to your insurance information at any time.

Depending on your access, you can:

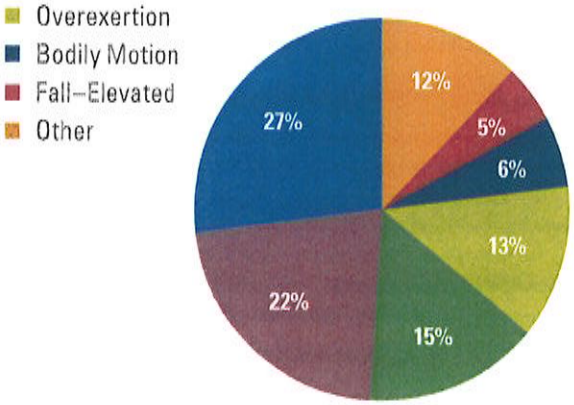
- View policy, billing and claims information
- Manage payment preferences and paperless notifications
- Report and monitor claims
- Access loss control resources
- Find your agent's contact information

*Visit www.emcins.com/businessins and select **Policyholder Access** to learn more about Commercial Policyholder Access or contact your insurance agent to request access.*

Claims and Loss Analysis

Learning more about your school's claim patterns can help you reduce future claims and save significant money. Large school districts can do this by using EMC's valuable online loss analysis tools. These tools allow school business managers to analyze the source, amount, frequency and types of losses the school has had in the past. Data is displayed in convenient charts and graphs to assist with analysis. Our EMC branch representatives can help analyze your district's claim information and recommend loss control services that can positively impact your loss trends.

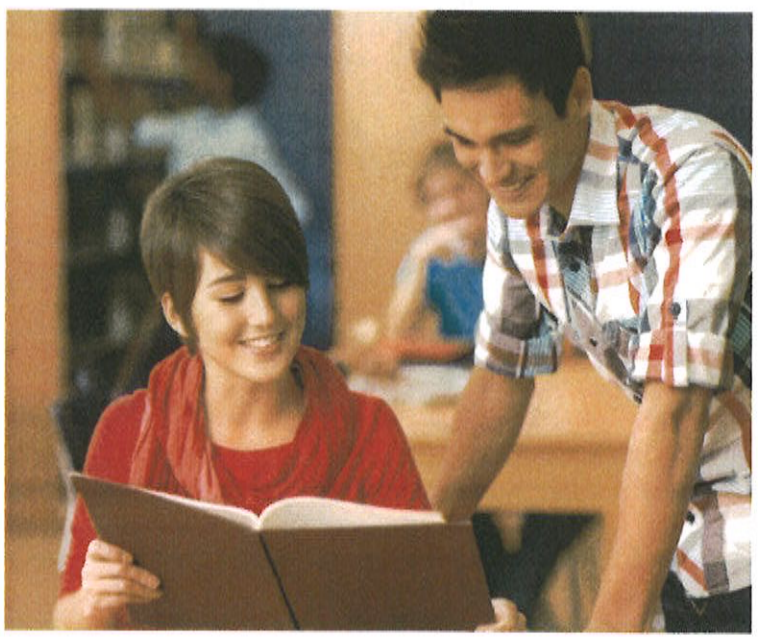
Frequency/Claim Count by Accident Type*



*This chart is for illustrative purposes only.

Online Claim Reporting

Online claim reporting* is an easy way to get a claim started so you can focus on what's important—running your school district. Only the most basic information is required, and once your claim is submitted, you will be contacted by an EMC claims adjuster and your insurance agent will be notified. You can also access up-to-date information and track the progress of your claim.



Self-Directed Safety Training From SafeSchools®

EMC wants to make it easy and convenient for your staff to receive the training they need. That's why we partner with SafeSchools, the leader in web-based training for K-12 academic institutions, to make over 300 school-focused courses available to you at no cost. The system allows you to make training assignments, check to see who has completed courses and even send automated reminder emails.

Useful Safety Training Courses for Schools

- Bloodborne pathogens
- Bullying recognition and response
- Emergency planning
- Sexual harassment

*May not be available to all policyholders.

Independent Agents, Local Expertise

When you work through your independent insurance agent, you can get a superior level of personalized service and expertise. That's why EMC distributes products solely through the independent agency system.

Because EMC operates through a network of 19 branch and service offices throughout the country, we're there for you when you need us. You can *Count on EMC* to provide exemplary local service in underwriting, claims and loss control—top-notch service that can only come from our more than 2,400 knowledgeable, well-trained insurance professionals.

With EMC, you get great insurance coverage, outstanding loss control services and the local attention you deserve.

Count on EMC®

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Organized in 1911 to write workers' compensation protection in Iowa, EMC Insurance Companies now offers property and casualty insurance products and services throughout the United States and writes reinsurance contracts worldwide. With more than 100 years of experience, customers know they can *Count on EMC*—and you can too.

Contact Us

Contact your local independent insurance agent and ask about insurance from EMC.

EMC Insurance Companies
Omaha Branch
2121 N. 117th Avenue, Suite 310
Omaha, NE 68164
800-338-9735 • 402-951-8300

www.emcins.com

EMC Office Locations

◉ Corporate Office and Des Moines Branch
● Branch Offices
● Service Offices

Trusted Choice®
INDEPENDENT INSURANCE AGENTS

EMC INSURANCE

*For the latest rating, visit ambest.com.

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count on EMC INSURANCE

CyberSolutions

Almost every business relies on data and computer systems, and when these systems experience an attack, critical information can be lost. The effects of a cyber attack or data breach, including loss of income and expensive litigation, can be long lasting and financially devastating.

Coverage When You Need It Most

CyberSolutions from EMC Insurance Companies provides the robust protection you need to respond to and recover from a data breach or cyber attack. We do this by combining data compromise and cyber liability coverage into one product that offers a variety of limits and deductibles at affordable rates.

Available to a wide variety of businesses and organizations, CyberSolutions helps pay for the costs associated with:

- Computer software restoration
- Data recovery
- Third-party liability protection
- Cyber extortion
- Response efforts
- Defense and liability
- Identity recovery for key individuals within your organization

Cyber Liability Component

The cyber liability component of CyberSolutions protects your organization against two related risks: computer attacks and liability to third parties due to security weaknesses in your computer systems.

Computer Attacks

When a computer attack causes damage to your electronic data and computer systems, CyberSolutions pays for the costs associated with recovery, including:

- **Public Relations Services**—Assistance from a professional public relations firm in communicating with outside parties concerning the computer attack and your response*
- **Data Restoration**—The cost of a professional firm hired to replace lost or corrupted data from electronic sources
- **Data Re-Creation**—The cost of a professional firm hired to research, re-create and replace lost or corrupted data from nonelectronic sources*
- **System Restoration**—The cost of a professional firm hired to restore your computer system to its pre-attack level of functionality by replacing or reinstalling software, removing malicious code and correcting the configuration of your computer system
- **Loss of Business**—Business income lost and extra expense incurred during the period of time when system and data recovery activities are taking place*
- **Misdirected Payment Fraud**—Coverage for intentional and criminal deception of you or a financial institution where you have an account to send or divert money*

*Sublimits apply

Electronic Media Liability

Electronic media liability coverage provides defense and settlement costs in the event of a lawsuit alleging that information displayed by the policyholder on a website caused damage to a third party.

Network Security Liability

Network security liability provides coverage for defense costs (within the policy limits) and associated settlement and judgment costs arising from actions brought by third parties who allege injuries as a result of a failure in the security of your business systems, including:

- A breach of third-party business data
- An unintended propagation of malware
- A denial of service attack in which you unintentionally participated

Data Compromise Component

The data compromise component of CyberSolutions provides the following coverages to help you notify and assist your clients and others following a breach of personal information:

Response Expense Coverage
Includes coverage for costs associated with a legal and forensic information technology review of the breach, public relations and notification to the affected individuals. Costs associated with regulatory and payment card industry fines and penalties are included. This coverage also includes services for the affected individuals:

- A toll-free help line
- Credit monitoring
- Identity restoration case management

Defense and Liability Coverage
Provides coverage for data compromise defense and liability (within the policy limits) in the event that affected individuals or a government entity brings an action against you. There must first be a covered loss under the response expense coverage before defense and liability coverage goes into effect.

Identity Recovery Coverage
Provides expense reimbursement and case management services caused by an identity theft for key individuals within your organization. Covered expenses may include:

- Child and elder care costs
- Lost wages
- Mental health counseling
- Various legal costs

Policyholders who are victims of covered identity thefts are assigned a case manager who provides a wide range of identity recovery services, including letter writing, phone calls, credit report requests, follow-up and record keeping.

Claim and Legal Services
Claim services are provided by data compromise and identity recovery claim specialists. Policyholders who need legal defense are represented by experienced law firms—a service that would normally be too expensive for many business owners.

Tools and Resources Through eRiskHub®

With CyberSolutions, you'll also receive access to eRiskHub, an online risk management portal that includes tools to manage cyber security risks and resources to help you stay informed of the latest security threats.

Learn more about eRiskHub on our website.

Cyber Safety®

Cyber Safety® scans for vulnerabilities in your web applications. Get a report that details any issues that are identified. Take action to eliminate security vulnerabilities. Training is provided to improve employee security awareness, provide a skills assessment and customized training based on each employee's strengths and weaknesses. You can meet contractual and regulatory obligations with customizable security policies. With an increasingly complex regulatory landscape, Cyber Safety® makes it easier than ever to stay in compliance.

Visit **www.emcins.com/businessins/cybersolutions** to view more information about CyberSolutions, including real examples of how this coverage can protect your business or organization.

Learn More

To learn more about CyberSolutions, visit emcins.com or contact your local independent agent.

EMC Insurance Companies
717 Mulberry Street
Des Moines, IA 50309
800-447-2295 • 515-280-2511

emcins.com

EMC INSURANCE

Trusted Choice® | INDEPENDENT INSURANCE AGENTS

Disclaimer: The contents of this brochure are for informational purposes only and are not intended to be all-inclusive. Refer to the issued policy for specific details regarding coverages, conditions and exclusions. In the event of a conflict between the terms contained herein and the policy, the policy terms and conditions will prevail.

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EMC INSURANCE

EMPLOYERS MUTUAL CASUALTY COMPANY QUOTE NUMBER: Q586024-05

Q U O T A T I O N - C Y B E R S O L U T I O N S

QUOTATION IS VALID: FROM 07/07/22 TO 09/01/22
PROPOSED POLICY PERIOD: FROM 09/01/22 TO 09/01/23

P R E P A R E D F O R:	P R E S E N T E D B Y:
NEBRASKA CITY PUBLIC SCHOOLS 1700 14TH AVE NEBRASKA CITY NE 68410-1146	MILLER MONROE FARRELL INSURANCE AGENCY PO BOX 518 NEBRASKA CITY NE 68410-0518
AGENCY BILL	AGENT: AB 7538 AGENT PHONE: (402)873-3331

INSURED IS: SCHOOL DISTRICT BUSINESS DESC: SCHOOL DISTRICT

THIS POLICY INCLUDES DEFENSE EXPENSES WITHIN THE LIMITS OF LIABILITY PLEASE READ CAREFULLY

L I M I T S O F L I A B I L I T Y

DATA COMPROMISE COVERAGE -		
RESPONSE EXPENSES LIMIT	$ 1,000,000	ANNUAL AGGREGATE
LEGAL REVIEW SUBLIMIT	$ 500,000	
FORENSIC IT REVIEW SUBLIMIT	$ 500,000	
NAMED MALWARE SUBLIMIT	$ 50,000	
PUBLIC RELATIONS SUBLIMIT	$ 10,000	
REGULATORY FINES AND PENALTIES	$ 500,000	
PCI FINES AND PENALTIES	$ 500,000	
DEDUCTIBLE	$ 10,000	
DATA COMPROMISE DEFENSE AND LIABILITY LIMIT	$ 1,000,000	ANNUAL AGGREGATE
NAMED MALWARE SUBLIMIT	$ 50,000	
DEDUCTIBLE	$ 10,000	
IDENTITY RECOVERY COVERAGE -		
IDENTITY RECOVERY LIMIT	$ 25,000	ANNUAL AGGREGATE
EXPENSE REIMBURSEMENT DEDUCTIBLE	$ 0	
CYBER COVERAGE -		
COMPUTER ATTACK LIMIT	$ 1,000,000	ANNUAL AGGREGATE
LOSS OF BUSINESS SUBLIMIT	$ 500,000	
PUBLIC RELATIONS SUBLIMIT	$ 10,000	
CYBER EXTORTION	$ 25,000	
MISDIRECTED PAYMENT FRAUD	$ 5,000	
DEDUCTIBLE	$ 10,000	
NETWORK SECURITY DEFENSE AND LIABILITY LIMIT	$ 1,000,000	ANNUAL AGGREGATE
DEDUCTIBLE	$ 10,000	

DATE OF ISSUE: 07/07/22 BPP CONTINUED

EMPLOYERS MUTUAL CASUALTY COMPANY QUOTE NUMBER: Q586024-23
NEBRASKA CITY PUBLIC SCHOOLS EFF DATE: 09/01/22 EXP DATE: 09/01/23

ELECTRONIC MEDIA LIABILITY	$ 1,000,000	ANNUAL AGGREGATE
DEDUCTIBLE	$ 10,000	
DATA COMPROMISE AND IDENTITY RECOVERY PREMIUM		$ 1,550.00
CYBER PREMIUM		$ 1,231.00
TOTAL POLICY PREMIUM		$ 2,781.00

DATE OF ISSUE: 07/07/22 BPP

EMC INSURANCE

EMPLOYERS MUTUAL CASUALTY COMPANY QUOTE NUMBER: Q586024-05

NEBRASKA CITY PUBLIC SCHOOLS EFF DATE: 09/01/22 EXP DATE: 09/01/23

C Y B E R S O L U T I O N S P O L I C Y
Q U O T E

ENDORSEMENT SCHEDULE

FORM	EDITION DATE	DESCRIPTION/ADDITIONAL INFORMATION	PREMIUM
DC7001	02-19	CYBERSOLUTIONS COVERAGE FORM	
DC8005	04-17	IMPORTANT NOTICE TO POLICYHOLDERS	
IL7004	03-20	MUTUAL POLICY PROVISIONS	
IL7040	12-17	NE CHANGES - CANCELLATION/NONRENEWAL	
*IL7130A	04-01	NAMED INSURED ENDORSEMENT	
*IL7131A	04-01	COMM'L POLICY ENDORSEMENT SCHEDULE	
IL7149	01-08	COMMON POLICY CONDITIONS	
IL7326	01-18	CALCULATION OF PREMIUM	
IL8383.2A	12-20	DISCL PURSUANT TERRSM RISK INS. ACT	WAIVED

EMC INSURANCE

EMPLOYERS MUTUAL CASUALTY COMPANY QUOTE NUMBER: Q586024-05
NEBRASKA CITY PUBLIC SCHOOLS EFF DATE: 09/01/22 EXP DATE: 09/01/23

THIS ENDORSEMENT IS ATTACHED TO AND MADE PART OF YOUR POLICY IN RESPONSE TO THE DISCLOSURE REQUIREMENTS OF THE TERRORISM RISK INSURANCE ACT. THIS ENDORSEMENT DOES NOT GRANT ANY COVERAGE OR CHANGE THE TERMS AND CONDITIONS OF ANY COVERAGE UNDER THE POLICY.

DISCLOSURE PURSUANT TO TERRORISM RISK INSURANCE ACT

SCHEDULE

Terrorism Premium (Certified Acts) Waived

A. Disclosure Of Premium:

In accordance with the federal Terrorism Risk Insurance Act, we are required to provide you with a notice disclosing the portion of your premium, if any, attributable to coverage for terrorist acts certified under the Terrorism Risk Insurance Act. The portion of your premium attributable to such coverage is shown in the Schedule of this endorsement or in the policy Declarations.

B. Disclosure Of Federal Participation In Payment Of Terrorism Losses:

The United States Government, Department of the Treasury, will pay a share of terrorism losses insured under the federal program. The federal share equals 80% of that portion of the amount of such insured losses that exceeds the applicable insurer retention. However, if aggregate insured losses attributable to terrorist acts certified under the Terrorism Risk Insurance Act exceed $100 billion in a calendar year, the Treasury shall not make any payment for any portion of the amount of such losses that exceeds $100 billion.

C. Cap On Insurer Participation In Payment Of Terrorism Losses:

If aggregate insured losses attributable to terrorist acts certified under the Terrorism Risk Insurance Act exceed $100 billion in a calendar year and we have met our insurer deductible under the Terrorism Risk Insurance Act, we shall not be liable for the payment of any portion of the amount of such losses that exceeds $100 billion, and in such case insured losses up to that amount are subject to pro rata allocation in accordance with procedures established by the Secretary of the Treasury.

The following statement is required to be part of the disclosure notice in MISSOURI:

The premium above is for certain losses resulting from certified acts of terrorism as covered pursuant to coverage provisions, limitations and exclusions in this policy. You should read the definition in your policy carefully, but generally speaking, "certified" acts of terrorism are acts that exceed $5 million in aggregate losses to the insurance industry and which are subsequently declared by the U.S. Secretary of the Treasury as a certified terrorist act under the Terrorism Risk Insurance Act. Some losses resulting from certified acts of terrorism are not covered. Read your policy and endorsements carefully.

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EMC INSURANCE

EMPLOYERS MUTUAL CASUALTY COMPANY

Q U O T A T I O N - N A M E D I N S U R E D

QUOTE NUMBER
Q586024-05

PROPOSED POLICY PERIOD: FROM 09/01/22 TO 09/01/23

P R E P A R E D F O R :	P R E S E N T E D B Y :
NEBRASKA CITY PUBLIC SCHOOLS 1700 14TH AVE NEBRASKA CITY NE 68410-1146	MILLER MONROE FARRELL INSURANCE AGENCY PO BOX 518 NEBRASKA CITY NE 68410-0518
AGENCY BILL	AGENT: AB 7538 AGENT PHONE: (402)873-3331

IT IS HEREBY AGREED AND UNDERSTOOD THAT THE NAMED INSURED IS AMENDED TO READ AS FOLLOWS:

1ST NAMED INSURED:
NEBRASKA CITY PUBLIC SCHOOLS

NO. 02:
NERBASKA CITY PUBLIC SCHOOLS FOUNDATION

PLACE OF ISSUE: OMAHA, NE
DATE OF ISSUE: 07/07/22
FORM: IL7130A (ED. 04-01) BPP 028

prm
PUBLIC RISK
MANAGEMENT
INCORPORATED

July 13, 2022

Mr. Mark Fritch
Superintendent
Nebraska City Public Schools
1700 14th Avenue
Nebraska City, NE 68410

RE: ALICAP Quote

Dear Mr. Fritch,

Thank you for your interest in ALICAP. Our proposal is based on the information provided in the RFP. All ALICAP members renew on September 1st of each year therefore, your premium quote is on an annual basis. Invoices from the pool get mailed out and posted to your members website the first week in August.

ALICAP has elected to treat Nebraska City Public Schools a little different by adding your risks to the pool and subsidizing the premium quote. We would like to partner with you and help you bring down your losses so that we can rerate your school's contribution in 3 years. It makes a difference of over $100k because currently your loss fund contribution is higher than usual due to the five years of claims experience.

ALICAP will assign Doug Lewis as your loss control ambassador and implement Safe Schools Online Safety training in your district to help reduce your workers' compensation claims. Your school district's experience modifier (which all insurance carriers use in promulgating premium) as gone from a 1.26 in 2021 to a 1.35 in 2022. This means that you are paying 35% more because your expected losses are exceeding actual losses. We'd like to help you learn how to reduce those costs.

The changes from the information you sent to us are additional coverage's, higher limits and various deductible differences. The ALICAP premium includes the Public Employee Blanket Bond and the School Board Treasurer Bond. In addition to your current coverages, ALICAP provides property coverage for flood, earthquake, building ordinance, debris removal, valuable papers, and accounts receivable at the $500 property deductible.

Please see the brief comparison ALICAP provided which reflects the differences we noted from specifications to the pool.

Limit and Deductible Summary		
	Current Program	**ALICAP**
Property Limit (100% Coinsurance)	$79,746,630	$400,000,000
Property Deductible	$5,000	$500
Windstorm or Hail Deductible	$25,000	$0
Sub-limits:		
Debris Removal	$250,000	$50,000,000
Pollution cleanup	$10,000	$100,000
Ordinance or Law	Building Limit	$50,000,000
Demolition Expenses	$250,000	$50,000,000
Extra Expense	$100,000	$25,000,000
Course of Construction	?	$25,000,000
Increased Cost of Construction	$250,000	$25,000,000
Newly Acquired Property	$2,000,000 ea building	$10,000,000
Vacant Buildings	?	$10,000,000
Accounts Receivable	$250,000	$10,000,000
Fine Arts	$100,000	$1,000,000
Flood	$150,000	$50,000,000
100 Year Flood	$0	$15,000,000
Earthquake	$150,000	$50,000,000
Service Interruption	?	$25,000,000
School Board E&O Limit	$5,000,000	$5,000,000
School Board E&O Deductible	$1,000	$2,500
Employee Theft Blanket Limit	$100,000	$1,000,000
Employee Theft Blanket Deductible	$500	$0
Cyber Extortion/Ransomware Limit	$10,000	Must Qualify
Uninsured/Underinsured Motorists Limit	$1,000,000	$50,000
***Windshield repairs and replacements are subject to the $500 Comprehensive Deductible.**		

Please let us know if you have any questions while doing your comparison. We are here to help in any way we can.

Sincerely,

Sheri

Sheri L. Shonka
Managing Director

Nebraska City Public Schools

ALICAP Proposal – 2022/2023		Current Program – 2021/2022	
ALICAP Premium:	$125,083	Property	$103,756
	$ 71,972	Workers' Compensation	$75,510
	Included	General Liability	$10,322
	Included	Crime	$967
	Included	Inland Marine	$5,203
	Included	Automobile	$9,860
	Included	Umbrella	$5,910
	Included	Linebacker – SB E&O	$8,878
	Included	Boiler and Machinery	$2,956
	Included	Cyber Liability	$444
	Included	Pollution Liability	N/A
	Included	Treasurers Bonds	N/A
TOTAL	**$197,055**		**$223,806**

Mod Factors

NEBRASKA CITY PUBLIC SCHOOLS

Risk ID 260330918

Rating Eff Date 09/01/2021

Mod Factor **1.26**

Production Date 05/18/2022

Status Final

ARAP	FLARAP	SARAP	MAARAP

Comments

REVISED RATING TO INCLUDE UPDATED DATA FOR: NE, POL. #: 4H8199619, EFF.: 09/01/2018

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Mod Factors

NEBRASKA CITY PUBLIC SCHOOLS

Risk ID 260330918

Rating Eff Date 09/01/2022

Mod Factor **1.35**

Production Date 05/18/2022

Status Final

ARAP	FLARAP	SARAP	MAARAP

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All Lines Inter-local Cooperative Aggregate Pool

The All Lines Inter-local Cooperative Aggregate Pool (ALICAP) is an alternative risk financing mechanism which has allowed a group of Nebraska schools, like yourselves, to pool together their insurance contributions to fund losses, negotiate broader coverages, manage expenses, and realize investment return.

Rather than purchasing insurance from the standard marketplace, these schools have elected to manage and operate their own insurance company by purchasing excess and reinsurance over large retentions and deductibles. This program structure allows these schools to finance their insurance risks like a large self-insurer, and purchase insurance like a guaranteed cost transfer method.

The contributions to a loss fund allow the necessary dollars to be set aside, while earning investment income to pay the retentions. Excess premiums are collected to pay aggregate insurance costs over and above retentions and the actuarially predicted loss funds.

ALICAP operates under a "Certificate of Authority" approved by the Nebraska Department of Insurance, governed by the NASB State Board of Directors, and managed by a Board of Trustees. The boards' decisions are based on an approved set of By-Lays and a Participation Agreement that the NASB Workers' Compensation Pool operated under since its inception in 1990.

The list of school districts participating in ALICAP, either by purchasing workers compensation or all lines of property & liability coverage, is noted in the ALICAP Annual Report. These schools have benefited greatly from their long-term commitment to the pool. They have earned more than $25,000,000 in dividends against future contributions and maintained control over their losses within the laws of the State of Nebraska.

We ask that you review the program definitions enclosed and the color graph. Please feel free to call Sheri Shonka at Public Risk Management, (877) 649-4612 if you have any questions.

STATE OF NEBRASKA

DEPARTMENT OF INSURANCE

CERTIFICATE OF AUTHORITY

NASB ALL LINES INTERLOCAL COOPERATIVE AGGREGATE POOL (ALICAP)
DOMICILED IN THE STATE OF NEBRASKA

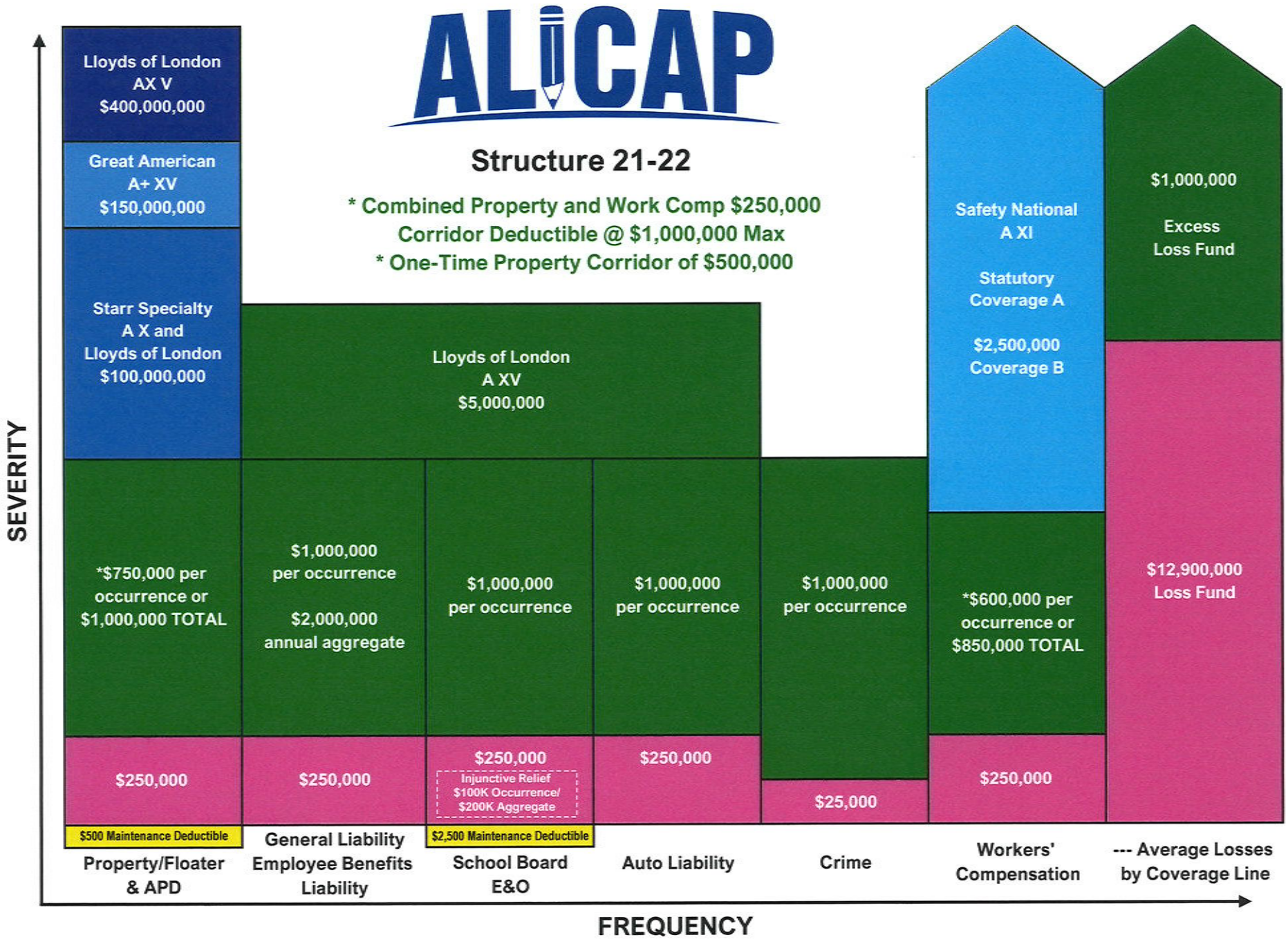
IS HEREBY AUTHORIZED AND LICENSED IN NEBRASKA TO TRANSACT THE BUSINESS AS A INTERGOVERNMENTAL RISK MANAGEMENT POOL IN THE STATE OF NEBRASKA AS DESCRIBED BY CHAPTER 44 OF THE INSURANCE STATUTES OF NEBRASKA:

59223861	May 01, 2021	April 30, 2022
NEBRASKA IDENTIFICATION NUMBER	**DATE ISSUED**	**DATE EXPIRES**

SIGNED AT LINCOLN, NEBRASKA

GREAT SEAL OF THE STATE OF NEBRASKA
MARCH 1ST 1867

DIRECTOR OF INSURANCE


ALICAP
Structure 21-22
* Combined Property and Work Comp $250,000
Corridor Deductible @ $1,000,000 Max
* One-Time Property Corridor of $500,000
SEVERITY
FREQUENCY
Lloyds of London
AX V
$400,000,000
Great American
A+ XV
$150,000,000
Starr Specialty
A X and
Lloyds of London
$100,000,000
Lloyds of London
A XV
$5,000,000
Safety National
A XI
Statutory
Coverage A
$2,500,000
Coverage B
$1,000,000
Excess
Loss Fund
*$750,000 per
occurrence or
$1,000,000 TOTAL
$1,000,000
per occurrence
$2,000,000
annual aggregate
$1,000,000
per occurrence
$1,000,000
per occurrence
$1,000,000
per occurrence
*$600,000 per
occurrence or
$850,000 TOTAL
$12,900,000
Loss Fund
$250,000
$250,000
$250,000
Injunctive Relief
$100K Occurrence/
$200K Aggregate
$250,000
$25,000
$250,000
$500 Maintenance Deductible
$2,500 Maintenance Deductible
Property/Floater
& APD
General Liability
Employee Benefits
Liability
School Board
E&O
Auto Liability
Crime
Workers'
Compensation
--- Average Losses
by Coverage Line

PROGRAM DEFINITIONS
(see graph)

Self Insured Retention (SIR) (pink)

The predetermined amount of risk that will be assumed by the NASB All Lines Aggregate for any one occurrence of loss.

Specific Excess (green)

The amount of insurance placed to protect against any one single catastrophic occurrence.

Loss Fund (pink)

The maximum amount that the NASB All Lines Aggregate expects to pay in losses for a given coverage year. Once this fund is exhausted, the Aggregate Excess coverage applies to the SIRs subject to any applicable maintenance deductibles.

Excess Loss Fund (green)

The amount of insurance purchases to cap the amount of risk retained within a given coverage year.

Secondary Excess Insurance (blue)

The amount of insurance above the primary excess necessary to adequately cover all exposures.

Program Costs

The costs associated with the NASB "All Lines Aggregate" program may be broken down into *Fixed Cost* (purchasing excess insurance, handling claims and administration), and *Variable Cost* of the losses within the self-insured retention.

Your money is spent only as claims are paid. If you fail to pay out the pre-funded loss fund, these monies with investment income will be returned to the participants as dividends.

Participation Agreement

for the

NASB All Lines Interlocal Cooperative Aggregate Pool
(ALICAP)

Agreement between local governmental subdivision and the Pool

NASB All Lines Interlocal Cooperative Aggregate Pool (ALICAP)

1. **Parties.** The parties to this Agreement are the Nebraska public school districts which are signatories hereto.

2. **Recitals.** This Agreement is based upon certain understandings and in furtherance of certain purposes, as follows:

   2.1 The Nebraska Intergovernmental Risk Management Act permits two or more public agencies to enter into agreements to form risk-management pools to provide risk-management services and insurance coverage for property, general liability, automobile, crime, dishonesty, school board liability and workers compensation losses.

   2.2 The participants have determined that there is a desire to operate a pool to fund some or all of the types of coverages which are identified in Section 2.1 hereof.

   2.3 The participant desires to enter into an agreement for the purpose of participating in a risk-management pool.

   2.4 The Nebraska Association of School Boards (NASB) is a non-profit corporation formed by Nebraska public school boards to stimulate and contribute to the continuing improvement of public elementary and secondary education including increased efficiency and economy for the ultimate benefit of Nebraska citizens. The NASB shall furnish, provide, or contract for the necessary administrative and management services required by the pool.

3. **Definitions.**

   3.1 Pool shall mean the **NASB All Lines Interlocal Cooperative Aggregate Pool** otherwise referred to as **(ALICAP).**

   3.2 Board shall mean the Board of Trustees of the Pool.

   3.3 Agreement shall mean this participation agreement between the school district and the Pool.

   3.4 Memorandum shall mean each memorandum of coverage stating what coverages are provided, the limits of coverages provided, members deductibles, the Pool's retentions and the Pool's excess carriers.

3.5 Members and/or school districts shall mean (a) those public school districts defined in §79-101, (b) those educational service units established under §79-2201, and (c) those technical community colleges established under §79-2636, the governing boards of which are members of NASB which have passed resolutions pursuant to law entering into this agreement.

3.6 Director shall mean the State of Nebraska Director of Insurance.

3.7 Act shall mean the Intergovernmental Risk Management Act, §44-4301 *et seq.*, and all amendments thereto.

3.8 Bylaws shall mean the bylaws governing the operation of the Pool.

3.9 NASB shall mean the Nebraska Association of School Boards.

4. **Affiliation of Membership.** The undersigned member hereby jointly and voluntarily agrees to participate in a risk-management pool under the provisions of the Act with all the rights, powers, and privileges vested in and conferred upon such a pool under the laws of the State of Nebraska. The member has read and understands its rights and responsibilities as described in this agreement and as prescribed in state and federal laws and regulations. The name of the pool shall be the NASB All Lines Interlocal Cooperative Aggregate Pool otherwise referred to as (ALICAP).

5. **Purposes.** The purpose of this Agreement is to define a member's participation in ALICAP whereby Nebraska school districts may fund some or all of their property, general liability, automobile, crime, dishonesty, school board liability and workers' compensation losses, as may be agreed to by each such school district and the Pool.

6. **Powers.** In order to carry out these purposes, the Pool shall exercise and enjoy all of the powers, privileges, and authority exercised or capable of being exercised pursuant to the Act, including, but not limited to, the power to issue bonds or other obligations on behalf of a member or to otherwise assist in the issuance by such member of such obligations; provided, however, that nothing herein shall prevent any other parties hereto from separately exercising any such powers, privileges, or authority.

7. **Participation**. The member hereby agrees to participate in the Pool as set forth herein, under the terms and conditions described in this agreement in the Memorandum, the Bylaws, the application for a Certificate of Authority, the Certificate of Authority issued by the Department of Insurance, the Nebraska Workers' Compensation Act and all rules of the Nebraska Workers' Compensation Court.

7.1 This Agreement shall become effective only upon receipt by a Pool representative of a signed written execution of this agreement by an authorized representative of the member, and the subsequent issuance of a Coverage Memorandum from the Pool.

7.2 A member may not withdraw from participation during the initial thirty-six (36) months after the effective date of this agreement, except that coverage may be suspended or terminated for nonpayment of contribution or other violations by the member of the terms of this Agreement, as set forth in the Intergovernmental Risk Management Act.

7.3 A member may withdraw from participation in the pool at any time after the initial thirty-six (36) months, effective as of the anniversary date as stated on the current Coverage Memorandum, by giving written notice of termination to the Pool, the other members in the Pool, and the Director of Insurance at least ninety (90) days prior to such anniversary date. Such termination shall not be effective until approved by the Director as provided by §44-4309(1).

7.4 After a member ceases to participate in the Pool, the former member shall remain liable for any costs and obligations incurred by the Pool while the member was a participant, and any contractual obligation the member entered into with the Pool on or before the date of termination, as provided by §44-4309(3).

7.5 After a member ceases to participate in the Pool, the member shall not be eligible to receive any future distribution of surplus paid in or accumulated during its period of participation.

7.6 The member desiring to either obtain or maintain certain types of coverages from the Pool agrees to adopt any and all necessary policies and procedures as promulgated by the Pool and approved by its board which are deemed necessary for exposures which the member desires coverage from the Pool.

7.7 Only those members who are members in good standing with NASB shall be eligible to participate in the Pool.

8. **Financial Plan.**

8.1 **Coverages.** Each Memorandum of Coverage shall be adopted by the Board and incorporated as an integral part of the Agreement. Each such Memorandum of Coverage shall include a financial plan setting forth the following:

a) that property, general liability, automobile, crime, dishonesty, school board liability and workers' compensation coverage is to be offered by the Pool, applicable deductible levels, and maximum levels of claims which the Pool will purchase aggregate insurance coverage;

b) amount of cash reserves to be set aside for the payment of claims;

c) amount of standard insurance to be purchased by the Pool to provide coverage over and above the claims which are not to be satisfied directly from the Pool's resources;

d) amount of aggregate excess insurance coverage and specific excess insurance coverage to be purchased in a given fiscal period; and

e) the identification of funds and reserves by exposure area.

The terms of the Memorandum of Coverage may be amended for subsequent fiscal periods by a majority vote of the Board, provided that the member shall be given at least thirty (30) days prior written notice thereof.

Additional lines of coverages may be offered through a separate and distinct Memorandum of Coverage. Such additional Memorandum of Coverage is not binding on members until such time as adopted by the individual member and shall be filed with the Director thirty (30) days in advance of the effective date of the change, as stated in §44-4308.

8.2 **Pool Funding.** The Pool shall be funded as follows:

a) **Deposit Contribution.** As of the effective date of this agreement, and as of the first day of each fiscal year of the Pool thereafter, the anticipated liabilities and expenses of the Pool for the fiscal year shall be calculated by the administrator of the Pool. Such liabilities and expenses shall include expected losses to be covered by the Memorandum, the cost of excess insurance and reinsurance, debt service owed or an obligation of the Pool, and other costs deemed appropriate by the Board. Such liabilities and expenses shall be paid from monies held by the Pool and monies collected from the participant by allocating such liabilities and expenses among the Pool's participants based on rating plans adopted by the Board, uniformly applied to all participants.

The member agrees to furnish all information requested by the Pool to determine the contribution of the member. The member shall pay its deposit contribution for the whole year to the Pool in cash within thirty (30) days of such notification, or by such later date as shall be specified in the notice.

b) **Retrospective Contribution Adjustment.** Nine months following the close of the fiscal year and at annual intervals thereafter, the Pool may calculate each member's retrospective contribution or contribution adjustment for the year. Any retrospective contribution adjustment shall be charged only to cover losses and exposures of the fiscal year requiring a contribution adjustment. The retrospective contribution adjustment for any fiscal year shall be charged to each member in the same proportion as its share of the total contributions collected for that year. If it is determined that the Deposit Contribution paid is in excess of the contributions needed, such excess shall be applied as a credit towards the next annual Deposit Contribution. If it is determined that the Deposit Contribution paid into the Pool is less than the required amounts needed, such additional funds may be requested and included in the next annual contribution billing. Retrospective contribution adjustments for each fiscal year shall continue until all claims are closed or until the Board determines that sufficient facts are known to make a final adjustment for the year.

c) **Assessment.** If the Pool becomes insolvent or is otherwise unable to discharge its legal liabilities and other obligations, the member may be assessed by the Board for an additional contribution for any and/or all years deemed attributable to the insolvency. Such assessment would be based on each member's contribution for such fiscal year divided by the contribution of all participants for such year, times the amount of such deficiency. Any such assessment, and the manner of calculating the same, shall be given to each member in writing, and each member shall thereafter have sixty (60) days in which to pay the amount of such assessment. Each member shall remain liable for such assessment, regardless of a member's withdrawal from participation or the termination of this Agreement. Such an assessment would only be for any liabilities incurred by the Pool during that member's participation period in the pool, as provided by §44-4309 and §44-4312.

8.3 **Loss Reserves.** The Pool shall maintain funds adequate to pay case reserves and claims that have been incurred but not reported. The Pool shall also maintain a surplus deemed appropriate by the Board, and which meets the regulations of the Department.

8.4 **Director's Approval of Dividends.** No dividends shall be distributed without prior approval of the Director, as set forth in §44-4308(2).

8.5 **Banking Relationships.** The Pool shall establish bank accounts necessary to carry out the terms of this Agreement. Controls shall be established and funds shall be invested so that the Pool is managed in a conservative, prudent manner.

8.6 **Distribution of Surplus.** At the termination of the Pool's existence, any surplus funds in the Pool, over and above those necessary to pay or reserve against the expenses and liabilities of the Pool, shall be distributed among the existing participants in the Pool. Such distribution shall be allocated among such participants in proportion to the contributions made by each participant, as required by §44-4306(2)(b).

8.7 **Financial Records.** The Board shall maintain complete financial records for each type of coverage provided by the Pool, including the amount of reserves and surplus for each type of coverage as required by §44-4306(2)(d).

9. **Plan of Management.**

9.1 **Board of Trustees.** The Pool shall be operated by a Board of Trustees consisting of two ex officio members and nine (9) persons, who are elected officials or appointed officials of school districts, which are signatories hereto. The two ex officio members of the Board of Directors shall be the President and the Executive Director of NASB. The other nine members shall be elected by a vote of the Board of Directors of NASB. A vacancy on the Board shall be filled by a vote of the Board of Directors of NASB. The person appointed to fill a vacancy shall serve for the remainder of the term of the vacating director.

All board members, whether ex officio, elected or appointed shall be entitled to one vote each in all matters that come before the Board.

9.2 **Powers of the Board.** The Board shall have the power to:

a) establish a Memorandum of Coverage, as stated in §44-4306(1);

b) ensure that all claims covered by the Memorandum are paid promptly, as stated in §44-4306(2)(e);

c) take all necessary precautions to safeguard the assets of the Pool;

d) maintain minutes of meetings;

e) establish reasonable reimbursement to the NASB for the day-to-day administration and management of the Pool;

f) interview, select, and contract with claims administration firms, brokerage firms and insurance consulting firms as deemed necessary by the Board;

g) notify the Director of the existence of the Pool and file all documents required by the Intergovernmental Risk Management Act;

h) establish the rating plan to be used by the Pool;

i) authority to sue and be sued, make contracts, hold and dispose of real and personal property, borrow money, contract debt, and pledge Pool assets in the name of the Pool;

j) establish a system or program of loss control; and,

k) such other powers as may be necessary to carry out the terms of this agreement.

9.3 **Election of the Board.**

a) Elections of members to the board shall be made by the nominating committee. The nominating committee shall consist of three persons: the chairperson of the Board, an individual from a member school district selected by the Board, and the Executive Director of NASB. Nominations shall be requested from the floor of the annual meeting of the participants.

b) Each of the nine elected trustees on the board shall serve for a three-year term of office, with members terms staggered so as to create three open seats each year.

The term of office for each board member shall commence January 1st.

9.4 **New Members.** All school districts, as members of NASB, are eligible to make application to the Pool in the following manner:

a) the applicant school districts must provide such loss and exposure information as is required by the Board.

b) The school district must enter this Agreement by resolution passed by its governing board.

c) The Board, in its sole discretion, shall accept or reject each application. Each such school district shall become a member of the Pool only after both of the following requirements are met: (1) approval of the application of such school district by the Board and (2) due execution of this Agreement.

9.5 **Termination of a Member.** A member may be involuntarily terminated as a member of the Pool if, after due notice and hearing, the Director of Insurance finds one of the following: 1) the member has failed to pay its contribution or assessment to the Pool, 2) has failed to discharge any other obligation it owes to the Pool, 3) violated the laws of the state, rules of the Department of Insurance or Bylaws of the Pool, 4) has failed to meet the terms of participation as provided in paragraph 7. Such hearing may be initiated by the Director of Insurance or at the request of the Pool's Board of Directors, as provided in §44-4309(2).

9.6 **Inspection and Audit.** The Pool and its representatives shall be permitted, but shall not be obligated, to inspect the member's properties and operations at any time. Neither the Pool's right to make inspections nor the making thereof shall constitute an undertaking on behalf of, or for the benefit of, such member or others to determine or warrant that such property or operations are safe or are in compliance with any law, rule, or regulation.

a) The Pool may examine and audit the member's records at any time during the period that this Agreement is in effect, and during any extensions hereof, and within three years after such school district is no longer a member of the Pool, insofar as said records may relate to the subject matter of this Agreement.

b) The Pool shall be audited annually at the expense of the Pool by a certified public accountant. A copy of the report shall be submitted to the governing board of each member.

9.7 **Bylaws and Rules of Operation.** The board has bylaws and rules pertaining to the exercise of its purpose and powers. The Board may revise the Bylaws from time-to-time, by a majority vote. Any revision of the Bylaws shall become effective only after approved by the NASB Board of Directors. The Board may also from time-to-time adopt policies, rules, and procedures by majority vote for the administration and operation of the Pool so long as such policies, rules, and procedures are consistent with this Agreement, the Bylaws or applicable law. No provisions of the Bylaws, policies, rules, or

procedures shall be inconsistent with the terms of the Agreement or be contrary to applicable law.

9.8 **Place of Business.** The Principal place of business for the Pool shall be 1301 Stockwell Street, Lincoln, Nebraska. The Board may employ necessary staff and may purchase, lease, or rent real and personal property in order to carry out the business and purpose of the Pool.

9.9 **Professional Services.** The Board may retain the services of such legal counsel, actuaries, auditors, engineers, consultants, and other advisors as it deems necessary to carry out the business and purpose of the Pool.

9.10 **No Private Benefit.** No part of the net earnings or assets of the Pool shall inure to the benefit of any private person, as stated in §44-4306(2)(f).

10. **Dissolution of the Pool.**

10.1 **Event of Dissolution.** The Pool shall be dissolved upon the first to occur of the following:

a) when all participants in the Pool have ceased to participate; or

b) at such time as the Board shall determine that the number of participants and/or the size of the Pool is too small to adequately indemnify against the risks specified in the Memorandum.

10.2 **Required Approval.** The Board shall submit a written application to the Director of Insurance for approval of the plan to terminate the Pool as provided by §44-4311. Said application shall comply with applicable statutes and rules and regulations, including, without limitations, provisions for all pending and anticipated claims.

10.3 **Approval of Participants.** Any dissolution pursuant to this Section 10 shall not be effective until approval is obtained from the participants in the Pool upon a vote of at least two-thirds majority of all such participants granting approval. Such vote shall occur within thirty (30) days after approval by the Director of Insurance.

10.4 **Termination of the Agreement.** This Agreement shall terminate upon the occurrence of all of the following events: (1) the Pool has terminated pursuant to Section 10 herein; (2) all amounts owed by the Public Agency have been paid in full, and (3) all amounts owed for claims and other expenses have been paid in full.

10.5 **Distribution of Assets**. At the termination of the Pool's existence, any surplus funds in the Pool over and above those necessary to pay or reserve against the expenses and liabilities of the Pool shall be distributed among the existing participants in the Pool. Such distribution shall be allocated among such participants in proportion to the contributions made by each participant, as stated in §44-4306(2)(b).

11. **Conformity with Law.** In the event any term or provision of this Agreement shall be in conflict with the statutes, laws, rules, and regulations of the State of Nebraska as they now exist or are hereafter amended, this Agreement shall automatically be deemed amended to conform to such statutes, laws, rules, and regulations.

12. **Fiscal Year.** The Pool's fiscal year shall begin on September 1 of each year and end on August 31 of each year.

13. **Liability**. No participant in the Pool shall by reason of this Agreement, have any liability for claims brought by third parties against any other participant other than the obligation to contribute certain funds to the Pool as expressly provided herein. The liability for any claim against the member shall remain the sole and exclusive liability of the member; the obligation of the Pool is to indemnify the member against such loss as provided in the Memorandum to the extent and under the conditions contained therein.

14. **Execution in Counterpart**. This Agreement may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document.

The parties hereto have entered this Agreement on the dates set forth in the attached Resolutions.

RESOLUTION
COMMITMENT TO ENTER INTO
ALICAP
INTERLOCAL AGREEMENT

HEREBY, the participant is entering into an interlocal agreement with other public entities to participate in the NASB All Lines Interlocal Cooperative Aggregate Pool (otherwise referred to as ALICAP) as authorized by the Intergovernmental Risk Management Act, Neb Stat. §44-4301 and

WHEREAS, participant is allowed to participate in said cooperative undertakings; and

NOW THEREFORE, BE IT RESOLVED that the governing board hereby:

1. Declares that the board commits to participate in NASB ALICAP for an initial three-year agreement, all as set forth in the Participation Agreement which is attached to this resolution.

After motion duly made by _____ and seconded by _____, the following members voted by roll call vote in favor of passage and adoption of the said Resolution:

_____

The following members voted against the same:

_____

The following members voted absent or not voting:

_____

PASSED AND APPROVED this _____ day of _____, 20__.

Participant Name (*School, ESU or college*)_____

Signature from an Official of the Participant_____

Please print name and title_____

CONGRATULATIONS ON BECOMING AN OWNER OF ALICAP!

Instructions for New Member

- The All Lines Interlocal Cooperative Aggregate Pool (ALICAP) requires that your school board adopt the pool agreement by signing and returning the "Resolution of Commitment" form.
- The Uninsured and Underinsured Motorists law of Nebraska requires that Uninsured and Underinsured Motorists Coverage be provided at a limit equal to the State's Financial Responsibility law. Please sign the application.
- Complete the Supplementary Application for School Leaders Errors & Omissions on behalf of the board members, central office administrators, school district principal's and legal counsel. This form protects your fellow members of ALICAP from responding to any Errors and Omissions claim which should have been reported to the previous insurance carrier. This form eliminates the need to purchase an extended reporting endorsement from your previous School Board Legal Liability carrier.
- Complete the Cyber Insurance Application and sign it.
- Complete the Ransomware Questionnaire and sign it.
- Complete the IronEnviro (SPILLS) Application and sign it.
- Complete the Sexual Abuse Liability Application and sign it.

Thank you for taking the time to complete this information. Once we receive the electronic copy, we will begin to enroll your district into ALICAP. Please feel free contact me if you have any questions.

Sheri Shonka
Managing Director

Public Risk Management
3528 Dodge Street, Suite 120 | Omaha, NE 68131
Direct: (877) 649-4612
sheri.shonka@prmne.com

PUBLIC RISK MANAGEMENT INCORPORATED

NASB
All Lines Interlocal Cooperative Aggregate Pool (ALICAP)

Member Resolution of Commitment

WHEREAS, LB398 passed by the 1987 Nebraska Legislature created the Intergovernmental Risk Management Act; and

WHEREAS, _____ School District, believes it is in the best interest of its citizens to join with other Nebraska school districts in establishing a property, general liability, automobile, crime, dishonesty, school board liability and workers compensation pool; and

WHEREAS, the NASB Pool is established by school districts for the benefit of school district citizens; and

THEREFORE BE IT RESOLVED, that the _____ School District hereby:

1. Approves the document entitled "Participation Agreement"; and

2. Enters into the Agreement for the formation of and participation in the NASB All Lines Interlocal Cooperative Aggregate Pool; and,

3. Designates _____ to sign the Formation Agreement with the Pool on behalf of the school district

Passed and approved this _____ day of _____, 20 _____.

_____ School Board

_____

_____

Signature

_____

Please print name and title

COMMERCIAL AUTOMOBILE
APPLICATION SUPPLEMENT

NEBRASKA

(To be completed and signed by the Named Insured)

Name	Policy No.
	TBD

The Uninsured and Underinsured Motorists law of Nebraska requires that Uninsured and Underinsured Motorists Coverage be provided at a limit at least equal to the state's Financial Responsibility law. You may purchase Uninsured and UnderInsured Motorists Coverage with a limit up to your policy's liability insurance limit if you submit a signed application.

Please study this sheet carefully to help you decide what coverage you need to fulfill your insurance requirements.

FOR A MORE DETAILED DESCRIPTION OF THESE COVERAGES, REFER TO YOUR POLICY.

UNINSURED AND UNDERINSURED MOTORISTS COVERAGE

Uninsured and Underinsured Motorists Coverage provides coverage for (1) damages for bodily injury which an insured is legally entitled to recover from the owner or operator of a motor vehicle for which there is no bodily injury liability insurance or bond applicable at the time of the accident, and (2) damages for bodily injury which an insured is legally entitled to recover from the owner or operator of a motor vehicle to which a bodily injury liability policy applies at the time of the accident but its limit for bodily injury liability is either (a) not enough to pay the full amount the insured is legally entitled to recover as damages, or (b) reduced by payments to persons other than an insured injured in the accident to less than the full amount the insured is legally entitled to recover as damages.

In accordance with the laws of Nebraska, your automobile liability or motor vehicle liability policy shall automatically include Uninsured and Underinsured Motorists Coverage for damages for bodily injury which the insured may be entitled to recover from the owner or operator of an uninsured or underinsured motor vehicle, in the minimum amount of $25,000 each person / $50,000 each accident. Alternatively, you may select higher limits, up to the bodily injury policy liability limits, by indicating that selection below. Please select one of the following options:

- ☐ Uninsured and Underinsured Motorists Coverage at the minimum limits shown above
- ☐ Uninsured and Underinsured Motorists Coverage at a limit equal to my liability insurance limit
- ☑ Uninsured and Underinsured Motorists Coverage limit of $ 50,000 CSL *(may not exceed your liability insurance limit)*

Please be sure to read, fill out, sign, and return this Supplemental Application to your agent or broker. The choice you make will apply to any policy which renews, changes, supersedes, or replaces your existing policy, or any policy for which you may be applying unless you request a change to your coverage in writing. By signing below and/or paying any premium, you have evidenced your actual knowledge and understanding of the availability of these benefits and limits as well as the benefits and limits you have selected.

Signature of Named Insured _____ Date _____

Signature of Agent _____ Date _____

Supplementary Application

School Leaders Errors & Omissions Policy

This form will be attached to and form part of the Application of Insurance. The Insured(s) represent that the Application and this statement are the basis of the insurance applied for and are to be considered as incorporated into and constituting part of the policy issued. These statements are material to the acceptance of the risk assumed by the Company and the policy is issued in reliance upon the truth of those representations.

I/we hereby warrant that I/we have made reasonable and diligent inquiry of the following persons:

1) All School District Board Members
2) All Central Office Administrators
3) All School District Principals
4) Legal Counsel to persons listed in 1, 2, & 3 above

and that no circumstances are now known which have not been reported to my/our current Insurer which could lead to a claim under the insurance policy for which I/we are now proposing, or for any subsequent renewal of our policy. A copy of the notices of any circumstances that have been reported to my/our Insurer is attached.

The company agrees, subject to the other policy provisions, that if the above warranty is complied with and solely with respect to prior knowledge of circumstances which may lead to a claim, it will not disclaim coverage under this policy for claims which arise from incidents which were known to any Insured person(s) other than those stated in 1, 2, 3, or 4 above at the time the Insured submitted the Application for this insurance providing reasonable and diligent inquiry was first made by the Insured(s).

_____
School District

_____
Signature

_____
Title

_____
Date

ambridge®

Cyber Insurance Application

Please answer all the questions on this form. Before any question is answered please carefully read the declaration at the end of the application form which you are required to sign, Underwriters will rely on the statements that you make on this form. In this context, ANY INSURANCE COVERAGE THAT MAY BE ISSUED BASED UPON THIS FORM WILL BE VOID IF THE FORM CONTAINS FALSEHOODS, MISREPRESENTATIONS, OR OMISSIONS. PLEASE TAKE CARE IN FILLING OUT THIS FORM.

ANY POLICY THAT MAY BE ISSUED BASED UPON THIS FORM WILL PROVIDE CLAIMS FIRST MADE AND REPORTED COVERAGE.

School Name	
Address Line 1	
City	
Zip Code	
Website	

Total Number of Employees	
Average Daily Attendance	
Gross Operating Expenditure For Last Fiscal Year	

Do you have strict user revocation procedures on user accounts and inventoried recovery of all information assets following employment termination?	
Do you have established procedures for ensuring the deletion of all sensitive data from any devices prior to their disposal?	
Do you have a process in place to implement critical security patches from commercial software vendors?	
Do you change the passwords from factory default settings on all firewalls, routers, and other network appliances?	
Do you encrypt sensitive information on portable devices and storage media (mobile phones, laptops, flash drives, etc.)?	
Does your network allow wireless access? If so, is access protected for segments containing sensitive information?	
Does your network security procedures include firewall and anti-virus technologies patched and updated in line with manufacturers recommendations?	
Do you use any obsolete/unsupported software (e.g., Windows XP, etc.) on their network?	
If yes, are there any plans to upgrade to a supported software?	
Have you ever sustained a significant system intrusion, tampering, virus or malicious code attach, loss of data, hacking incident, data theft or similar?	
Are you aware of, or are there any circumstances that may give, or have given, rise to a claim against you or against this insurance policy for breaches of network security or privacy?	
During the last three years has anyone alleged that their personnel information has been compromised, or have you notified employees, student or other that their information was or may have been compromised?	

The Applicant acknowledges that Underwriters rely on this Application and its attachments and any additional supporting information provided as the material basis of any contract or insurance that may be entered into between the Applicant and Underwriters. The Applicant further acknowledges that the furnishing of its application does not blind Underwriters to provide insurance to cover and that a binding contract is not in places unless an offer of insurance is made and having been accepted by the Applicant is also accepted by the Underwriters.

Signed on behalf of the Applicant By:

Print Name

Date:

Title

ALICAP

Ransomware

SUPPLEMENTAL QUESTIONNAIRE

School District _____

Assessment

Have you had a free Vulnerability Assessment completed by the U.S. Department of Homeland Security's CISA team?	☐ Yes ☐ No
If so, have you fixed the loopholes found in your assessment?	☐ Yes ☐ No

Communications Security

Are advanced threat protection settings enabled for all email users?	☐ Yes ☐ No
Are multi-factor authentication settings enabled for all email users?	☐ Yes ☐ No
Are incoming emails and communications filtered for malicious links/attachments?	☐ Yes ☐ No
Are external emails and communications marked to alert users of their external origin?	☐ Yes ☐ No
Have you implemented any of the following controls: DKIM; SPF; DMARC? (see page 3)	☐ Yes ☐ No
Do you conduct regular phishing training and testing of all users?	☐ Yes ☐ No

If no to any of the above questions, please provide additional details of policies and procedures around security posture and controls:

Systems Security

Have you implemented endpoint detection and response security tools?	☐ Yes ☐ No
Do you have established processes and procedures for rapidly deploying critical security patches across servers, computers, mobile devices and other end point devices?	☐ Yes ☐ No
Are multi-factor authentication settings enabled for access to privileged accounts or files?	☐ Yes ☐ No

If no to any of the above questions, please provide additional details of policies and procedures around security posture and controls:

Back-up and Recovery

Are all system configurations and data subject to regular back-up?	☐ Yes ☐ No
Is back-up access subject to separate access credentials which are maintained separately from common system credentials?	☐ Yes ☐ No
Are multi-factor authentication settings enabled for access to back-up files?	☐ Yes ☐ No
Are back-up files disconnected and inaccessible from your organization's general network?	☐ Yes ☐ No
Are back-up files encrypted?	☐ Yes ☐ No

If no to any of the above questions, please provide additional details of policies and procedures around security posture and controls:

Additional Information

Please provide any additional information you feel is pertinent and would assist in the underwriting of these exposures:

Signature: _____ Date: _____

Print Name: _____ Title: _____

☐ Electronically Signed

ADDITIONAL INFORMATION

Adequate Controls

Multi-factor authentication (MFA) to be implemented for all remote access to critical business systems including email; financial/accounting; student management/administration systems; and then separate credentials with MFA for privileged accounts and any access to backup systems/files.

End Point Protection Software implemented to protect insured's networks.

Back-up files maintained in an Air-Gapped Model or commonly called 3-2-1 back ups.

Communications Security Protocols

Domain Keys Identified Mail (DKIM) ensures that the content of your emails remains trusted and hasn't been tampered with or compromised.

Sender Policy Framework (SPF) hardens your DNS servers and restricts who can send emails from your domain. SPF can prevent domain spoofing. It enables your mail server to determine when a message came from the domain that it uses. SPF has three major elements: a policy framework as its name implies, an authentication method and specialized headers in the actual email itself that convey this information.

Domain-based Authentication Reporting and Conformance (DMARC) ties the first two protocols together with a consistent set of policies. It also links the sender's domain name with what is listed in the From: header and also has some better reporting back from mail recipients.

Why you need DMARC, SPF and DKIM? Phishing and email spam are the biggest opportunities for hackers to enter the network. If a single user clicks on some malicious email attachment, it can compromise an entire enterprise with ransomware, cryptojacking scripts, data leakages or privilege escalation exploits.

Reference Storm, David. "What Are DMARC, SPF and DKIM? How to Master Email Security with These Protocols." CSO, IDG Communications, 29 Mar. 2019, www.csoonline.com/article/3254234/mastering-email-security-with-dmarc-spf-and-dkim.html.

IRONSHORE
your safe harbour

Ironshore
Insurance Services, LLC

IronEnviro Site Pollution Incident Legal Liability Select (SPILLS) Application

THIS IS AN APPLICATION FOR A CLAIMS-MADE POLICY. PLEASE REVIEW THE APPROPRIATE POLICY CAREFULLY.

INSTRUCTIONS:

- Please print or type clearly.
- Please answer all questions and those applicable to the coverages requested. If any questions in those sections do not apply, please answer "NA."
- If additional supporting documentation is needed to answer the questions completely, please reference in the application and attach the additional supporting documentation.
- The application must be signed and dated by a duly authorized executive, officer, owner, or principal of the applicant.

GENERAL APPLICANT INFORMATION:

Named Insured:
Mailing Address:

1. Is the applicant interested in receiving loss control support and/or training services provided by Ironshore?
☐ Yes ☐ No. If yes, please provide an email address for the facility manager or other appropriate contact.

Email Address:

2. Does the applicant hold any property, i.e. vacant land, for development? ☐ Yes ☐ No. If yes, please attach explanation.

3. Does the applicant anticipate any development activities during the policy period? ☐ Yes ☐ No. If yes, please attach explanation.

CLAIMS / WARRANTY STATEMENTS:

A. CLAIMS:

1. In the last five (5) years, has the applicant had any reportable releases or spills of hazardous substances or hazardous wastes, or any other pollutants as defined by applicable environmental statutes or regulations? ☐ Yes ☐ No. If yes, please attach explanation.

2. In the last five (5) years, has the applicant received any notices of violation, fines, penalties, complaints or other enforcement actions regarding compliance with environmental laws? ☐ Yes ☐ No. If yes, please attach explanation.

3. In the last five (5) years, has the applicant been prosecuted or is the applicant currently being prosecuted for contravention or any standard of law relating to the release or threatened release of a hazardous substance, hazardous waste or other pollutant as defined by applicable environmental statutes or regulations? ☐ Yes ☐ No. If yes, please attach explanation.

4. Are you aware of any past or present contamination on-site or emanating from the site(s) or any circumstance which may reasonably be expected to give rise to a claim or generate a request for coverage under this policy? ☐ Yes ☐ No. If yes, please attach explanation.

5. Have any claims been made or legal actions (including regulatory actions) been brought against you in the past 5 years which relate in any way to an actual or alleged pollution release (including mold matter and legionella) or water intrusion?
☐ Yes ☐ No. If yes, please attach explanation.

B. INDOOR AIR QUALITY:

1. Have any water or indoor air quality related construction/maintenance defects been encountered (including but not limited to HVAC system problems, leaks in the roof, windows, or siding, as well as broken plumbing or sewer backups) ? ☐ Yes ☐ No. If yes, please attach explanation.

2. Does the applicant have a mold/microbial matter operations and maintenance (O&M) plan and/or water intrusion O&M plan? ☐ Yes ☐ No. If yes, please provide a copy.

3. Have any Indoor Air Quality (IAQ) /mold inspections or evaluations been done at a proposed location? ☐ Yes ☐ No. If yes, please provide a copy.

4. Have any complaints ever been made by a third party relating to indoor air quality, mold, or legionella problems at a proposed location? ☐ Yes ☐ No. If yes, please attach explanation fully and include cause of loss, mitigation of loss and any costs associated with the loss.

5. Do you have a formal process in place to document and track IAQ and/or mold complaints? ☐ Yes ☐ No.

6. Do you have employees on-site and dedicated to the management of the proposed locations? ☐ Yes ☐ No. If yes, have the employees undergone specific training with regards to IAQ and/or mold? ☐ Yes ☐ No.

7. Have any of the proposed locations had an IAQ and/or mold problem that cost more than $25,000 to remediate? ☐ Yes ☐ No.

8. Does the applicant have protocols in place specific to when the schools are not in session to inspect and maintain the facilities? ☐ Yes ☐ No. If yes, please provide a copy.

C. WARRANTY:

1. Does the applicant know of any fact, situation or circumstance that could result in a claim(s) being made against your company or any other entity that is requesting coverage? ☐ Yes ☐ No. If yes, please attach explanation.

D. ACKNOWLEDGEMENT OF SHARED LIMITS:

THE UNDERSIGNED UNDERSTANDS, AGREES TO, AND ACKNOWLEDGES, THAT THIS POLICY CONTAINS A POLICY AGGREGATE LIMIT OF LIABILITY THAT IS ACCEPTED AND SHARED BY ALL OF THE APPLICANTS WHO ARE OR MAY BECOME AN INSURED HEREUNDER. IN VIEW OF THE OPERATION AND NATURE OF THIS SHARED POLICY AGGREGATE LIMIT OF LIABILITY, THE APPLICANT UNDERSTANDS AND AGREES THAT PRIOR TO FILING A CLAIM UNDER THIS POLICY, THE POLICY AGGREGATE LIMIT OF LIABILITY MAY BE EXHAUSTED OR REDUCED BY PRIOR PAYMENTS FOR OTHER CLAIMS UNDER THIS POLICY. AS A RESULT, THERE MAY BE NO AVAILABLE LIMIT TO PAY THE APPLICANT'S CLAIM, REGARDLESS OF WHETHER ANY LOSS, BUSINESS INTERRUPTION EXPENSE OR EXTRA EXPENSE HAS BEEN PAID ON SUCH APPLICANT'S BEHALF.

IT IS AGREED BY THE APPLICANT (AND THE ENTITY(IES) REQUESTING COVERAGE) THAT THE PARTICULARS AND STATEMENTS MADE IN THIS APPLICATION, TOGETHER WITH ALL ATTACHMENTS TO THIS APPLICATION AND ANY OTHER MATERIALS SUBMITTED TO THE INSURER (ALL OF WHICH ATTACHMENTS AND MATERIALS SHALL BE DEEMED ATTACHED TO THE POLICY AS IF PHYSICALLY ATTACHED THERETO), SHALL BE THE REPRESENTATIONS AND WARRANTIES OF THE APPLICANT (AND THE ENTITY(IES)REQUESTING COVERAGE) AND SHALL BE DEEMED TO BE MATERIAL TO THE ACCEPTANCE OF THE RISK OR THE HAZARD ASSUMED BY THE INSURER UNDER THIS POLICY. IT IS FURTHER AGREED BY THE APPLICANT (AND THE ENTITY(IES)REQUESTING COVERAGE) THAT THE PROPOSED POLICY, IF ISSUED, IS ISSUED IN RELIANCE UPON THE TRUTH AND ACCURACY OF SUCH REPRESENTATIONS AND WARRANTIES WHICH ARE INCORPORATED INTO AND MADE A PART OF SUCH POLICY.

THE UNDERSIGNED APPLICANT WARRANTS THAT THE STATEMENTS SET FORTH IN THIS APPLICATION AND ITS ATTACHMENTS AND OTHER MATERIALS SUBMITTED TO THE INSURER ARE TRUE AND CORRECT.

ACCEPTING THIS APPLICATION DOES NOT BIND THE UNDERWRITER TO COMPLETE, OR THE APPLICANT TO PURCHASE, THE POLICY. IN THE EVENT THERE IS ANY MATERIAL CHANGE IN THE ANSWERS TO THE QUESTIONS OR REPRESENTATIONS OR WARRANTIES HEREIN PRIOR TO THE ISSUANCE DATE OF THE POLICY, WHICH WOULD RENDER THIS APPLICATION FORM INACCURATE OR INCOMPLETE, THE APPLICANT WILL NOTIFY THE INSURER IN WRITING AND, IF NECESSARY, ANY OUTSTANDING QUOTATION MAY BE MODIFIED OR WITHDRAWN.

NOTICE TO ARKANSAS & NEW MEXICO APPLICANTS: "ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT, OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON."

NOTICE TO COLORADO APPLICANTS: "IT IS UNLAWFUL TO KNOWINGLY PROVIDE FALSE, INCOMPLETE, OR MISLEADING FACTS OR INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING OR ATTEMPTING TO DEFRAUD THE COMPANY. PENALTIES MAY INCLUDE IMPRISONMENT, FINES, DENIAL OF INSURANCE, AND CIVIL DAMAGES. ANY INSURANCE COMPANY OR AGENT OF AN INSURANCE COMPANY WHO KNOWINGLY PROVIDES FALSE, INCOMPLETE, OR MISLEADING FACTS OR INFORMATION TO A POLICYHOLDER OR CLAIMANT FOR THE PURPOSE OF DEFRAUDING OR ATTEMPTING TO DEFRAUD THE POLICYHOLDER OR CLAIMANT WITH REGARD TO A SETTLEMENT OR AWARD PAYABLE FROM INSURANCE PROCEEDS SHALL BE REPORTED TO THE COLORADO DIVISION OF INSURANCE WITHIN THE DEPARTMENT OF REGULATORY AUTHORITIES."

NOTICE TO DISTRICT OF COLUMBIA APPLICANTS: "WARNING: IT IS A CRIME TO PROVIDE FALSE OR MISLEADING INFORMATION TO AN INSURER FOR THE PURPOSE OF DEFRAUDING THE INSURER OR ANY OTHER PERSON. PENALTIES INCLUDE IMPRISONMENT AND/OR FINES. IN ADDITION, AN INSURER MAY DENY INSURANCE BENEFITS IF FALSE INFORMATION MATERIALLY RELATED TO A CLAIM WAS PROVIDED BY THE APPLICANT."

NOTICE TO FLORIDA APPLICANTS: "ANY PERSON WHO KNOWINGLY AND WITH INTENT TO INJURE, DEFRAUD, OR DECEIVE ANY INSURER FILES A STATEMENT OF CLAIM OR AN APPLICATION CONTAINING ANY FALSE, INCOMPLETE OR MISLEADING INFORMATION IS GUILTY OF A FELONY IN THE THIRD DEGREE."

NOTICE TO KENTUCKY APPLICANTS: "ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE CONTAINING ANY MATERIALLY FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME."

NOTICE TO LOUISIANA APPLICANTS: "ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON."

NOTICE TO MAINE APPLICANTS: "IT IS A CRIME TO KNOWINGLY PROVIDE FALSE, INCOMPLETE OR MISLEADING INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING THE COMPANY. PENALTIES MAY INCLUDE IMPRISONMENT, FINES OR A DENIAL OF INSURANCE BENEFITS."

NOTICE TO NEW JERSEY APPLICANTS: ANY PERSON WHO INCLUDES ANY FALSE AND MISLEADING INFORMATION ON AN APPLICATION FOR AN INSURANCE POLICY IS SUBJECT TO CRIMINAL AND CIVIL PENALTIES.

NOTICE TO OHIO APPLICANTS: ANY PERSON WHO, WITH INTENT TO DEFRAUD OR KNOWINGLY THAT HE/SHE IS FACILITATING A FRAUD AGAINST AN INSURER, SUBMITS AN APPLICATION OR FILES A CLAIM CONTAINING A FALSE OR DECEPTIVE STATEMENT IS GUILTY OF INSURANCE FRAUD.

NOTICE TO OKLAHOMA APPLICANTS – WARNING: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO INJURE, DEFRAUD OR DECEIVE ANY INSURER, MAKES ANY CLAIM FOR THE PROCEEDS OF AN INSURANCE POLICY CONTAINING ANY FALSE, INCOMPLETE OR MISLEADING INFORMATION IS GUILTY OF A FELONY (365: 15-10, 36 §3613.1)

NOTICE TO PENNSYLVANIA APPLICANTS: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR ANOTHER PERSON, FILES A STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT, MATERIAL THERETO, COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME, SUBJECT TO CRIMINAL PROSECUTION AND CIVIL PENALTIES.

NOTICE TO TENNESSEE, VIRGINIA AND WASHINGTON APPLICANTS: IT IS A CRIME TO KNOWINGLY PROVIDE FALSE, INCOMPLETE OR MISLEADING INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING THE COMPANY. PENALTIES INCLUDE IMPRISONMENT, FINES AND DENIAL OF INSURANCE BENEFITS.

NOTICE TO VERMONT APPLICANT: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING MATERIALLY FALSE INFORMATION OR, CONCEALS, FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT ACT, WHICH MAY BE A CRIME AND MAY SUBJECT SUCH PERSON TO CRIMINAL AND CIVIL PENALTIES.

NOTICE TO NEW YORK APPLICANTS: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE CONTAINING ANY MATERIALLY FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME, AND SHALL BE SUBJECT TO A CIVIL PENALTY NOT TO EXCEED FIVE THOUSAND DOLLARS ($5,000) AND THE STATED VALUE OF THE CLAIM FOR EACH SUCH VIOLATIONS

Applicant's signature: _____ **Date:** _____

Applicant's name (please print): _____

Title: _____

Insurance representative: Sheri L. Shonka/Nancy Meinders
Name of firm: Public Risk Management, Inc.
Address: 3528 Dodge St., Suite 120, Omaha, NE 68131
Telephone number: 877-649-4612 Ext. #1 or Nancy Meinders 877-649-4612 Ext #2
Fax number: 402-399-2785
E-mail address: sheri.shonka@prmne.com or nancy.meinders@prmne.com

Surplus lines agent (SLA) (for the state where the named insured is domiciled): T. Patrick Ryan, CPCU,
ARM Address: 3528 Dodge St., Suite 120
City: Omaha
State, ZIP code: NE, 68131
Surplus lines license number: _____

Sexual Abuse Liability

Separate applications are required for individual departments if training and hairing are handled seperately by the individual department

Has your Abuse coverage, or any similar insurance, been cancelled or non-renewed in the past five years? | If yes, please provide explanation

INSURED'S OPERATONS (Select Yes, No, Subcontract or Insured Elsewhere)

	SELECT	(under 18 yrs)	(over 18 yrs)	No. of Employees	No. of Volunteers	No. of Contractors	Contractors Duties
Before / After School Programs	-						
Boarding Schools	-						
Daycare Center - Child	-						
Daycare Center - Adult	-						
Day Camps	-						
Camps w/ Overnight Stays	-						
Foster Homes	-						
Group Homes	-						
Mentoring (i.e. Big Brother / Big Sister)	-						
Special Education Programs	-						
Residential Facilities - In Family Homes	-						
Residential Facilities - In Mental Health Facilities	-						
Transportation of Children / Handicapped / Seniors	-						
Tutoring Programs	-						
Youth Shelter	-						
Youth Recreational Programs	-						
Other: _____							

1. Have all known claims, incidents, or allegations been reported to prior carrier?
2. Are you aware of any facts, incidents, or circumstances which may result in Sexual Abuse claims being made against you? — If yes, please provide explanation
3. In the past five years, have any employees or officers been terminated for cause related to sexually abusive behavior? — If yes, please provide explanation
4. Have any members of staff been transferred because of allegations of Sexual Abuse? — If yes, please provide explanation

RISK MANAGEMENT

	Yes / No
5. Do you hire or use subcontractors for any operations involving minors (including coaches)?	
6. If yes, do you require those subcontractors provide you with additional insured status and a certificate of insurance showing Abuse & Molestation coverage with limits of at least $1,000,000?	
7. Is there a written abuse prevention policy? If Yes, please attach copies of policies	
Does the policy prohibit one-on-one contact?	
Does the policy outline permissible exceptions to one-on-one contact?	
Does the policy require any one-on-one meetings occur in visibility of others at all times (e.g. window in door or open door at all times)?	
Does the policy specify overnight activities require a specified number of screened employees/volunteers, management approval & prohibit single adult/child sleeping arrangements?	
Does the policy specify transportation & activities conducted away from schools premise require 2 or more screened employees/volunteers?	
Does the policy require prior establishment of persons allowed to visit and pickup	
Do policies and procedures include an incident reporting and follow-up?	
8. Is there a written policy for email, phone and social media contact with clients and persons under 18 years of age?	

BRIT

SELECTION / TRAINING PROCEDURES

	EMPLOYEES Yes / No	VOLUNTERS Yes / No
9. Do you require a written application for all employees and volunteers?		
10. Does the application include a notice that Criminal Background Checks will be conducted?		
11. Do you conduct documented reference checks on all employees and Volunteers?		
12. Do the applications require an applicant's signature and untruthful answers are grounds for non-hiring or termination?		
13. Are Criminal Background Checks completed prior to starting employment or regular volunteering?		
Are background checks federal (50 state) level?		
Are background checks only for your state level?		
Are background checks only county or city level?		
Are background checks performed at regular intervals (e.g. every 2-5 years)?		
14. Do you maintain the applications in their personnel file?		
15. Do you maintain a practice of not accepting potential employees/volunteers with prior sexual/physical abuse allegations against them?		
16. Do all your employees and volunteers undergo abuse prevention training prior to working with youth?		
Then annually thereafter?		
Does training include recognition of sexual/physical abuse symptoms?		
Does training include procedures to follow if a peer is suspected of such abuse?		
17. Do all your employees and volunteers undergo SAFE SCHOOLS Abuse Training courses?		
18. Do all your employees and volunteers know reporter training procedures?		
19. Do you maintain records of all abuse prevention and mandated reporter training?		

INCIDENT REPORTING

	Yes / No
20. Does your school use SAFE SCHOOL'S ALERT PROGRAM offered by ALICAP?	
21. Does the entity provide for anonymous reporting of suspected sexual abuse?	
22. Are all reports sent to local law enforcement agencies, child protective services or similar agency?	
23. Which departments are responsible for receipt of reports?	
24. In case we have any follow-up questions, please provide your name & phone number of who completed this application.	

Printed Name: _____ Phone Number: _____

BRIT

DECLARATION

NOTICE:

THE UNDERSIGNED(S) CERTIFIES THAT HE/SHE IS THE DULY AUTHORIZED REPRESENTATIVE(S) OF EACH PROPOSED ASSUMED WHO SUBMITS THIS APPLICATION TO BRIT GLOBAL SPECIALTY USA FOR A POLICY OF INSURANCE.

THE UNDERSIGNED REPRESENTS THAT THE STATEMENTS SET FORTH IN THE APPLICATION ARE TRUE AND CORRECT TO THE BEST OF THEIR KNOWLEDGE, AND THAT REASONABLE EFFORTS HAVE BEEN MADE TO OBTAIN INFORMATION WHICH IS SUFFICIENT AND ACCURATE FOR THE PURPOSES OF OBTAINING THIS PROPOSED INSURANCE.

THE APPLICATION WARRANTS THAT IS THE INFORMATION SUPPLIED ON THE APPLICATION CHANGES BETWEEN THE DATE OF THIS APPLICATION AND THE INCEPTION FATE OF THE POLICY PERIOD, YOU SHALL IMMEDIATELY NOTIFY BRIT GLOBAL SPECIALTY USA OF SUCH CHANGE.

SIGNING OF THIS APPLICATION DOES NOT BIND BRIT SPECIALTY USA TO OFFER OR THE APPLICANT TO ACCEPT INSURANCE, BUT IT IS AGREED THAT THIS APPLICATION SHALL BE THE BASIS OF THE INSURANCE BUT IT IS AGREED THAT THS APPLICATION SHALL BE THE BASIS OF THE INSURANCE CONTRACT AND WILL BE ATTACHED AND MADE PART OF THE POLICY SHOULD BE ISSUED.

Please confirm that you have read and agree with the above statement.

-		
Agree / Disagree	Name of Assured / Legal Representative / Agent	Date

First Student, Inc.
216 West 1st St
Wayne, NE 68787
402-375-2887

Exhibit "A"-Amended

2022-2023 ADDENDUM TO THE NEBRASKA CIY PUBLIC SCHOOLS AGREEMENT

Rates for the 2022-2023 school year (***6/1/22 to 5/31/23***) will be as follows:

Regular Routes (4) will be billed at $201,852.40 annually, ($20,185.24 total monthly for 10 months, $5,046.31 per route monthly).

Activities will be billed at $1.99 per mile and $18.50 per hour sitting time; with a minimum trip of $69.08.

For trips that are cancelled, without a 24-hour notice, a $69.08 cancelled trip fee will be charged.

Deadhead miles for additional buses brought into the district for activities will be billed at $1.93 per mile.

Rates based on _____ attendance days.

Payment is due within three (3) business days after each monthly board meeting. If received later than the 20th, a $50.00 late fee will be charged to your next month's bill.

Nebraska City Public Schools	**First Student, Inc.**
_____	_____
Superintendent	Dean A. Carroll, District Manager
_____	_____
Witness	Witness
_____	_____
Date Signed	Date Signed

CONTRACT DOCUMENT

NEBRASKA CITY PUBLIC SCHOOLS
NEBRASKA CITY, NEBRASKA

CONTRACT FOR CERTIFICATED PERSONNEL

THIS CONTRACT made by and between the School District of Nebraska City, No. 111, in the County of Otoe, in the State of Nebraska, hereinafter referred to as the District and Kaleb Walker, a legally qualified certificated employee, hereinafter referred to as the Employee.

WITNESSETH: That the Board of Education of the District hereby agrees to employ the Employee above named in a school of the District for a school year, which shall begin on or about 8/1/2022, and shall consist of 208 days of service including at least 175 teaching days and that the Employee hereby agrees to accept such employment at a salary of 65,352 and under the following conditions:

FIRST: The salary of the Employee shall be payable in 12 equal installments. The installment shall be payable on the 20th day of September 2022, and the remaining installments shall be payable on the 20th day of each month thereafter. (When the 20th of the month in on a weekned or constitutes a holiday - installments will be payable on the working day prior to the 20th of the month).

SECOND: The Employee hereby agrees to be governed by the policies of the Board of Education of the District, and that the duties to be performed by him-her under this contract shall be subject to assignment by the Superintendent of the District, and further agrees to devote full time during days of school to his-her position and in all respects, to diligently and faithfully perform the assigned duties to the best of his-her professional ability.

THIRD: That the Board may discharge said Employee thereby terminating this contract, provided said Employee has been given all of the rights and hearings required by law.
For employees with tenure discharge may be for any one or more of the following: incompetence, immorality, intemperance, cruelty, crime against the laws of the state, neglect of duty, general neglect of the business of the school, unprofessional conduct, physical or mental incapacity, any violation of law involving moral turpitude or any conduct tending to reflect discredit upon the school of the district or upon the employee, or tending to seriously impair his-her continued usefulness as a teacher in such school.

FOURTH: That upon termination or non-renewal of this contract for any cause, the compensation paid or to be paid hereunder shall be an amount which bears the same ratio to the yearly salary herein specified as the number of days of service to the date of such termination bears to 198 days of service. Any unearned fractional portion of an installment paid but not earned prior to termination of the contract shall be refunded by the Employee.

FIFTH: No resignation by the Employee shall become effective until the close of the school year unless accepted by the Board of Education and the Board shall fix the time at which the resignation and termination of services is to take effect.

SIXTH: This contract shall conform to the regulations governing deductions from the above stated compensation with reference to Withholding Taxes, Social Security, and Teacher's Retirement. Other deductions may be withheld as agreed to by the parties to this contract. This contract shall be deemed to have been entered into subject to all provisions of the laws of the State of Nebraska. In the event any provision herein does not comply with such law, only that provision of this contract shall be void and the balance thereof shall be binding upon the parties.

SEVENTH: The employee hereby affirms that he-she is not under contract with another School Board of Board of Education in any other School District covering a part of all the same time of performance as is contemplated by this agreement. The Teacher further affirms that at the beginning of the term of this contract he-she holds or will hold a valid NEBRASKA Standard CERTIFICATE, which is registered in the

office of the Superintendent of Schools in this County and that the Employee shall not be compensated for any services performed prior to the date of registration of this certificated.

EIGHTH: This contract shall also be governed by the terms of the agreement negotiated between the Board of Education and the Nebraska City Education Association for each school term.

NINTH: That if the Employee does not accept and deliver one signed copy of this contract to the Superintendent of Schools on or before _____, 20_____, this contract is null and void.

TENTH: Other provisions: 11 BA+36

Executed _____, 20_____
School District of Nebraska City, County of Otoe

_____
President NCPS Board of Education

SUPERINTENDENT

Attached Workflow	Employee Signature
Current Status	Approved
Workflow Steps	1 Signed by Kaleb Walker on 07/27/2022 at 2:52 PM **Signature:** Kaleb Walker

TEACHER'S REPLACEMENT CONTRACT

This contract is made by and between the Board of Education of Nebraska City Public Schools, legally known as Otoe School District 66-0111 and referred to herein as the Board of Education and the District, respectively, and Allysyn Molzahn-Paap, a legally qualified teacher, referred to herein as Teacher.

1. **Purpose of the Contract.** This contract is entered into for the sole purpose of providing a replacement teacher for a certificated employee who is on a leave of absence. **AS A MATERIAL PROVISION OF THIS CONTRACT, IT IS SPECIFICALLY UNDERSTOOD AND AGREED THAT THIS CONTRACT IS ENTERED INTO PURSUANT TO SECTION 79-824 OF THE NEBRASKA STATUTES FOR A LIMITED PERIOD OF TIME, AND SHALL NOT BE SUBJECT TO THE PROVISIONS OF SECTIONS 79-824 TO 79-839 OR SECTIONS 79-846 TO 79-849 REGARDING ITS CONTINUATION OR TERMINATION.**

2. **Term of the Contract.** This contract will conclude either (1) when the Teacher on Leave returns from leave or ends his or her employment, or (2) at the conclusion of the 2022-23 school year, whichever occurs first. Teacher understands that the Teacher on Leave may return from leave at his/her discretion, and agrees that this contract concludes upon the Teacher on Leave's return. If the Teacher on Leave does not return from leave during the current school year, the contract shall conclude automatically on the last day that students are scheduled to attend school at the conclusion of the current school year. It will expire upon the Teacher on Leave's return from leave without any action of the Board. This contract does not create any property right to employment beyond employment for the term described above.

3. **Salary and Benefits.** Teacher's salary shall be based upon Teacher's placement on the District's salary schedule pursuant to the terms of the negotiated agreement with the teachers' association, which is $ 65,745 per year. The first installment of Teacher's salary shall be paid on the 20th day of September, 2022, and the remaining installments shall be paid on the 20th day of each month thereafter. The District shall provide the Teacher with Health insurance through the District's health insurance carrier for the employee only. The Teacher shall be entitled to 10 days of sick leave and 2 days of personal leave for the 2022-23 school year. The

Teacher will not be compensated for unused days of sick leave upon the ending of employment with the District.

4. **Extra Duty.** Teacher may be assigned such "extra duty" assignments which shall be for such compensation as may be agreed upon by the District and Teacher or by Teacher's duly authorized bargaining agent.

5. **Board Policies.** Teacher hereby agrees to be governed by the policies of the Board of Education and agrees that the teaching duties to be performed under this contract shall be subject to assignment by the Superintendent and Principals of the District on a daily basis. Teacher further agrees to devote time during days of school to his/her position in all respects to perform faithfully the assigned duties as teacher as well as any extracurricular activities to the best of his ability.

6. **Cancellation of Contract.** This contract may be canceled or amended by a majority of the members of the school board during the term of the contract for any reason.

7. **Resignation from Employment.** In consideration of being hired upon a long-term temporary basis, Teacher hereby resigns from employment effective at of the concluding date set forth in this contract. Teacher understands and agrees that the Board's approval of this contract constitutes its acceptance of Teacher's resignation. Teacher shall be entitled to apply for any teaching vacancy which the District may have in succeeding years for which Teacher is qualified by certification and endorsement, and shall be considered for employment with all other applicants.

8. **Release from Employment.** There shall be no penalty for Teacher's release or resignation from this contract prior to its concluding date; provided, no resignation shall become effective unless accepted by the board of education and the board shall fix the time at which the resignation is to take effect.

9. **Deductions.** This contract shall conform to the regulations governing deductions from the above-stated compensation with reference to withholding tax, social security and teacher retirement. Teacher shall be responsible to pay for damage to District property caused by the Teacher's reckless or intentional actions. Other deductions may be withheld as agreed to by the parties to this contract.

10. **Affirmation and Certification.** Teacher hereby affirms that he/she is not under contract with another school board or board of education within the State of Nebraska covering a part or all of the same period of performance as is contemplated by this agreement. Teacher further affirms that, at the beginning of the term of this contract, he/she holds or will hold a valid Nebraska Teaching Certificate. It is understood and agreed that this contract is not valid until Teacher's Certificate, as herein listed, is registered in the office of the Superintendent of Schools, and that Teacher shall not be compensated for any services performed prior to the date of registration of the certificate.

11. **Compensation Upon Cancellation.** Upon mid-term cancellation of this contract or upon the release of Teacher from this contract, the compensation paid or to be paid hereunder for teaching shall be based on Teacher's daily rate as specified in this contract, and for extra duty shall be an amount which bears the same ratio to the extra duty salary herein specified as the number of days of service to the date of such termination bears to the total number of contract days specified in this contract. Any unearned fractional portion of an installment paid but not earned prior to termination of the contract shall be refunded by Teacher.

12. **Teacher's Review and Understanding of Agreement.** Teacher affirms having read this Agreement in its entirety, having had the opportunity to consult with legal counsel, understanding the provisions of the agreement, and consenting to each and every one of them.

_____	_____
Teacher	President, Board of Education
_____	_____
Date	Date

ATTEST:

_____
Secretary, Board of Education