

STERLING PUBLIC SCHOOL DISTRICT #33, JOHNSON COUNTY

Board of Education Regular Meeting  
Monday, June 17, 2019 7:00 PM  
Sterling Public Schools  
250 Main Street  
Sterling, NE 68443

- A. Call Meeting to Order
- B. Recognize Nebraska Open Meetings Law
- C. Publication of Meeting
- D. Roll Call
- E. Pledge of Allegiance
- F. Approval of agenda
- G. Public Comment
- H. Teacher Report--Mr. Harrington & Mr. Heusman--Coach Evaluation Process & Extra Duty Assignments for the 2019-2020 School Year
- I. Board Committee Reports
- J. Administration Reports
- K. Consent Agenda
  - Minutes from the 5-20-19 Meeting**
  - Fund Balances:** General, Depreciation, Employee Benefit, Activity, School Nutrition, Bond, Special Building, QCPUF
  - May Check Listing
  - Hirings:** None
  - Resignations:** None
- L. Action Items
  - 1. Commendations
  - 2. Second Reading & Approval of Board Policies
  - 3. Review & Make Changes as Needed to Board Policy 5008 Attendance
  - 4. Annual Review & Update of Board Policy 5054 Bullying Prevention Policy
  - 5. Discuss and Approve 2018-2019 Multicultural Report
  - 6. Discuss and Approve the OT/PT Services for Students
  - 7. Review & Approval of 2019-2020 Preschool, Elementary, JH/HS, Classified and Certified Handbooks
  - 8. Review and Set Lunch Prices for 2019-2020 School Year
  - 9. Superintendent's 2019-2020 Salary & Evaluation
  - 10. Set Substitute Teacher Pay for the 2019-2020 School Year
  - 11. Purchasing of Technology Equipment
  - 12. Approval of Replacing a Heat Pump in the HS Building
- M. Discussion Items:
  - 1. First Reading of Board Policies
  - 2. Review Classified Staff Salary Ranges
  - 3. Upcoming Events
- N. Adjourn

*The Sterling Board of Education reserves the right to go into Closed Session at any time for purposes in accordance with § 84-1410(1).*



# Sterling Athletics Assistant Coach Evaluation

**Scale:**            **1-Effective**                      **2-Growth Area**                      **3-Satisfactory**                      **4-Unsatisfactory**

## Professional Qualifications:

- \_\_\_\_\_ 1.      Cooperates with head coach and athletic director.
- \_\_\_\_\_ 2.      Understands and follows the policies and rules established by the Head Coach, Board of Education, Pioneer Conference, and the Nebraska Schools Activities Association.
- \_\_\_\_\_ 3.      Develops a rapport with the entire coaching staff.
- \_\_\_\_\_ 4.      Attends coach's meetings, awards programs, pep rallies, etc.
- \_\_\_\_\_ 5.      Maintains a professional and dignified conduct, especially towards officials, athletes, students, and opponents.
- \_\_\_\_\_ 6.      Works cooperatively with other assistant coaches.
- \_\_\_\_\_ 7.      Currently Certified CPR and first aid procedures, certified by NDE or NSAA, completed all mandatory trainings established by the NSAA and or School in a timely fashion
- \_\_\_\_\_ 8.      Completes assistant coach's responsibilities set by head coach & activities director
- \_\_\_\_\_ 9.      Uses the appropriate language, behavior, and manners with athletes and parents.
- \_\_\_\_\_ 10.     Cooperates and communicates with parents

## **Additional Comments:**

## **Coaching Performance:**

- \_\_\_\_\_ 1. Communicates effectively the rules of the sport/activity.
- \_\_\_\_\_ 2. Provides proper supervision of the student/athletes at practice, in the locker room, on the bus, and after a competition as assigned by the head coach.
- \_\_\_\_\_ 3. Displays a competent knowledge of the sport/activity.
- \_\_\_\_\_ 4. Maintains consistent discipline with athletes.
- \_\_\_\_\_ 5. Accepts the philosophy, policies, and technique taught by the head coach
- \_\_\_\_\_ 6. Teaches fundamentals and utilizes sound proven coaching techniques
- \_\_\_\_\_ 7. Manages practice time appropriately to maximize fundamental and drill repetitions without compromising the technique being taught.
- \_\_\_\_\_ 8. Is prompt in meeting the team for practices and games
- \_\_\_\_\_ 9. Upholds the district academic participation policy and displays interest in athletes' classroom efforts & out of season activities
- \_\_\_\_\_ 10. Is concerned and helps maintain the care of issued equipment including issue, inventory, and storage.
- \_\_\_\_\_ 11. Displays enthusiasm and exhibits an interest in coaching

## **Additional Comments:**

**Personal Characteristics:**

- \_\_\_\_\_ 1. Remains fair, understanding, and tolerant with athletes and staff.
- \_\_\_\_\_ 2. Displays a well-groomed appearance.
- \_\_\_\_\_ 3. Shows a sincere interest in all athletes.
- \_\_\_\_\_ 4. Provides honest, positive, confident leadership.
- \_\_\_\_\_ 5. Is cooperative and receptive to suggestions from the athletic director and head coach.

**Additional Comments:**

**Overall Comments:**

\_\_\_\_\_  
Assistant Coach's Signature                      \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Head Coach's Signature                        \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Athletic Director's Signature                \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
7-12 Principal's Signature                    \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

## STERLING PUBLIC SCHOOLS HEAD COACH EVALUATION FORM

Name of Coach:

Sport:

<b>I. Professional &amp; Personal Relationships</b>	<u>Effective</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>	<u>Not Applicable</u>
Completes & submits paperwork in a timely fashion to the Activities Office				
Follows NSAA / School District Policy				
Provides clear rules & expectations to team members				
Develops rapport with & in the coaching staff				
Is appropriately dressed at practices & games				
Participates in Parent's Night, banquets, award nights, etc.				
Develops rapport with teachers, coaches, & administrators				
Promotes all sports in the athletic program attempting to foster school spirit				
Shows interest in athletes in classroom efforts				
Cooperates & communicates with parents				
Works cooperatively with Activities Administrator				
				<b>Not</b>
				<b>Applicable</b>
<b>II. Coaching Performance</b>	<u>Effective</u>	<u>Improvement</u>	<u>Unsatisfactory</u>	<u>Applicable</u>
Develops & respects by example in appearance, behavior, language, & conduct during contests & practices				
Provides proper supervision & administration of locker room & on bus trips				
Is well-versed & knowledgeable in matters pertaining to the sport				
Demonstrates individual & team discipline & control				
Develops or supports a well-organized practice schedule which utilizes staff & team to maximum potential				
Establishes or supports the fundamental philosophy, skills, & techniques of the sport				
Holds or attends periodic coaching training				
Is fair, understanding, & patient with team members				
Is innovative using new coaching techniques & ideas in the sport				
Is prompt in meeting team for practices & games				
Delegates authority with responsibility while remaining accountable for such delegations				
Provides an atmosphere of cooperation in being receptive to suggestions & giving credit to those responsible for success				
Team performance consistent with quality athletes available				

1 of 2

<b>III. Related Coaching Responsibilities</b>	<u>Effective</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>	<u>Not Applicable</u>
Is concerned about the care of equipment including issue, inventory & storage				
Is cooperative and flexible in sharing facilities				
Displays enthusiasm & exhibits interest in coaching				
Keeps Activities Administrator and Principal informed about unusual events				
Encourages all potential athletes to participate in sport programs				
Follows proper procedures for purchase of equipment				
Operates sport within the budget as designated by Activities Administrator and Administration				
Completes all end-of-season responsibilities as designated by Activities Administrator				

Develops sound public relations. Cooperates w/ newspaper, radio, television, booster club, & interested spectators				
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**Comments:**

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Recommendation:

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**Signatures:**

\_\_\_\_\_  
Coach

\_\_\_\_\_  
Date

\_\_\_\_\_  
Activities Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
7-12 Principal

\_\_\_\_\_  
Date



[ ]

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## TRANSPORTATION/MAINTENANCE REPORT

**Brent Heusman**

**June 17, 2019**

- We will be starting 4th Quarter vehicle inspections this week. I will let you know the list of repair on my July report.
- I attended the NSTA (Nebraska Schools Transportation Association) conference in Kearney on June 7th. It was a very informative conference. Some of the topics covered included;
  - Rule 91 & 92 still hasn't been signed by the governor, however, once he does, the new laws incorporated in these rules will take affect 5 days after he has signed the document
  - School bus permits have been eliminated
  - Bus Driver physicals - will now be every 2 years unless specified by a physician
  - Pre trip and post trip inspections - Must keep a record of these and on file. These must occur prior to driving any school vehicle with students in it.
  - Schools must provide yearly driver trainings (2 Hours) for all drivers who drive with students. The Nebraska Safety Center will provide the information to school and will offer training to schools for a fee as well.
  - Level 1 training will be changing as well. Bus drivers will need all 11 hours of the class, but small vehicle drivers will only need 3 hours of training.
- Track season finished up in May with our kids participating in the state meets. We finished up another outstanding season by the HS and JH track teams. The HS girls finished runner-up and the HS boys finished in 7th place at the state meet.
  - School records broken this year included;
    - Junior High
      - Macy Richardson - 400 Meter Dash 62.26, 100 Meter Hurdles 15.81, 200 Meter Hurdles 29.42, Triple Jump 35' 7.50
    - High School
      - Nicole Harms - 100 Meter Hurdles - 15.3
      - Boys 4 x 400 Meter Relay (Derek Buss, Sam Boldt, Caleb Dolbow, Tristan Dirks) 3.30.25
- Mrs. Addie Heusman and I will be attending the NSAA Outreach Seminar in Lincoln on July 11th. This seminar covers new information that will apply to schools in regards to registration, eligibility, and bylaws that will be in place for the upcoming school year.
- Per a recommendation from the Safety Committee we need to number all our exterior doors on the inside and outside. I met with a person from the company Signage. They will be providing a bid to us in regards to accomplishing this during the summer.

**Principal  
Scott Harrington  
June 17, 2019**

- New Website & App
  - We are currently working with Socs to design our new website and mobile app.
  - We are finalizing the design layout, colors, and other information.
  - If you have a request for information that could be useful to our website, please let me know.
  - We are going to talk to the village about linking each other's websites to each other.
  - We should have our new site and app up and running by the time school starts.
- Library Update
  - A gentleman from the Library Commission was here to help us weed through our collections.
  - We were able to weed through some of the collections and vintage books.
    - Those with readability just not a good fit (for example 800 page book on etiquette) went to Goodwill.
    - The nonfiction reference (out of date etc) and those with water and mold damage were discarded or recycled.
  - We are able to supplement the same material through online collections.
- Back to School Night
  - We are planning events on the evening of August 13th
  - Events we are planning for that night:
    - Laptop check out
    - 7th grade and new student orientation
    - Elementary Open House
    - Laptop rules and expectation overview
    - Motivational speech from [Demoine Adams](#)

## SUPERINTENDENT REPORT

Dottie Heusman

June 17, 2019

I have contacted a company in Lincoln, Critters, to come down and do a full inspection of our building to determine if we have some bats that need to be removed. The bid will also include sealing the areas where they are coming into the building. They are expected to be here sometime the week of June 17 to do this. This company has worked with JCC and PC Public Schools in the past.

In May I sent out three exit surveys to our certified staff members that were leaving the district. Two of those three were returned to me. Here is a summary of the findings from those surveys:

- More communication is needed from the administration to the teaching staff. Increasing face-to-face time would be a good way to improve this.
- When new initiatives are discussed, finalized, and implemented it is critical to continue to have teacher buy-in and input during all of these phases.
- More focused staff development is needed and it's important to rely on the skills and strengths of the teachers to help with this.
- It is important for the administration to explain to teachers that we are not always able to give them everything they want or share all the student interactions/consequences that occur for privacy reasons.
- Relationships with co-workers and students are at a good level.
- There is a sense of community at SPS.

The Science storeroom has a lot of chemicals that are old and/or not labeled. This is a hazard that needs to be corrected. I am requesting bids from three companies in regards to this. The first step is they come in and just take an inventory. The second step is the actual removal of the chemicals. NDEQ (NE Dept. of Environmental Quality) does have grants to help with this removal. I will be doing the paperwork to apply for these grants. Right now I have one bid from a company to do the inventory. The amount is \$1,895.00. As more information is collected I will keep the board updated.

Last year at this time we switched our occupational and physical therapy services to the Johnson County Hospital. At the time the motion was for the 2018-2019 school year. We are very pleased with their work and would recommend that we continue our services with them. That is an action item for the board to consider this month. I would recommend that we don't place an end date on it. This would allow us to change these services down the road at anytime if needed. I spoke to Julie Saathoff, the JCH representative, and she is okay with this arrangement.



02213 - Instructional	\$0.00	(\$400.00)	\$0.00	(\$100.00)	\$0.00	\$0.00	(\$800.00)
02220 - Library or	(\$5,317.88)	(\$2,070.03)	(\$2,599.49)	(\$2,278.91)	(\$2,397.32)	(\$2,160.49)	(\$30,045.72)
02224 - Educational	(\$20.72)	(\$20.72)	(\$20.72)	(\$20.72)	(\$20.72)	(\$20.72)	(\$186.48)
02230 - Instruction-	(\$5,343.00)	(\$554.00)	(\$18,956.26)	(\$57.68)	(\$60.04)	(\$59.82)	(\$62,378.61)
02290 - Other Support	\$0.00	(\$53.25)	(\$1,488.09)	(\$852.93)	\$0.00	\$0.00	(\$2,458.00)
02310 - Board of	(\$3,711.14)	(\$3,836.37)	(\$1,108.05)	(\$4,310.92)	(\$150.22)	(\$1,096.37)	(\$16,017.49)
02320 - Executive	(\$12,560.25)	(\$12,807.22)	(\$13,268.24)	(\$13,086.92)	(\$13,629.10)	(\$13,531.79)	(\$116,925.34)
02410 - Office of the	(\$8,314.62)	(\$8,336.86)	(\$8,611.77)	(\$17,072.89)	(\$8,301.95)	(\$8,873.44)	(\$85,275.92)
02490 - School	\$0.00	(\$341.27)	\$0.00	(\$309.80)	\$0.00	(\$271.94)	(\$1,149.01)
02510 - Fiscal	(\$25,943.31)	(\$3,655.29)	(\$4,460.34)	(\$5,502.76)	(\$8,405.82)	(\$14,935.12)	(\$100,697.51)
02520 - Purchasing, Warehousing, and	\$0.00	(\$15.00)	\$0.00	\$0.00	\$0.00	(\$498.93)	(\$513.93)
02530 - Printing, Publishing, and	\$0.00	(\$1,348.88)	(\$1,210.84)	(\$1,372.27)	(\$1,719.07)	(\$1,545.77)	(\$11,794.68)
02580 - Administrative	\$0.00	(\$35.97)	(\$145.00)	(\$383.00)	(\$1,129.37)	(\$1,299.66)	(\$3,869.48)
02610 - Operation of	(\$41,958.37)	(\$9,276.18)	(\$7,983.79)	(\$11,720.95)	(\$10,629.93)	(\$14,172.67)	(\$138,116.86)
02620 - Maintenance	(\$1,206.01)	(\$2,026.40)	(\$1,924.04)	(\$943.34)	(\$4,208.45)	(\$3,840.97)	(\$29,064.42)
02630 - Care and	(\$832.26)	(\$525.00)	(\$715.11)	(\$1,067.34)	(\$68.37)	(\$842.26)	(\$8,051.74)
02640 - Care and	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,328.92)
02650 - Vehicle Operation and Maintenance (Other	(\$3,955.37)	(\$1,181.58)	\$0.00	\$0.00	\$3,382.56	(\$186.35)	(\$2,163.41)
02660 - Security	\$0.00	(\$1,380.11)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,380.11)
02670 - Safety	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$744.18)	(\$744.18)
02680 - Operation and Maintenance of Plant -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02710 - Vehicle Operation and	(\$7,411.01)	(\$9,204.54)	(\$9,557.55)	(\$8,704.88)	(\$4,468.84)	(\$10,011.25)	(\$83,318.26)
02712 - Vehicle Operation and	(\$873.40)	(\$636.70)	(\$1,498.01)	(\$1,428.84)	(\$3,953.40)	(\$2,009.26)	(\$13,977.67)
02730 - Vehicle Servicing and	\$0.00	\$0.00	(\$1,158.57)	(\$2,256.56)	(\$5,648.36)	(\$2,597.11)	(\$11,660.60)
02732 - Vehicle Servicing and	\$0.00	\$0.00	\$0.00	(\$90.15)	(\$174.70)	(\$199.95)	(\$464.80)
02790 - Other Student Transportation	(\$300.00)	(\$125.00)	(\$125.00)	(\$125.00)	(\$150.00)	(\$125.00)	(\$1,200.00)
02900 - Other Support	\$0.00	(\$496.40)	\$0.00	\$0.00	\$214.00	\$0.00	(\$282.40)
03100 - Food Services	\$0.00	(\$344.71)	(\$198.17)	\$0.00	\$2,083.03	\$0.00	\$328.69
03535 - High Ability	\$0.00	\$0.00	\$0.00	(\$2,575.00)	\$0.00	\$0.00	(\$2,575.00)

06200 - Federal Services - Title I, Part A ESSA Improving Basic Programs	\$0.00	(\$7,585.58)	(\$7,570.58)	(\$33,182.68)	(\$5,955.08)	(\$6,566.05)	(\$68,445.55)
06210 - Federal Services - Title I, Part A Accountability	(\$10,765.00)	\$0.00	\$0.00	\$0.00	(\$2,322.00)	(\$1,010.00)	(\$14,192.42)
06404 - Federal Services - IDEA Part B (611) Base	\$0.00	(\$42,181.29)	\$0.00	(\$24,271.29)	\$56,699.73	(\$1,826.94)	(\$13,481.21)
06410 - Federal Services - IDEA	(\$7,570.94)	\$0.00	\$0.00	\$22,544.10	\$6,811.48	(\$9,086.00)	(\$28,535.26)
06992 - Federal Services - DEAR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$4,289.50)
<b>Sub Total</b>	<b>(\$330,951.72)</b>	<b>(\$272,314.96)</b>	<b>(\$246,036.62)</b>	<b>(\$268,822.45)</b>	<b>(\$257,012.52)</b>	<b>(\$281,431.36)</b>	<b>(\$2,504,111.61)</b>

Revenue

Description	September	January	February	March	April	May	Total (Date Range)
01000 -	(\$28.94)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$28.94)
01100 - Taxes Levied/Assessed by	\$0.00	\$23,130.17	\$413,213.95	\$17,920.48	\$64,709.41	\$832,583.70	\$1,543,448.17
01110 -	\$650,697.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$650,697.32
01115 - Carline Taxes	\$1,212.45	\$0.00	\$0.00	\$0.00	\$0.00	\$3,886.35	\$5,098.80
01120 - Public Power	\$0.00	\$0.00	(\$136.22)	\$0.00	\$0.00	\$739.61	\$603.39
01125 - Motor Vehicle	\$6,088.24	\$8,361.73	\$20,196.00	\$9,243.68	\$8,844.66	\$7,277.98	\$73,839.31
01315 - Tuition From	\$13,959.65	\$0.00	\$13,959.64	\$0.00	\$0.00	\$0.00	\$27,919.29
01370 - Preschool	\$852.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$852.85
01423 - Transportation Fees from Other	\$0.00	\$0.00	\$0.00	\$742.40	\$0.00	\$742.40	\$1,484.80
01510 - Interest on	\$25.24	\$16.77	\$32.56	\$16.53	\$9.73	\$37.43	\$163.77
01740 - Fees	\$0.00	\$0.00	\$145.00	\$840.00	\$450.00	\$3,823.67	\$9,283.67
01790 - Other Activity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,250.00)	(\$1,250.00)
01900 -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00
01911 - Local License	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$116.34	\$226.34
01920 - Contributions and Donations From	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
01990 - Miscellaneous	\$61.41	\$0.00	\$1,216.00	\$25.00	\$150.00	\$1,479.86	\$2,932.27
02110 - County Fines	\$1,335.64	\$1,147.45	\$2,587.50	\$1,448.34	\$1,201.00	\$678.77	\$10,012.89
02210 - ESU Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$233.00	\$0.00	\$2,974.39
03100 - Unrestricted	\$0.00	\$1,842.77	\$0.00	\$0.00	\$0.00	\$0.00	\$1,842.77
03110 - State Aid	\$1,812.00	\$0.00	\$3,624.00	\$1,812.00	\$1,812.00	\$1,812.00	\$14,530.43

03120 - SPED (School	\$0.00	\$19,899.00	\$40,054.00	\$31,450.00	\$21,063.00	\$13,531.00	\$125,997.00
03130 - Homestead	(\$1,096.27)	\$0.00	\$0.00	\$4,652.27	\$4,652.27	\$4,644.66	\$12,852.93
03131 - Property Tax	\$0.00	(\$14.06)	(\$1,403.90)	\$16,648.80	\$5,312.40	\$87,174.20	\$107,717.44
03134 - Public Service	\$0.00	\$0.00	\$0.00	\$1,407.80	\$0.00	\$0.00	\$1,407.80
03180 - Pro-Rate	\$0.00	\$0.00	\$73,582.21	\$0.00	\$1,801.33	\$435.40	\$76,607.52
03400 - State	\$0.00	\$0.00	\$26,147.95	\$0.00	\$0.00	\$0.00	\$26,147.95
03535 - Payment for	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,697.00
03700 - State Grants Through Intermediate	\$5,480.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,480.30
04310 - REAP	\$27,514.00	\$0.00	\$0.00	\$0.00	\$24,505.00	\$0.00	\$52,019.00
04505 - Title I, Part A ESSA Improving Basic Programs	\$0.00	\$0.00	\$16,316.00	\$0.00	\$0.00	\$0.00	\$16,316.00
04506 - Title I, Part A Accountability ESSA Improving Basic	\$0.00	\$3,303.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,303.00
04516 - IDEA Preschool (619) Base/IDEA Enrollment	\$0.00	\$1,534.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,534.00
04519 - IDEA	\$0.00	\$24,403.00	\$32,766.00	\$0.00	\$0.00	\$0.00	\$57,169.00
04708 - Medicaid in	\$0.00	\$0.00	\$564.74	\$704.19	\$0.00	\$0.00	\$1,268.93
04710 - Categorical Grants From	\$250.00	\$0.00	\$1,250.00	\$0.00	\$0.00	\$0.00	\$2,500.00
04991 -	\$0.00	\$110.00	\$0.00	\$0.00	\$0.00	\$110.00	\$220.00
05301 - Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$545.54
05690 - Other Non-	\$6.95	\$0.00	\$0.00	\$0.00	\$0.00	\$124.00	\$130.95
<b>Sub Total</b>	<b>\$708,170.84</b>	<b>\$83,733.83</b>	<b>\$644,115.43</b>	<b>\$86,911.49</b>	<b>\$134,753.80</b>	<b>\$957,947.37</b>	<b>\$2,839,445.88</b>
<b>Grand Total</b>	<b>\$377,219.12</b>	<b>(\$188,581.13)</b>	<b>\$398,078.81</b>	<b>(\$181,910.96)</b>	<b>(\$122,258.72)</b>	<b>\$676,516.01</b>	<b>\$335,334.27</b>

## Sterling Public Schools

### Monthly Balance Forecast Report

Cycle: FY18-19; Begin Date: 09/01/2018; End Date: 05/31/2019; Account Type: Expenditure,Revenue; Filter: ([Fund] = '02') ; Created On: 6/13/2019 10:27:29 AM

2018-2019 Budgeted Amount	#####						
02 Depreciation							

### Expenditure

Description	September	January	February	March	April	May	Total (Date Range)
01200 - Special Education	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$11.62)
02190 - Support Services - Student -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02230 - Instruction-Related Technology	(\$3,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,493.00)
02620 - Maintenance of Buildings	(\$3,152.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,272.00)
02630 - Care and Upkeep of Grounds	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,700.00)	\$0.00	(\$1,700.00)
02660 - Security	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Sub Total</b>	<b>(\$6,152.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$1,700.00)</b>	<b>\$0.00</b>	<b>(\$10,476.62)</b>
<b>Grand Total</b>	<b>(\$6,152.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$1,700.00)</b>	<b>\$0.00</b>	<b>(\$10,476.62)</b>

## Sterling Public Schools

### Monthly Balance Forecast Report

Cycle: FY18-19; Begin Date: 09/01/2018; End Date: 05/31/2019; Account Type: Expenditure,Revenue; Filter: ([Fund] = '03') · Created On: 6/13/2019 10:32:51 AM

2018-2019 Budgeted	\$9,341.00						
03 Employee Benefits							
<b>Expenditure</b>							
<b>Description</b>	<b>September</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>Total (Date Range)</b>
02510 - Fiscal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$21.58)
09000 - Non-Program Expenditure	\$0.00	\$0.00	(\$710.78)	\$0.00	(\$1,014.86)	(\$829.18)	(\$5,373.73)
<b>Sub Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$710.78)</b>	<b>\$0.00</b>	<b>(\$1,014.86)</b>	<b>(\$829.18)</b>	<b>(\$5,395.31)</b>
<b>Revenue</b>							
<b>Description</b>	<b>September</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>Total (Date Range)</b>
01990 - Miscellaneous Local Revenue	\$135.00	\$0.00	\$5,419.56	\$566.66	\$566.66	\$0.00	\$8,384.44
<b>Sub Total</b>	<b>\$135.00</b>	<b>\$0.00</b>	<b>\$5,419.56</b>	<b>\$566.66</b>	<b>\$566.66</b>	<b>\$0.00</b>	<b>\$8,384.44</b>
<b>Grand Total</b>	<b>\$135.00</b>	<b>\$0.00</b>	<b>\$4,708.78</b>	<b>\$566.66</b>	<b>(\$448.20)</b>	<b>(\$829.18)</b>	<b>\$2,989.13</b>

## Sterling Public Schools

### Monthly Balance Forecast Report

Cycle: FY18-19; Begin Date: 09/01/2018; End Date: 05/31/2019; Account Type: Expenditure,Revenue; Filter: ([Fund] = '06') ; Created On: 6/13/2019 10:36:27 AM

18-19 Budgeted	\$147,040.00						
06 Lunch							
<b>Expenditure</b>							
<b>Description</b>	<b>September</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>Total (Date Range)</b>
02100 -	\$0.00	\$0.00	\$0.00	(\$1,448.04)	(\$1,064.02)	(\$173.92)	(\$2,685.98)
02610 - Operation of Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02640 - Care and Upkeep of Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$44.75)
03100 - Food Services	(\$16,322.61)	(\$17,120.91)	(\$8,349.78)	(\$9,838.88)	(\$13,684.81)	(\$15,364.36)	(\$130,013.54)
<b>Sub Total</b>	<b>(\$16,322.61)</b>	<b>(\$17,120.91)</b>	<b>(\$8,349.78)</b>	<b>(\$11,286.92)</b>	<b>(\$14,748.83)</b>	<b>(\$15,538.28)</b>	<b>(\$132,744.27)</b>
<b>Revenue</b>							
<b>Description</b>	<b>September</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>Total (Date Range)</b>
01720 -	\$9,894.42	\$3,989.60	\$14,475.11	\$9,113.95	\$6,221.70	\$10,088.65	\$72,536.28
01990 - Miscellaneous Local Revenue	\$0.00	\$0.00	\$0.00	\$6.00	\$0.00	\$80.73	\$146.73
03150 - State Reimbursement (of	\$0.00	\$4,824.32	\$9,632.53	\$4,209.81	\$4,695.76	\$5,092.42	\$38,902.91
<b>Sub Total</b>	<b>\$9,894.42</b>	<b>\$8,813.92</b>	<b>\$24,107.64</b>	<b>\$13,329.76</b>	<b>\$10,917.46</b>	<b>\$15,261.80</b>	<b>\$111,585.92</b>
<b>Grand Total</b>	<b>(\$6,428.19)</b>	<b>(\$8,306.99)</b>	<b>\$15,757.86</b>	<b>\$2,042.84</b>	<b>(\$3,831.37)</b>	<b>(\$276.48)</b>	<b>(\$21,158.35)</b>

## Sterling Public Schools

### Monthly Balance Forecast Report

Cycle: FY18-19; Begin Date: 09/01/2018; End Date: 05/31/2019; Account Type: Expenditure,Revenue; Filter: ([Fund] = '0/');

Created On: 6/13/2019 10:40:25 AM

2018-2019 Budgeted	\$304,151						
07 BOND Fund							

#### Expenditure

Description	September	January	February	March	April	May	Total (Date Range)
05000 - Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$162,043.75)
<b>Sub Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$162,043.75)</b>

#### Revenue

Description	September	January	February	March	April	May	Total (Date Range)
01100 - Taxes Levied/Assessed by	\$0.00	\$1,618.20	\$24,268.92	\$4,992.88	\$3,402.23	\$48,834.29	\$103,799.46
01110 -	\$37,674.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,674.48
01115 - Carline Taxes	\$83.89	\$0.00	\$0.00	\$0.00	\$0.00	\$263.17	\$347.06
01120 - Public Power	\$0.00	\$0.00	\$0.00	\$0.00	\$786.76	\$0.00	\$786.76
03130 - Homestead	\$0.00	\$0.00	\$0.00	\$263.51	\$263.51	\$263.51	\$790.53
03131 - Property Tax	\$0.00	\$0.00	\$0.00	\$80.74	\$274.89	\$4,856.46	\$5,212.09
03134 - Public Service	\$0.00	\$0.00	\$0.00	\$95.33	\$0.00	\$0.00	\$95.33
03180 - Pro-Rate	\$0.00	\$0.00	\$4,966.89	\$0.00	\$121.98	\$0.00	\$5,132.93
<b>Sub Total</b>	<b>\$37,758.37</b>	<b>\$1,618.20</b>	<b>\$29,235.81</b>	<b>\$5,432.46</b>	<b>\$4,849.37</b>	<b>\$54,217.43</b>	<b>\$153,838.64</b>
<b>Grand Total</b>	<b>\$37,758.37</b>	<b>\$1,618.20</b>	<b>\$29,235.81</b>	<b>\$5,432.46</b>	<b>\$4,849.37</b>	<b>\$54,217.43</b>	<b>(\$8,205.11)</b>

## Sterling Public Schools

### Monthly Balance Forecast Report

Cycle: FY18-19; Begin Date: 09/01/2018; End Date: 05/31/2019; Account Type: Expenditure,Revenue; Filter: ([Fund] = '08');

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08 Special Building							
2018-2019 Budgeted							
Amount							
<b>Expenditure</b>							
Description	September	January	February	March	April	May	Total (Date)
04700 - Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$17,550.00)
<b>Sub Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$17,550.00)</b>
<b>Revenue</b>							
Description	September	January	February	March	April	May	Total (Date)
01100 - Taxes	\$0.00	\$1,318.99	\$23,555.16	\$1,021.38	\$3,688.29	\$47,851.46	\$88,391.33
01110 -	\$37,048.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,048.58
01115 - Carline Taxes	\$69.14	\$0.00	\$0.00	\$0.00	\$0.00	\$221.50	\$290.64
01120 - Public Power	\$0.00	\$0.00	(\$7.77)	\$0.00	\$0.00	\$42.15	\$34.38
03130 - Homestead	(\$308.60)	\$0.00	\$0.00	\$265.14	\$265.14	\$264.71	\$486.39
03131 - Property Tax	\$0.00	(\$0.80)	(\$80.01)	\$942.24	\$302.74	\$4,559.16	\$5,723.33
03132 - Personal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$12.42)
03134 - Public Service	\$0.00	\$0.00	\$0.00	\$80.23	\$0.00	\$0.00	\$80.23
03180 - Pro-Rate	\$0.00	\$0.00	\$4,193.70	\$0.00	\$102.66	\$24.83	\$4,366.16
<b>Sub Total</b>	<b>\$36,809.12</b>	<b>\$1,318.19</b>	<b>\$27,661.08</b>	<b>\$2,308.99</b>	<b>\$4,358.83</b>	<b>\$52,963.81</b>	<b>\$136,408.62</b>
<b>Grand Total</b>	<b>\$36,809.12</b>	<b>\$1,318.19</b>	<b>\$27,661.08</b>	<b>\$2,308.99</b>	<b>\$4,358.83</b>	<b>\$52,963.81</b>	<b>\$118,858.62</b>

## Sterling Public Schools

### Monthly Balance Forecast Report

Cycle: FY18-19; Begin Date: 09/01/2018; End Date: 05/31/2019; Account Type: Expenditure,Revenue; Filter: ([Fund] = '09') ; Created On: 6/13/2019 10:45:24 AM

09 QCPU	18-19	Budgeted	Amount	\$180,372			
Expenditure							
Description	September	January	February	March	April	May	Total (Date Range)
05000 - Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$69,925.00)
<b>Sub Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$69,925.00)</b>
Revenue							
Description	September	January	February	March	April	May	Total (Date Range)
01100 - Taxes Levied/Assessed by	\$0.00	\$857.31	\$15,198.20	\$657.91	\$1,953.86	\$30,850.45	\$56,639.32
01110 -	\$23,881.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,881.13
01115 - Carline Taxes	\$44.94	\$0.00	\$0.00	\$0.00	\$0.00	\$142.81	\$187.75
01120 - Public Power	\$0.00	\$0.00	(\$5.05)	\$0.00	\$4,269.27	\$27.18	\$4,291.40
03130 - Homestead	\$0.00	\$0.00	\$0.00	\$170.97	\$170.97	\$170.69	\$512.63
03131 - Property Tax	\$0.00	\$0.00	(\$51.47)	\$607.49	\$196.72	\$2,939.46	\$3,692.20
03132 - Personal	\$0.00	(\$0.51)	\$0.00	\$0.00	(\$1.51)	\$0.00	(\$10.10)
03134 - Public Service	\$0.00	\$0.00	\$0.00	\$51.73	\$0.00	\$0.00	\$51.73
03180 - Pro-Rate	\$0.00	\$0.00	\$2,704.27	\$0.00	\$66.19	\$16.00	\$2,815.70
<b>Sub Total</b>	<b>\$23,926.07</b>	<b>\$856.80</b>	<b>\$17,845.95</b>	<b>\$1,488.10</b>	<b>\$6,655.50</b>	<b>\$34,146.59</b>	<b>\$92,061.76</b>
<b>Grand Total</b>	<b>\$23,926.07</b>	<b>\$856.80</b>	<b>\$17,845.95</b>	<b>\$1,488.10</b>	<b>\$6,655.50</b>	<b>\$34,146.59</b>	<b>\$22,136.76</b>

MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION  
OF STERLING PUBLIC SCHOOLS, DISTRICT #33  
Monday, May 20, 2019

A regular meeting of the Board of Education of Sterling Public Schools was convened in open and public session on Monday, May 20, 2019, 7:05 PM at Sterling Public Schools.

A. Call Meeting to Order

B. Recognize Nebraska Open Meetings Law – done by President Wirthele

C. Publication of Meeting Notice of the meeting was given in advance by posting in accordance with the Board approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. The agenda was posted in accordance to board policy. All proceedings of the Board of Education, except as may be hereinafter noted, were taken while the convened meeting was open to the attendance of the public.

D. Roll Call **Present:** John Harms, Mark Horstman, Stan Karr, Kevin McAuliffe, Rick Vollman, Cheri Wirthele.

E. Pledge of Allegiance

F. Approval of agenda. No changes.

G. Public Comment

H. Teacher Report - Coach Luke Boldt Track Update was given by Dottie Heusman

I. Board Committee Reports:

Americanism Meeting -- Karr & Wirthele

Building & Grounds--Karr & McAuliffe

NASB Legislative Update Luncheon - Wirthele

NASB Spring Legal Workshop - Wirthele

J. Administration Reports

K. Consent Agenda

**Minutes from the 4-15-19 Meeting**

**Fund Balances:** General, Depreciation, Employee Benefit, Activity, School Nutrition, Bond, Special Building, QCPUF

**Hirings:**

Alexis Hahn, Kindergarten (Replacement for Jenna Sedivy who is moving to Preschool to replace Danielle Pleiss who has resigned)

Jason Matkins, Science (Replacement for Laura Goracke)

Kendra Matkins, 5-9 English/Middle School (Replacement for Evi Wusk who is moving to Media/English to replace Leia Rumsey who has resigned)

Rebecca Nelson, Cook (Replacement for Lisa Bartels)

**Resignations:** Lisa Bartels, Cook

Move to approve the consent agenda as presented. Passed with a motion by Stan Karr and a second by Mark Horstman.

Cheri Wirthele: Abstain (With Conflict)

John Harms: Yea

Mark Horstman: Yea

Stan Karr: Yea

Kevin McAuliffe: Yea

Rick Vollman: Yea  
Yea: 5, Nay: 0, Abstain (With Conflict): 1

L. Action Items

L.1. Commendations:

Track State Qualifiers & Coaches

Jim Jasa

Move to approve the commendations as presented Passed with a motion by Cheri Wirthele and a second by Rick Vollman. Yea: 6, Nay 0

L.2. Superintendent's 2019-2020 Salary Tabled until June.

L.3. Appointment of the Board of Directors for the Sterling Public Schools Foundation

Move to approve the appointment of the Board of Directors for the Sterling Public School Foundation as presented Passed with a motion by Stan Karr and a second by Kevin McAuliffe. Yea: 6, Nay: 0

L.4. Preschool Tuition. No Motions made.

L.5. Addition of Preschool Paraprofessional for the 2019-2020 school year

Addition of preschool para for the 2019-2020 school year if needed. Passed with a motion by Kevin McAuliffe and a second by Rick Vollman. Yea: 6, Nay: 0

L.6. Addition of Life Skills Paraprofessional for the 2019-2020 school year

Addition of a life skills paraprofessional for the 2019-2020 school year. Passed with a motion by John Harms and a second by Kevin McAuliffe. Yea: 6, Nay: 0

M. Discussion Items

M.1. First Reading of Board Policies:

1060 Advertising & Promotion

1120 Tobacco Policy

3230 School Safety & Security

3232 Crisis Team & Memorials

8346 Public Participation at Board Meetings

9128-Participation in Insurance Program by Board Members/Classified Staff

M.2. Upcoming Dates:

Next Regular Meeting--Monday June 17, 2019 @ 7:00 p.m.

Policy Committee Meeting--Monday, June 17, 2019 @ 6:00 p.m.

Presentation on Community Engagement Information during the June 17 regular board meeting from NASB.

The board took a recess at 8:30p.m. and reconvened at 8:35 p.m.

N. Closed Session

Move to approve going into closed session at 8:37 pm for purposes of investigative proceedings regarding allegations of criminal misconduct Passed with a motion by Kevin McAuliffe and a second by Mark Horstman. Yea: 6, Nay: 0

Move to approve coming out of closed session at 9:02 p.m. The President restated that the reason for the closed session was for purposes of investigative proceedings regarding allegations of criminal misconduct Passed with a motion by Mark Horstman and a second by Stan Karr. Yea: 6, Nay: 0

O. Adjourn

The meeting was duly adjourned @ 9:02 pm

JOHNSON COUNTY SCHOOL DISTRICT #33,  
a/k/a STERLING PUBLIC SCHOOLS



Cash Summary		Report	September 2018			
Fund	Description	Beginning Balance	Revenue	Expenditure	Ending Balance	
1	General Fund	\$517,207.25	\$708,170.84	-\$330,951.72	\$894,426.37	
2	Depreciation Fund	\$349,454.29	\$0.00	-\$6,152.00	\$343,302.29	
3	Employee Benefit Fund	\$11,648.59	\$135.00	\$0.00	\$11,783.59	
5	Activity Fund	\$591.00	\$0.00	\$0.00	\$591.00	
6	School Nutrition Fund	\$18,901.97	\$9,894.42	-\$16,322.61	\$12,473.78	
7	Bond Fund	\$104,273.32	\$37,758.37	\$0.00	\$142,031.69	
8	Special Building Fund	\$139,435.08	\$36,809.12	\$0.00	\$176,244.20	
9	QCPUF Fund	\$52,983.02	\$23,926.07	\$0.00	\$76,909.09	
<b>Sub Total</b>		<b>\$1,194,494.52</b>	<b>\$816,693.82</b>	<b>-\$353,426.33</b>	<b>\$1,657,762.01</b>	

Cash Summary Report		October 2018			
Fund	Description	Beginning Balance	Revenue	Expenditure	Ending Balance
1	General Fund	\$517,207.25	\$0.00	-\$304,376.49	\$212,830.76
2	Depreciation Fund	\$349,454.29	\$0.00	-\$131.62	\$349,322.67
3	Employee Benefit Fund	\$11,648.59	\$0.00	-\$453.68	\$11,194.91
5	Activity Fund	\$591.00	\$0.00	\$0.00	\$591.00
6	School Nutrition Fund	\$18,901.97	\$0.00	-\$20,793.44	-\$1,891.47
7	Bond Fund	\$104,273.32	\$0.00	\$0.00	\$104,273.32
8	Special Building Fund	\$139,435.08	\$0.00	\$0.00	\$139,435.08
9	QCPUF Fund	\$52,983.02	\$0.00	\$0.00	\$52,983.02
	<b>Sub Total</b>	<b>\$1,194,494.52</b>	<b>\$0.00</b>	<b>-\$325,755.23</b>	<b>\$868,739.29</b>

Cash Summary		Report	November 2018		
Fund	Description	Beginning Balance	Revenue	Expenditure	Ending Balance
1	General Fund	\$517,207.25	\$176,787.10	-\$262,725.28	\$431,269.07
2	Depreciation Fund	\$349,454.29	\$0.00	\$0.00	\$349,454.29
3	Employee Benefit Fund	\$11,648.59	\$121.58	-\$1,863.31	\$9,906.86
5	Activity Fund	\$591.00	\$0.00	\$0.00	\$591.00
6	School Nutrition Fund	\$18,901.97	\$7,308.55	-\$15,560.62	\$10,649.90
7	Bond Fund	\$104,273.32	\$17,444.51	-\$162,043.75	-\$40,325.92
8	Special Building Fund	\$139,435.08	\$9,334.04	-\$17,550.00	\$131,219.12
9	QCPUF Fund	\$52,983.02	\$6,067.28	-\$69,925.00	-\$10,874.70
	<b>Sub Total</b>	<b>\$1,194,494.52</b>	<b>\$217,063.06</b>	<b>-\$529,667.96</b>	<b>\$881,889.62</b>

Cash Summary		Report	December 2018			
Fund	Description	Beginning Balance	Revenue	Expenditure	Ending Balance	
1	General Fund	\$517,207.25	\$47,026.02	-\$280,440.21	\$283,793.06	
2	Depreciation Fund	\$349,454.29	\$0.00	-\$2,493.00	\$346,961.29	
3	Employee Benefit Fund	\$11,648.59	\$1,574.98	-\$523.50	\$12,700.07	
5	Activity Fund	\$591.00	\$0.00	\$0.00	\$591.00	
6	School Nutrition Fund	\$18,901.97	\$21,952.37	-\$13,022.88	\$27,831.46	
7	Bond Fund	\$104,273.32	\$3,282.49	\$0.00	\$107,555.81	
8	Special Building Fund	\$139,435.08	\$1,654.56	\$0.00	\$141,089.64	
9	QCPUF Fund	\$52,983.02	\$1,075.47	\$0.00	\$54,058.49	
	<b>Sub Total</b>	<b>\$1,194,494.52</b>	<b>\$76,565.89</b>	<b>-\$296,479.59</b>	<b>\$974,580.82</b>	

Cash Summary		Report	January 2019		
Fund	Description	Beginning Balance	Revenue	Expenditure	Ending Balance
1	General Fund	\$517,207.25	\$83,733.83	-\$272,314.96	\$328,626.12
2	Depreciation Fund	\$349,454.29	\$0.00	\$0.00	\$349,454.29
3	Employee Benefit Fu	\$11,648.59	\$0.00	\$0.00	\$11,648.59
5	Activity Fund	\$591.00	\$0.00	\$0.00	\$591.00
6	School Nutrition Fun	\$18,901.97	\$8,813.92	-\$17,120.91	\$10,594.98
7	Bond Fund	\$104,273.32	\$1,618.20	\$0.00	\$105,891.52
8	Special Building Fun	\$139,435.08	\$1,318.19	\$0.00	\$140,753.27
9	QCPUF Fund	\$52,983.02	\$856.80	\$0.00	\$53,839.82
<b>Sub Total</b>		<b>\$1,194,494.52</b>	<b>\$96,340.94</b>	<b>-\$289,435.87</b>	<b>\$1,001,399.59</b>

Cash Summary		Report	February 2019			
Fund	Description	Beginning Balance	Revenue	Expenditure	Ending Balance	
1	General Fund	\$517,207.25	\$644,115.43	-\$246,036.62	\$915,286.06	
2	Depreciation Fund	\$349,454.29	\$0.00	\$0.00	\$349,454.29	
3	Employee Benefit Fund	\$11,648.59	\$5,419.56	-\$710.78	\$16,357.37	
5	Activity Fund	\$591.00	\$0.00	\$0.00	\$591.00	
6	School Nutrition Fund	\$18,901.97	\$24,107.64	-\$8,349.78	\$34,659.83	
7	Bond Fund	\$104,273.32	\$29,235.81	\$0.00	\$133,509.13	
8	Special Building Fund	\$139,435.08	\$27,661.08	\$0.00	\$167,096.16	
9	QCPUF Fund	\$52,983.02	\$17,845.95	\$0.00	\$70,828.97	
	<b>Sub Total</b>	<b>\$1,194,494.52</b>	<b>\$748,385.47</b>	<b>-\$255,097.18</b>	<b>\$1,687,782.81</b>	

Cash Summary		Report	March 2019		
Fund	Description	Beginning Balance	Revenue	Expenditure	Ending Balance
1	General Fund	\$517,207.25	\$86,911.49	-\$268,822.45	\$335,436.01
2	Depreciation Fund	\$349,454.29	\$0.00	\$0.00	\$349,454.29
3	Employee Benefit Fund	\$11,648.59	\$566.66	\$0.00	\$12,215.25
5	Activity Fund	\$591.00	\$0.00	\$0.00	\$591.00
6	School Nutrition Fund	\$18,901.97	\$13,329.76	-\$11,286.92	\$20,944.81
7	Bond Fund	\$104,273.32	\$5,432.46	\$0.00	\$109,705.78
8	Special Building Fund	\$139,435.08	\$2,308.99	\$0.00	\$141,744.07
9	QCPUF Fund	\$52,983.02	\$1,488.10	\$0.00	\$54,471.12
<b>Sub Total</b>		<b>\$1,194,494.52</b>	<b>\$110,037.46</b>	<b>-\$280,109.37</b>	<b>\$1,024,562.33</b>

Cash Summary		Report	4/30/2019		
Fund	Description	Beginning Balance	Revenue April 2019	Expenditure April 2018	Ending Balance
1	General Fund	\$517,207.25	\$134,753.80	(\$257,012.52)	\$394,948.53
2	Depreciation Fund	\$349,454.29	\$0.00	(\$1,700.00)	\$347,754.29
3	Employee Benefit Fund	\$11,648.59	\$566.66	(\$1,014.86)	\$11,200.39
5	StudentActivity Fund	\$591.00	\$0.00	\$0.00	\$591.00
6	School Nutrition Fund	\$18,901.97	\$10,917.46	(\$14,748.83)	\$15,070.60
7	Bond Fund	\$104,273.32	\$4,849.37	\$0.00	\$109,122.69
8	Special Building Fund	\$139,435.08	\$4,358.83	\$0.00	\$143,793.91
9	QCPUF Fund	\$52,983.02	\$6,655.50	\$0.00	\$59,638.52
	<b>Sub Total</b>	<b>\$1,194,494.52</b>	<b>\$162,101.62</b>	<b>(\$274,476.21)</b>	<b>\$1,082,119.93</b>

Cash Summary		Report	5/30/2019		
<b>Fund</b>	<b>Description</b>	<b>Beginning Balance</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Ending Balance</b>
1	General Fund	\$517,207.25	\$957,947.37	-\$281,431.36	\$1,193,723.26
2	Depreciation Fund	\$349,454.29	\$0.00	\$0.00	\$349,454.29
3	Employee Benefit Fund	\$11,648.59	\$0.00	-\$829.18	\$10,819.41
5	Activity Fund	\$591.00	\$0.00	\$0.00	\$591.00
6	School Nutrition Fund	\$18,901.97	\$15,261.80	-\$15,538.28	\$18,625.49
7	Bond Fund	\$104,273.32	\$54,217.43	\$0.00	\$158,490.75
8	Special Building Fund	\$139,435.08	\$52,963.81	\$0.00	\$192,398.89
9	QCPUF Fund	\$52,983.02	\$34,146.59	\$0.00	\$87,129.61
<b>Sub Total</b>		<b>\$1,194,494.52</b>	<b>\$1,114,537.00</b>	<b>-\$297,798.82</b>	<b>\$2,011,232.70</b>

# Sterling Public Schools

## Check Listing Report

Accounting Cycle: FY18-19; Begin Date: 05/17/2019; End Date: 06/13/2019; Bank: First National Bank; Sort By Element: Fund; Account Code Expression: [All]; Created On:

Voucher Number	Bank Name	Account Number	Check Number
Binnick	First National Bank	8059655	28747
Vendor	PO Number	Invoice #	Account Code
Binnick, Tanya		april days	01-2-02712-332-002
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
05/20/19 Kate Agena premium	First National Bank	8059655	28760
Vendor	PO Number	Invoice #	Account Code
BC/BS of Nebraska		5515044/Diane Agena	01-2-01100-280-000
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
May KT FLEX	First National Bank	8059655	28761
Vendor	PO Number	Invoice #	Account Code
Kharisa Saathoff		May childcare claim	03-2-09000-291-000
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
Bok Payment	First National Bank	8059655	28762
Vendor	PO Number	Invoice #	Account Code
BOK FINANCIAL		6.15.2019 QCPUF/BOND	07-2-05000-832-000
BOK FINANCIAL		6.15.2019 QCPUF/BOND	07-2-05000-890-000
BOK FINANCIAL		6.15.2019 QCPUF/BOND	09-2-05000-832-000
BOK FINANCIAL		6.15.2019 QCPUF/BOND	09-2-05000-890-000
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
June Bills	First National Bank	8059655	28763
Vendor	PO Number	Invoice #	Account Code
Amazon Capital Services		books for summer kids	01-2-01100-640-002
Amazon Capital Services		summer reading books	01-2-01100-640-002
Amazon Capital Services		tv converter box for dotties off	01-2-02320-734-000
Amazon Capital Services		misc tech	01-2-02580-734-000
Amazon Capital Services		misc tech	01-2-02580-734-000
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number

June Bills	First National Bank	8059655	28764
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
BLACK HILLS ENERGY		june payment	01-2-02610-620-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28765
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Blick art material		1581123-brushes for salberg	01-2-01100-610-001
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28766
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
BSN Sports		905334037-first aid kit for shop	01-2-01100-610-001
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28767
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Buss Pest Control		5.22.19	01-2-02620-430-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28768
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
CenterPoint Energy Services Retail, LLC		3726203	01-2-02610-620-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28769
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Charlotte Gronewold		spring/contest	01-2-01100-320-001
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28770
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Computer Hardware-Lincoln		L135433, L135753, L135741	01-2-02580-432-000
Computer Hardware-Lincoln		L135433, L135753, L135741	01-2-02580-432-000
Computer Hardware-Lincoln		L135433, L135753, L135741	01-2-02580-432-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>

June Bills	First National Bank	8059655	28771
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Computers Etc.		earbuds for steele classroom	01-2-01100-610-001
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28772
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Danielle Pleiss		purchase of fridge	01-2-02520-730-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28773
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
DAS State Accounting - Central Finance		1168590	01-2-01100-382-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28774
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
ESU #4		8995 cpr training	01-2-01100-330-001
ESU #4		8995 cpr training	01-2-01100-330-001
ESU #4		8995 cpr training	01-2-01100-330-001
ESU #4		8995 cpr training	01-2-01100-330-001
ESU #4		8995 cpr training	01-2-01100-330-001
ESU #4		8995 cpr training	01-2-01100-330-001
ESU #4		8995 cpr training	01-2-01100-330-001
ESU #4		8995 cpr training	01-2-01100-330-001
ESU #4		8995 cpr training	01-2-01100-330-002
ESU #4		8995 cpr training	01-2-01100-330-002
ESU #4		8995 cpr training	01-2-01100-330-002
ESU #4		8995 cpr training	01-2-01190-330-002
ESU #4		8995 cpr training	01-2-01200-330-001
ESU #4		8995 cpr training	01-2-01200-330-002
ESU #4		8995 cpr training	01-2-01200-330-002
ESU #4		may billing	01-2-01200-591-001
ESU #4		SRS Fees 8993	01-2-01200-643-000
ESU #4		may billing	01-2-01291-591-002
ESU #4		9005 health van check ups	01-2-02130-591-000
ESU #4		may billing	01-2-02141-591-001
ESU #4		may billing	01-2-02142-591-002
ESU #4		may billing	01-2-02151-591-001
ESU #4		may billing	01-2-02152-591-002

ESU #4		8995 cpr training	01-2-02320-330-000
ESU #4		8995 cpr training	01-2-02410-330-000
ESU #4		8995 cpr training	01-2-02510-330-000
ESU #4		may billing	01-2-06404-591-002
ESU #4		may billing	01-2-06404-591-002
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28775
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
ESU #6		tech hosted services/12057	01-2-02230-643-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28776
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
ESU Coordinating Council		PDO FEES	01-2-01100-330-001
ESU Coordinating Council		PDO FEES	01-2-02120-330-001
ESU Coordinating Council		PDO FEES	01-2-02320-330-001
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28777
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Flinn Scientific Inc		2347143-schultz dissecting kits	01-2-01100-610-001
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28778
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Heffelfinger, Ami		may invoice	01-2-02140-320-001
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28779
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
HILAND DAIRY		952295, 952337, 952388	06-2-03100-630-000
HILAND DAIRY		952295, 952337, 952388	06-2-03100-630-000
HILAND DAIRY		952295, 952337, 952388	06-2-03100-630-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28780
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>

JET STOP INC.		4029	01-2-02630-626-000
JET STOP INC.		4029	01-2-02710-626-000
JET STOP INC.		4029	01-2-02712-626-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28781
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Johnson County Hospital		may bill	01-2-01200-580-002
Johnson County Hospital		may bill	01-2-01200-580-002
Johnson County Hospital		may bill	01-2-02161-591-002
Johnson County Hospital		may bill	01-2-02161-591-002
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28782
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
KSB SCHOOL LAW		6320	01-2-02310-317-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28783
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Menards		paint charge	01-2-02620-430-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28784
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
NCECBVI		may invoice	01-2-06410-591-002
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28785
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Nebraska Council School Admin		2019-20 membership renewal	01-2-02320-810-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28786
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Nebraska Public Power Distric		may 15th bill/rec 05.20.19	01-2-02610-622-000
<b>Sub Total</b>			

<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28787
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Newsela		00049742	01-2-02212-643-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28788
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
PANKO		323	01-2-02730-732-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28789
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
PAPER 101		OUR ANNUAL PAPER BUY	01-2-01100-610-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28790
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Recycling Enterprises		19A1943	01-2-02610-410-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28791
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
School Health		3593399-00	01-2-01100-610-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28792
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
School Specialty		308103302077	01-2-01100-610-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28793
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Shanahan M & E		566096083	01-2-02620-340-000
Shanahan M & E		566096067	01-2-02620-340-000
Shanahan M & E		566096067	01-2-02620-340-000
<b>Sub Total</b>			

<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28794
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Sterling Lumber Co		10560-	01-2-02610-610-001
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28795
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Student Assurance Services In		2019/2020 invoice	01-2-02190-340-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28796
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Tecumseh Chieftain		1785	01-2-02310-540-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28797
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Village Of Sterling		9073	01-2-02610-410-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28798
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
VOICE NEWS		205029	01-2-02310-540-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28799
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
WASTE CONNECTIONS OF NEBRASKA		1671480	01-2-02610-410-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28800
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Water Engineering Inc.		IN43947	01-2-02610-410-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>

June Bills	First National Bank	8059655	28801
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Waymire Well Drilling, Inc.		1aR177, 1aR230	01-2-02610-340-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28802
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
WINDSTREAM COMMUNICATIONS, INC		june invoice	01-2-02610-382-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28803
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Wusk Power Equipment & Repair		97987, 97991, 98022	01-2-02640-730-000
Wusk Power Equipment & Repair		97987, 97991, 98022	01-2-02730-732-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28804
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
ZAGER, ANNA		reimb. for paint supplies	01-2-02620-430-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills	First National Bank	8059655	28805
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Zager, Joe		bat house	01-2-02620-430-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills/more	First National Bank	8059655	28807
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
BODEN, RON		month of may	01-2-02790-382-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills/more	First National Bank	8059655	28808
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
BOLDT, LUKE		month of may	01-2-02790-382-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills/more	First National Bank	8059655	28809

Vendor	PO Number	Invoice #	Account Code
Boslau, Dennis		month of may	01-2-02790-382-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills/more	First National Bank	8059655	28810
Vendor	PO Number	Invoice #	Account Code
Brent Heusman		month of may	01-2-02790-382-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills/more	First National Bank	8059655	28811
Vendor	PO Number	Invoice #	Account Code
BYTESPEED, LLC	18-2399	motherboard	01-2-02580-432-001
BYTESPEED, LLC	18-2399	motherboard	01-2-02580-432-001
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills/more	First National Bank	8059655	28812
Vendor	PO Number	Invoice #	Account Code
CAPITAL BUSINESS SYSTEMS, INC		24846174	01-2-02530-550-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills/more	First National Bank	8059655	28813
Vendor	PO Number	Invoice #	Account Code
CARPENTER, JAY		month of may	01-2-02790-382-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills/more	First National Bank	8059655	28814
Vendor	PO Number	Invoice #	Account Code
CORPORATE PAYMENT SYSTEMS		05/07/2019	01-2-02120-610-000
CORPORATE PAYMENT SYSTEMS		05/07/2019	01-2-02320-580-000
CORPORATE PAYMENT SYSTEMS		05/07/2019	01-2-02410-610-000
CORPORATE PAYMENT SYSTEMS		05/07/2019	01-2-02490-550-000
CORPORATE PAYMENT SYSTEMS		05/07/2019	01-2-02580-650-002
CORPORATE PAYMENT SYSTEMS		05/07/2019	01-2-02730-580-000
CORPORATE PAYMENT SYSTEMS		05/07/2019	01-2-02730-732-000
CORPORATE PAYMENT SYSTEMS		05/07/2019	01-2-06200-610-002
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
June Bills/more	First National Bank	8059655	28815

Vendor	PO Number	Invoice #	Account Code
Dottie Heusman		month of may	01-2-02320-382-000
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
June Bills/more	First National Bank	8059655	28816
Vendor	PO Number	Invoice #	Account Code
Harrington, Scott		month of may	01-2-02410-382-000
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
June Bills/more	First National Bank	8059655	28817
Vendor	PO Number	Invoice #	Account Code
Mindy Cross		month of may	01-2-01200-382-000
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
June Bills/more	First National Bank	8059655	28818
Vendor	PO Number	Invoice #	Account Code
Wirthele, Cheri		month of may	01-2-01200-382-000
<b>Sub Total</b>			
<b>Grand Total</b>			

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Payee	Amount	Type
Binnick, Tanya	\$250.60	Accounts Payable
Description	Issue Date	Amount
		\$250.60
		<b>\$250.60</b>
Payee	Amount	Type
BC/BS of Nebraska	\$697.39	Accounts Payable
Description	Issue Date	Amount
		\$697.39
		<b>\$697.39</b>
Payee	Amount	Type
Kharisa Saathoff	\$658.30	Accounts Payable
Description	Issue Date	Amount
May Childcare claim 658.30 of 800.00		\$658.30
June pay out remaining of 800 - 141.70		
		<b>\$658.30</b>
Payee	Amount	Type
BOK FINANCIAL	\$15,537.50	Accounts Payable
Description	Issue Date	Amount
Bond-interest due		\$10,981.25
simi annual paying agent fee-		\$200.00
interest Due		\$4,156.25
semi annual paying fee		\$200.00
		<b>\$15,537.50</b>
Payee	Amount	Type
Amazon Capital Services	\$363.95	Accounts Payable
Description	Issue Date	Amount
		\$13.69
		\$119.45
		\$34.99
monoprice cat6 plug solid, rackstuds		\$68.47
network cord		\$127.35
		<b>\$363.95</b>
Payee	Amount	Type

BLACK HILLS ENERGY	\$35.72	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$35.72
		<b>\$35.72</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Blick art material	\$8.05	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
brushes for michelle salberg		\$8.05
		<b>\$8.05</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
BSN Sports	\$14.38	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$14.38
		<b>\$14.38</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Buss Pest Control	\$131.67	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$131.67
		<b>\$131.67</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
CenterPoint Energy Services Retail, LLC	\$1,017.82	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$1,017.82
		<b>\$1,017.82</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Charlotte Gronewold	\$200.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
played piano for spring concert and contest		\$200.00
		<b>\$200.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Computer Hardware-Lincoln	\$297.99	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
apple care 6-16-19		\$99.00
apple care for 5-31-19		\$99.99
apple care for 6-16-19		\$99.00
		<b>\$297.99</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>

Computers Etc.	\$18.20	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$18.20
		<b>\$18.20</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Danielle Pleiss	\$40.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
purchase of Danielle Pleiss' fridge to use in SPED room for storage of diabetic student supplies		\$40.00
		<b>\$40.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
DAS State Accounting - Central Finance	\$229.49	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$229.49
		<b>\$229.49</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
ESU #4	\$29,435.37	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Brent Heusman		\$45.00
Davenport		\$45.00
Gossard		\$45.00
Harlan		\$45.00
Helmberger		\$45.00
Pfeiffer		\$45.00
Richardson		\$45.00
Salberg		\$45.00
Schultz		\$45.00
Boldt		\$45.00
Lempka		\$45.00
Phillips		\$45.00
Marshall		\$45.00
Saathoff		\$45.00
Cross		\$45.00
Sprague		\$45.00
		\$8,571.79
		\$430.00
		\$6,685.61
		\$1,632.00
		\$1,368.80
		\$1,095.04
		\$176.53
		\$6,833.06

Dottie		\$45.00
Harrington		\$45.00
Rena		\$45.00
early childhood 0-2		\$478.67
early childhood 3-5		\$1,308.87
		<b>\$29,435.37</b>

<b>Payee</b>	<b>Amount</b>	<b>Type</b>
ESU #6	\$60.41	Accounts Payable

<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$60.41
		<b>\$60.41</b>

<b>Payee</b>	<b>Amount</b>	<b>Type</b>
ESU Coordinating Council	\$255.00	Accounts Payable

<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
MICHELLE SALBERG		\$85.00
ADDIE HEUSMAN		\$85.00
DOTTIE HEUSMAN		\$85.00
		<b>\$255.00</b>

<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Flinn Scientific Inc	\$57.60	Accounts Payable

<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Taylor Schultz, dissecting kits		\$57.60
		<b>\$57.60</b>

<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Heffelfinger, Ami	\$504.00	Accounts Payable

<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$504.00
		<b>\$504.00</b>

<b>Payee</b>	<b>Amount</b>	<b>Type</b>
HILAND DAIRY	\$303.03	Accounts Payable

<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
952295		\$121.36
952337		\$121.18
952388		\$60.49
		<b>\$303.03</b>

<b>Payee</b>	<b>Amount</b>	<b>Type</b>
JET STOP INC.	\$1,691.39	Accounts Payable

<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
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mowing-maint		\$46.97
regular		\$1,533.12
SPED car		\$111.30
		<b>\$1,691.39</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Johnson County Hospital	\$496.70	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
miles		\$32.70
travel		\$144.00
elem. ot		\$304.00
grayson nevels		\$16.00
		<b>\$496.70</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
KSB SCHOOL LAW	\$220.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
telephone conference with Superintendent		\$220.00
		<b>\$220.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Menards	\$26.77	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$26.77
		<b>\$26.77</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
NCECBVI	\$168.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
cooper-5/15/2019--consultation/observation		\$168.00
		<b>\$168.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Nebraska Council School Admin	\$565.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$565.00
		<b>\$565.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Nebraska Public Power Distric	\$2,467.88	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$2,467.88
		<b>\$2,467.88</b>

<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Newsela	\$1,000.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Newsela PRO license and Power Words		\$1,000.00
		<b>\$1,000.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
PANKO	\$203.85	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$203.85
		<b>\$203.85</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
PAPER 101	\$2,882.90	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$2,882.90
		<b>\$2,882.90</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Recycling Enterprises	\$60.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$60.00
		<b>\$60.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
School Health	\$28.30	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
vinyl gloves		\$28.30
		<b>\$28.30</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
School Specialty	\$114.60	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
legal pads, sheet protector, tape mounting, exit signs and fire extinguisher signs, hard hats		\$114.60
		<b>\$114.60</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Shanahan M & E	\$2,794.34	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
3 actuators, cleaned out piping and drain, service hours		\$1,278.62
ignitor gasket-joel 5 hours		\$662.72
joel 9 hours to switch systems to cooling		\$853.00
		<b>\$2,794.34</b>

<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Sterling Lumber Co	\$195.04	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$195.04
		<b>\$195.04</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Student Assurance Services In	\$506.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$506.00
		<b>\$506.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Tecumseh Chieftain	\$92.88	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$92.88
		<b>\$92.88</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Village Of Sterling	\$172.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$172.00
		<b>\$172.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
VOICE NEWS	\$144.41	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$144.41
		<b>\$144.41</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
WASTE CONNECTIONS OF NEBRASKA	\$400.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$400.00
		<b>\$400.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Water Engineering Inc.	\$135.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$135.00
		<b>\$135.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>

Waymire Well Drilling, Inc.	\$13.20	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$13.20
		<b>\$13.20</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
WINDSTREAM COMMUNICATIONS, INC	\$397.16	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$397.16
		<b>\$397.16</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Wusk Power Equipment & Repair	\$236.95	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
this is a repair for the mower, therefor the coding changes for that		\$176.10
bus repair		\$60.85
		<b>\$236.95</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
ZAGER, ANNA	\$21.64	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$21.64
		<b>\$21.64</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Zager, Joe	\$24.99	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$24.99
		<b>\$24.99</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
BODEN, RON	\$25.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$25.00
		<b>\$25.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
BOLDT, LUKE	\$25.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$25.00
		<b>\$25.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Boslau, Dennis	\$25.00	Accounts Payable

Description	Issue Date	Amount
		\$25.00
		<b>\$25.00</b>
Payee	Amount	Type
Brent Heusman	\$25.00	Accounts Payable
Description	Issue Date	Amount
		\$25.00
		<b>\$25.00</b>
Payee	Amount	Type
BYTESPEED, LLC	\$495.00	Accounts Payable
Description	Issue Date	Amount
Battery Replacement for Device	05/21/2019	\$145.00
Motherboard replacement for Bytespeed	05/21/2019	\$350.00
		<b>\$495.00</b>
Payee	Amount	Type
CAPITAL BUSINESS SYSTEMS, INC	\$1,545.77	Accounts Payable
Description	Issue Date	Amount
		\$1,545.77
		<b>\$1,545.77</b>
Payee	Amount	Type
CARPENTER, JAY	\$25.00	Accounts Payable
Description	Issue Date	Amount
		\$25.00
		<b>\$25.00</b>
Payee	Amount	Type
CORPORATE PAYMENT SYSTEMS	\$898.41	Accounts Payable
Description	Issue Date	Amount
		\$125.72
		\$42.35
		\$26.72
		\$131.49
		\$201.50
		\$159.00
		\$121.00
		\$90.63
		<b>\$898.41</b>
Payee	Amount	Type
Dottie Heusman	\$50.00	Accounts Payable

Description	Issue Date	Amount
		\$50.00
		<b>\$50.00</b>
Payee	Amount	Type
Harrington, Scott	\$50.00	Accounts Payable
Description	Issue Date	Amount
		\$50.00
		<b>\$50.00</b>
Payee	Amount	Type
Mindy Cross	\$25.00	Accounts Payable
Description	Issue Date	Amount
		\$25.00
		<b>\$25.00</b>
Payee	Amount	Type
Wirthele, Cheri	\$25.00	Accounts Payable
Description	Issue Date	Amount
		\$25.00
		<b>\$25.00</b>
		<b>\$68,389.65</b>

# Sterling Public Schools

## Check Listing Report

Accounting Cycle: FY18-19; Begin Date: 05/17/2019; End Date: 06/13/2019; Bank: First National Bank; Sort By Element: Fund; Account Code Expression:

[All]; Created On: 6/13/2019 10:05:02 AM

Check Date	Check Number	Payee	Type	Amount
05/22/2019	28747	Binnick, Tanya	Accounts Payable	\$250.60
05/22/2019	28760	BC/BS of Nebraska	Accounts Payable	\$697.39
05/24/2019	28761	Kharisa Saathoff	Accounts Payable	\$658.30
06/07/2019	28762	BOK FINANCIAL	Accounts Payable	\$15,537.50
06/12/2019	28763	Amazon Capital Services	Accounts Payable	\$363.95
06/12/2019	28764	BLACK HILLS ENERGY	Accounts Payable	\$35.72
06/12/2019	28765	Blick art material	Accounts Payable	\$8.05
06/12/2019	28766	BSN Sports	Accounts Payable	\$14.38
06/12/2019	28767	Buss Pest Control	Accounts Payable	\$131.67
06/12/2019	28768	CenterPoint Energy Services Retail, LLC	Accounts Payable	\$1,017.82
06/12/2019	28769	Charlotte Gronewold	Accounts Payable	\$200.00
06/12/2019	28770	Computer Hardware-Lincoln	Accounts Payable	\$297.99
06/12/2019	28771	Computers Etc.	Accounts Payable	\$18.20
06/12/2019	28772	Danielle Pleiss	Accounts Payable	\$40.00
06/12/2019	28773	DAS State Accounting - Central Finance	Accounts Payable	\$229.49
06/12/2019	28774	ESU #4	Accounts Payable	\$29,435.37
06/12/2019	28775	ESU #6	Accounts Payable	\$60.41
06/12/2019	28776	ESU Coordinating Council	Accounts Payable	\$255.00
06/12/2019	28777	Flinn Scientific Inc	Accounts Payable	\$57.60
06/12/2019	28778	Heffelfinger, Ami	Accounts Payable	\$504.00
06/12/2019	28779	HILAND DAIRY	Accounts Payable	\$303.03
06/12/2019	28780	JET STOP INC.	Accounts Payable	\$1,691.39
06/12/2019	28781	Johnson County Hospital	Accounts Payable	\$496.70
06/12/2019	28782	KSB SCHOOL LAW	Accounts Payable	\$220.00
06/12/2019	28783	Menards	Accounts Payable	\$26.77
06/12/2019	28784	NCECBVI	Accounts Payable	\$168.00
06/12/2019	28785	Nebraska Council School Admin	Accounts Payable	\$565.00
06/12/2019	28786	Nebraska Public Power Distric	Accounts Payable	\$2,467.88
06/12/2019	28787	Newsela	Accounts Payable	\$1,000.00
06/12/2019	28788	PANKO	Accounts Payable	\$203.85
06/12/2019	28789	PAPER 101	Accounts Payable	\$2,882.90
06/12/2019	28790	Recycling Enterprises	Accounts Payable	\$60.00
06/12/2019	28791	School Health	Accounts Payable	\$28.30
06/12/2019	28792	School Specialty	Accounts Payable	\$114.60
06/12/2019	28793	Shanahan M & E	Accounts Payable	\$2,794.34
06/12/2019	28794	Sterling Lumber Co	Accounts Payable	\$195.04
06/12/2019	28795	Student Assurance Services In	Accounts Payable	\$506.00

06/12/2019	28796	Tecumseh Chieftain	Accounts Payable	\$92.88
06/12/2019	28797	Village Of Sterling	Accounts Payable	\$172.00
06/12/2019	28798	VOICE NEWS	Accounts Payable	\$144.41
06/12/2019	28799	WASTE CONNECTIONS OF NEBRASKA	Accounts Payable	\$400.00
06/12/2019	28800	Water Engineering Inc.	Accounts Payable	\$135.00
06/12/2019	28801	Waymire Well Drilling, Inc.	Accounts Payable	\$13.20
06/12/2019	28802	WINDSTREAM COMMUNICATIONS, INC	Accounts Payable	\$397.16
06/12/2019	28803	Wusk Power Equipment & Repair	Accounts Payable	\$236.95
06/12/2019	28804	ZAGER, ANNA	Accounts Payable	\$21.64
06/12/2019	28805	Zager, Joe	Accounts Payable	\$24.99
06/12/2019	28807	BODEN, RON	Accounts Payable	\$25.00
06/12/2019	28808	BOLDT, LUKE	Accounts Payable	\$25.00
06/12/2019	28809	Boslau, Dennis	Accounts Payable	\$25.00
06/12/2019	28810	Brent Heusman	Accounts Payable	\$25.00
06/12/2019	28811	BYTESPEED, LLC	Accounts Payable	\$495.00
06/12/2019	28812	CAPITAL BUSINESS SYSTEMS, INC	Accounts Payable	\$1,545.77
06/12/2019	28813	CARPENTER, JAY	Accounts Payable	\$25.00
06/12/2019	28814	CORPORATE PAYMENT SYSTEMS	Accounts Payable	\$898.41
06/12/2019	28815	Dottie Heusman	Accounts Payable	\$50.00
06/12/2019	28816	Harrington, Scott	Accounts Payable	\$50.00
06/12/2019	28817	Mindy Cross	Accounts Payable	\$25.00
06/12/2019	28818	Wirthele, Cheri	Accounts Payable	\$25.00
<b>Sub Total</b>				<b>\$68,389.65</b>

**Sterling Public Schools**

## Check Listing Report

Accounting Cycle: FY18-19; Begin Date: 05/17/2019; End Date: 06/13/2019 ; Created On: 6/13/2019 10

Check Date	Check	Payee	Description	Amount
06/12/2019	28763	Amazon Capital Services	Inv: books for summer kids	\$13.69
06/12/2019	28763	Amazon Capital Services	Inv: misc tech	\$195.82
06/12/2019	28763	Amazon Capital Services	Inv: summer reading books	\$119.45
06/12/2019	28763	Amazon Capital Services	Inv: tv converter box	\$34.99
05/22/2019	28760	BC/BS of Nebraska	Inv: 5515044/Diane Agena	\$697.39
05/22/2019	28747	Binnick, Tanya	Sped Transportation	\$250.60
06/12/2019	28764	BLACK HILLS ENERGY	Inv: june payment	\$35.72
06/12/2019	28765	Blick art material	brushes for salberg	\$8.05
06/12/2019	28807	BODEN, RON	Cell Phone May	\$25.00
06/07/2019	28762	BOK FINANCIAL	QCPUF/BOND payment	\$15,537.50
06/12/2019	28808	BOLDT, LUKE	Cell Phone May	\$25.00
06/12/2019	28809	Boslau, Dennis	Cell Phone May	\$25.00
06/12/2019	28810	Brent Heusman	Cell Phone May	\$25.00
06/12/2019	28766	BSN Sports	first aid kit for shop	\$14.38
06/12/2019	28767	Buss Pest Control	Spraying	\$131.67
06/12/2019	28811	BYTESPEED, LLC	Battery Repair for one device and	\$495.00
06/12/2019	28812	CAPITAL BUSINESS SYSTEMS	Copy Machines	\$1,545.77
06/12/2019	28813	CARPENTER, JAY	Cell Phone May	\$25.00
06/12/2019	28768	CenterPoint Energy Services	Inv: 3726203	\$1,017.82
06/12/2019	28769	Charlotte Gronewold	Accompanist	\$200.00
06/12/2019	28770	Computer Hardware-Lincoln	Repair Parts	\$297.99
06/12/2019	28771	Computers Etc.	Inv: earbuds for steele classroom	\$18.20
06/12/2019	28814	CORPORATE PAYMENT SYSTEMS	Misc.	\$898.41
06/12/2019	28772	Danielle Pleiss	Fridge for Preschool	\$40.00
06/12/2019	28773	DAS State Accounting - Central	Inv: 1168590	\$229.49
06/12/2019	28815	Dottie Heusman	Cell Phone May	\$50.00
06/12/2019	28774	ESU #4	Inv: 8995 cpr training	\$855.00
06/12/2019	28774	ESU #4	Inv: 9005 health van check ups	\$1,632.00
06/12/2019	28774	ESU #4	Sped Services	\$26,518.37
06/12/2019	28774	ESU #4	Inv: SRS Fees 8993	\$430.00
06/12/2019	28775	ESU #6	Inv: tech hosted services/12057	\$60.41
06/12/2019	28776	ESU Coordinating Council	Inv: PDO FEES	\$255.00
06/12/2019	28777	Flinn Scientific Inc	Schultz Supplies	\$57.60
06/12/2019	28816	Harrington, Scott	Cell Phone May	\$50.00
06/12/2019	28778	Heffelfinger, Ami	LMHP Services	\$504.00
06/12/2019	28779	HILAND DAIRY	Milk	\$303.03
06/12/2019	28780	JET STOP INC.	Gas/Fuel	\$1,691.39
06/12/2019	28781	Johnson County Hospital	OT/PT May	\$496.70

05/24/2019	28761	Kharisa Saathoff	Emp Benefits Reimbursement	\$658.30
06/12/2019	28782	KSB SCHOOL LAW	Legal Fees	\$220.00
06/12/2019	28783	Menards	Paint	\$26.77
06/12/2019	28817	Mindy Cross	Cell Phone May	\$25.00
06/12/2019	28784	NCECBVI	May Sped Services	\$168.00
06/12/2019	28785	Nebraska Council School Adr	Membership Renewal Heusman	\$565.00
06/12/2019	28786	Nebraska Public Power Distric	Inv: may 15th bill/rec 05.20.19	\$2,467.88
06/12/2019	28787	Newsela	Software	\$1,000.00
06/12/2019	28788	PANKO	Vehicle Repair	\$203.85
06/12/2019	28789	PAPER 101	Annual Paper Buy for 2019-20	\$2,882.90
06/12/2019	28790	Recycling Enterprises	Inv: 19A1943	\$60.00
06/12/2019	28791	School Health	Supplies	\$28.30
06/12/2019	28792	School Specialty	Supplies	\$114.60
06/12/2019	28793	Shanahan M & E	Repairs of heating/Cooling	\$1,515.72
06/12/2019	28793	Shanahan M & E	Repairs of heating/Cooling	\$1,278.62
06/12/2019	28794	Sterling Lumber Co	Misc. Supplies	\$195.04
06/12/2019	28795	Student Assurance Services I	Student Accident Ins.	\$506.00
06/12/2019	28796	Tecumseh Chieftain	Inv: 1785	\$92.88
06/12/2019	28797	Village Of Sterling	Inv: 9073	\$172.00
06/12/2019	28798	VOICE NEWS	Inv: 205029	\$144.41
06/12/2019	28799	WASTE CONNECTIONS OF	Inv: 1671480	\$400.00
06/12/2019	28800	Water Engineering Inc.	Inv: IN43947	\$135.00
06/12/2019	28801	Waymire Well Drilling, Inc.	Misc. Supplies	\$13.20
06/12/2019	28802	WINDSTREAM COMMUNICA	Inv: june invoice	\$397.16
06/12/2019	28818	Wirthele, Cheri	Cell Phone May	\$25.00
06/12/2019	28803	Wusk Power Equipment & Re	Repairs	\$236.95
06/12/2019	28804	ZAGER, ANNA	Inv: reimb. for paint supplies	\$21.64
06/12/2019	28805	Zager, Joe	supplies	\$24.99
<b>Sub Total</b>				<b>\$68,389.65</b>

**1060**  
**Advertising and Promotion**

Neither the facilities, the staff, nor the children of the school district shall be employed in any manner for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency, individual, or organization, except that:

1. The schools may cooperate in furthering the work of any non-profit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the schools.
2. The schools may use educational materials bearing mention of the producing firm or sponsor, providing such materials can be justified on the basis of their actual educational values.
3. The schools may cooperate with any agency in promoting the activities in general public interest, and which promote the education or other best interest of students.
4. The superintendent of schools may cooperate in furthering the work of any non-profit, community-wide social service agency provided such cooperating does not infringe on school programs or diminish the amount of time devoted thereto.
5. The administration may, at its discretion, announce, or authorize to be announced, any lecture, community activity, or recording which it feels has educational merit.
6. School representatives may, upon approval of the Board of Education, cooperate with any agency in promoting activities in the general public interest, and which promotes education that is in the best interest of the students.

Legal Reference:      Neb. Rev. Stat. ' 79-526      Board Authority for Supervision and Control  
                                 Neb. Rev. Stat. ' 79-8,100      Teachers, Solicitation by Agents

Adopted on: 10-15-14  
Revised on: 6-17-19  
Reviewed on: 5-20-19

**3230**  
**School Safety and Security**

In order to fulfill its obligation to provide a safe and secure learning environment, the Sterling Board of Education has adopted this School Safety and Security Policy. Although the district will take reasonable steps to protect students and staff, no entity can provide complete safety and security at all times. This policy does not make the district a guarantor of the safety of students, staff or patrons.

**I. General Safety and Security**

**a. NDE Rubric**

The District will meet at least the minimum requirement for each school safety and security standard indicator adopted by the Nebraska Department of Education.

**b. School Hours**

- i. During a crisis situation, the administration will maintain established school hours and proceed with all co-curricular activities as scheduled whenever possible.
- ii. If, during a crisis situation, the parent(s) or guardian of a student decides that the student needs to be absent, this absence will be excused.

**c. Access to School Facilities**

- i. The school's facilities may not be used for funeral or memorial services during the school day.
- ii. This policy does not discourage the presentation of traditional American Legion memorial services which promote patriotism.

**II. Superintendent's Duties Related to Safety and Security**

**a. Compliance with Fire and Safety Codes**

The Superintendent will ensure that the school district meets all current fire and life safety codes or is in the process of coming into compliance.

## **b. Annual Safety Audits**

The Superintendent will arrange for the performance of an annual safety audit using an external consultant utilizing the standardized audit protocol adopted by the Nebraska Department of Education.

## **c. Mutual Aid Agreements**

The Superintendent will enter into mutual aid agreements to address the academic, physical, operational, psychological, and emotional recovery areas when possible with appropriate local entities.

# **III. Building Principals' Duties Related to Safety and Security**

## **a. Positive and Safe Learning Environment**

The building principal shall implement a school-wide behavior process to create a positive and safe learning environment.

The building principal shall conduct training on and require enforcement of the district's anti-bullying and dating violence policies.

The building principal shall ensure that staff complete the required suicide prevention training as required by board policy and state requirements.

The building principal shall require staff to engage in active supervision of students at all times

## **b. Visitor Protocol.**

The building principal shall adopt a protocol for visitors to his/her school building to sign in upon arrival and departure and to be identified as a visitor while they are in the building during the school day. The protocol must also address visitors in specialized areas of the school such as playgrounds, gyms, cafeterias and the like.

This protocol may be written or unwritten but must be clearly communicated to and enforced by all staff.

The building principal will report individuals who repeatedly violate the visitor protocol to the superintendent for possible exclusion from school facilities pursuant to board policy.

**c. Emergency Drills**

The building principal must ensure that the following drills are conducted in his/her building:

- i. Fire drills (evacuation): One fire drill conducted monthly with one drill being conducted during the first 30 days of school.
- ii. Tornado drills (shelter): One drill during the first two weeks of school and the second drill during the month of March.
- iii. Bus evacuation drills: Two drills during the school year involving all students and appropriate staff. Recommended that one drill occur during the first month of school.
- iv. Lock down drill: One drill during the school year with others done as needed.

The building principal must also conduct any non-required drills recommended by crisis team.

The building principal shall conduct a performance review of each of the drills conducted pursuant to this policy. This review does not have to be in writing.

Adopted on: 4-10-18, 6-17-19

Revised on: 4-15-19, 5-20-19

Reviewed on: 5-20-19

## **3232 Crisis Team & Memorials**

The Crisis Team is a committee of individuals that responds to a tragic event that occurs within the district that has the potential to disrupt the orderly operation of the school system. This may include but is not limited to: the death of a student, the death of a staff member, the death of a parent, a debilitating injury to any of the above, or a natural disaster. The team will respond to and manage an event to the best of their training and make decisions to be carried out by school personnel.

### **I. Appointment of the Crisis Team**

The Superintendent shall appoint members to serve on the school district's crisis team. The Superintendent may, but is not required, to include representatives from the following groups on the crisis team:

- Administrators
- Teachers
- Classified Staff
- Mental Health Professionals
- Staff Member with Expertise on the Needs of Students with Disabilities
- Organizations that serve the disabled
- Organizations that serve the needs of minority populations (ELL, race, etc.)
- Representatives from local first responders (law enforcement, fire and rescue personnel, railroad, etc.)

From this group, the Superintendent shall appoint an individual to serve as the chair of the Crisis Team. The chair of the team shall have the responsibility of scheduling Crisis Team meetings, documenting Crisis Team actions, and reporting to the board at least annually on the district's crisis plan and the activities of the team.

### **II. Meetings of the Crisis Team**

The Crisis Team will meet at least twice annually and at additional times as necessary to fulfill the duties of the team.

### **III. Training of the Crisis Team**

The Crisis Team shall review any non-required training; which could be provided to the team or other staff members to increase the knowledge base for him/her. If the team believes such non-required training would be beneficial, it shall recommend to the superintendent that the training be provided to the identified staff member(s) at the district's expense.

### **IV. Memorials**

Memorials often create a visual reminder of a particular crisis that may reintroduce feelings of grief for students. Therefore, there are specific steps that need to be followed in regards to the donation of memorials to school:

- The person wanting to give a memorial contacts the Superintendent.
- The Superintendent will collect the details of the request.
- Further information will be shared with the Crisis Team members and school personnel as needed.
- A decision will be made in regards to the request and the viability of said request.
- If the request is accepted by the committee, the Superintendent will share the information with the Board of Education. The Board of Education will consider the request. The Board must give prior written approval before any memorials are accepted.
- Memorials may not be displayed anywhere on the school premises without prior board approval.

This policy is not intended to discourage the acceptance of memorial funds or specific items.

Adopted on: June 17, 2019

Revised on: May 20, 2019

Reviewed on:

## 8346

### Public Participation at Board Meetings

#### A. Attend

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

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

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

Legal Reference: §§ 79-570; 79-571;  
§ 84-1411 (3) and (6); § 84-1412 (1) and (3)

#### B. Hear

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

Legal Reference: § 84-1412 (7)

#### C. Record

Members of the public may use recording devices (tape recorder, video camera, etc.) to record any part of a meeting of a public body, except for closed sessions. No recording, other than note taking, shall be done without informing the President in advance. The President shall control the placement of the recording device so the device does not obstruct the view of Board members or other members of the public attending the meeting and does not otherwise interfere with the meeting.

Legal Reference: § 84-1412 (1)

#### D. Access to Written Materials

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

Legal Reference: § 84-1412 (8)

## E. Speak

Members of the public will be permitted to speak at Board meetings at which a public forum is on the Agenda. Members of the public may also speak when invited to make a presentation or when recognized by the chair. The Board is not required to allow members of the public to speak at each meeting. However, the Board will not forbid public participation at all meetings.

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

Members of the public who desire to address the Board will be required to identify themselves. They will also be required to fill out a paper with contact information in case any follow up needs to occur at a later time.

The board will allow a total of 30 minutes for the presentation of all public comments. Individuals make speak only one time, and must limit comments to five (5) minutes, as timed by the Vice President. If there are more than six (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.

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

The board will not act on any matter brought up during public comment unless it is on the published agenda.

Legal Reference: § 84-1412 (1) (2) and (3)  
Adopted on: 12-21-15, 6-17-19

Revised on: 5-20-19

Reviewed on: 5-20-19

**9128**  
**Participation in Insurance Program by Board Members &  
Classified Staff Members**

Members of the Board of Education and Classified Staff Members may participate in the school district's health insurance plans, which are provided to school district employees. A Board Member or Classified Staff Member electing to participate in the insurance program of the school district shall pay both the employee and the employer portions of the premiums to the district in advance of any payments being due from the district to the insurance carrier.

Every six months, the board will place on its agenda a report identifying the board members and the classified staff members who have elected to purchase insurance coverage through the district. This report shall be made available in the school district office for review by the public upon request.

If a board member has elected to carry the school issued insurance, at the end of their term of election his/her coverage would end on January 31<sup>st</sup> of the year their term expired.

If a classified staff member has elected to carry the school issued insurance, at the end of their employment his/her coverage would end on the month after their last date.

Adopted on: 6-17-19

Revised on:

Reviewed on:

StudentsStudent AttendanceAttendance Policy and Excessive Absenteeism

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

A. Attendance and Absences.

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

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

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

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

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

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

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

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

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

[Name] Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

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

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

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

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

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

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

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

child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

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

4. Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."
5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:
  - a. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
  - b. One or more meetings between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
    - (i) Illness related to physical or behavioral health of the child.
    - (ii) Educational counseling;
    - (iii) Educational evaluation;

- (iv) Referral to community agencies for economic services;
- (v) Family or individual counseling; and
- (vi) Assisting the family in working with other community services.

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

6. Reporting Excessive Absenteeism to the County Attorney.

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

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

Date of Adoption: 6-16-14

## **5054 Student Bullying**

**Definition 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.

**Bullying Prohibited.** Students are prohibited from engaging in any form of bullying behavior.

**Disciplinary Consequences.** The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district’s day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

**Bullying Based on Protected Class Status.** Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district’s antidiscrimination policies.

**Support for Students Who Have Experienced Bullying.** Regardless of where the bullying occurred, the district will consider

whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team.

**Bullying Prevention and Education.** Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

**Policy Review.** The school district shall review this policy annually.

Adopted on: 10-13-09

Revised on: 6-18-18

Reviewed on: \_\_\_\_\_

# **Sterling Multicultural Report - 2019**

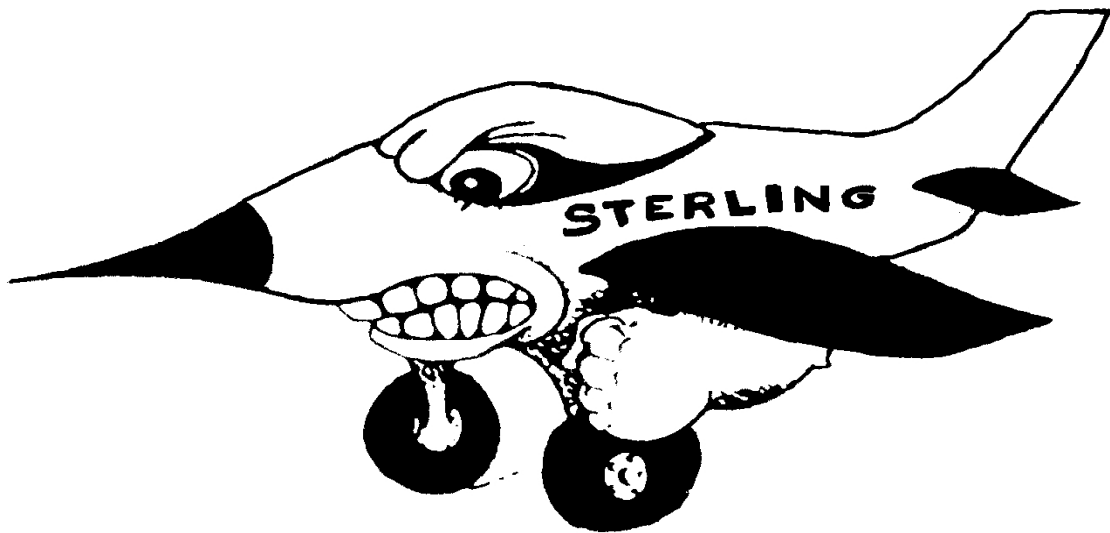
## **Please describe how you have incorporated multiculturalism into two of your classes and/or content areas.**

1. I've had the opportunity to help students understand ideas for/against slavery. Then we talked about how we should accept everyone for who they are.
2. Supported teachers when teaching about MLK. We discussed what he did for people of color, especially in the school system.
3. My Algebra 2 class wrote short essays on how math is taught/learned differently in different countries throughout the world. They identified different learning "tricks" that are taught in other regions of the world.
4. Songs and Art
5. We discussed the importance of Brown vs. Board of Education in Topeka KS.
6. I use the multicultural stories in the Wonders Reading Texts.
7. I have done a leadership project with a class and they have to choose someone they think is a leader and reflect on it.
8. Studied the Jazz era and all components in 11th grade English class.
9. In Entrepreneurship, the students examine different types of economic systems from around the world to identify how it affects the decision making process around the world.
10. Scientist spotlights within units of study. "Mad" Scientist research
11. I have presented in a building construction class the following points about a brief history of construction trades:
  - a. Construction workers do carry stereotypes.
  - b. In the past many skilled workers would migrate to the U.S. The immigrant construction worker was willing to work for a much lower wage than the US born workers, which led to them being labeled as second-class citizens.
  - c. For years certain trades were held only by certain types of people or by tight knit families. You had to know someone in order to be trained in a field.
  - d. Construction workers even with this stereo type have been essential in building our nations foundation.
12. In world geography we focused an entire unit on world religions found within and outside of the United States. (Something they knew very little about and ended up being VERY interested in.)
13. In my junior high choir, we spent different parts of the year learning different genres of music. We would talk about where the music was influenced from, the culture that it was influenced from, and how those cultures helped these genres come to be.
14. In reading I used many different multicultural books. If materials referenced a culture that students were lacking background knowledge on I would find a video for them to be able to hear the language, see the country, and listen to traditional music.
15. In Spanish 4 we study Viva La Causa and discuss the fight for rights of migrant workers during the last 1960s in our country.

16. Units over refugees, black American experience based off of novels (Huck Finn, To Kill a Mockingbird) and Holocaust Unit including Elie Wiesel's Night
17. When something comes up on the fly that would be considered racially/culturally unacceptable we talk about it immediately.
18. We also talk about how all of us are different in the Special Education room and we all have different needs that need to be met.
19. I had a conversation with my Trigonometry class about how math is considered to be the universal language. Regardless of where you are from in the world, you can understand what an equation is and you can present an equation to anyone throughout the world and they can all solve it. Although Max is from Germany, he has been doing math the same way we do since he began learning math.
20. The class talked about the salaries of professional athletes. Names discussed included David Thompson, Shaq, Michael Jordan and Lebron James.
21. I use novels that are written by diverse authors that tell stories from different cultures and locations.
22. Another one is a project where the students have to research scientists or organizations and report about them based on why they are famous, who they interacted with, etc.
23. Read the book Holes and discussed varying socioeconomic levels.
24. In Personal Finance, we discuss exchange rates and its effect on markets around the world. We also briefly discuss cultural differences to be aware of in the marketplace.
25. Science in historical context (space race, DNA, Henrietta Lacks)
26. In our Skilled and Trades class I have discussed how women are being encouraged to join the S.T.E.M movement. Women generally only make up nine percent of our skilled labor. This movement could help fill the much needed skills gap.
27. We compared and contrasted today's differences in political parties views and values to earlier political parties/What are our challenges vs what were their challenges?
28. In the high school, at the beginning of the year, the choir focused on rounds and work songs. Once we sang a few after the first couple days, I explained to them that work songs rooted from the African American culture and that work songs were sung to stay in time together for what every job they were working as slaves. From there we watched some videos of how work songs were implemented and how they tie into music of today.
29. During our science/social studies time we did a lot of comparing and contrasting our students' lives and the different ways that people around the world live. Their homes, schools, climate, transportation, food, daily life, etc.
30. Dia de Los Muertos is studied in Spanish 1 and at all levels of Spanish to some extent. We see the differences in beliefs about death, after life and the connection of families.

2018-2019

Sterling Public Schools



**CLASSIFIED HANDBOOK**

# **CLASSIFIED EMPLOYEE HANDBOOK**

## **STERLING PUBLIC SCHOOLS**

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# STERLING PUBLIC SCHOOL CLASSIFIED EMPLOYEE HANDBOOK

## FOREWORD

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

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

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

Each classified employee is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law and Board policies and regulations will control.

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

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

This handbook will be in effect for the 2018-2019 school year and subsequent school years unless replaced by a later edition.

### **Section 2 Information About Sterling Public Schools**

The Sterling Public School District is classified as a Class II School District by the Nebraska Department of Education. The facilities are in operation at 250 Main Street, Sterling, Nebraska, 68443.

### **Section 3 School Vision and Mission Statements**

#### **STERLING PUBLIC SCHOOLS**

Sterling Public Schools Vision: All Sterling Public School students will achieve their full potential.

The mission of the school is: Sterling Public Schools will educate students to excel, prepare to compete, inspire to serve, and challenge to lead.

**Section 4 Members of the Board of Education**

<b>Name</b>	<b>Contact Information</b>
Lois Agena	lagena@sterlingpublicschools.com
John Harms	jharms@sterlingpublicschools.com
Mike Hestermann	mhestermann@sterlingpublicschools.com
Mark Parde	mparde@sterlingpublicschools.com
Rick Vollman	rvollman@sterlingpublicschools.com
Cheri Wirthele	cwirthele@sterlingpublicschools.com

**Section 5 Sterling Public Schools Staff**

**Administration**

<b>Name</b>	<b>Position</b>
Dottie Heusman	Superintendent
Scott Harrington	PreK – 12 <sup>th</sup> Principal

## Teachers, Counselors and Other Professional Staff

<b>Name</b>	<b>Department or Grade</b>
Bianchi, Angela	3 <sup>rd</sup> Grade
Boldt, Luke	6 <sup>th</sup> Grade
Davenport, Jake	Business
Goracke, Laura	Science
Gossard, Derrick	Music
Harlan, Camden	Social Studies
Helmberger, Brian	Industrial Tech
Heusman, Addie	Guidance Counselor
Hier, Sara	Title I
Lempka, Zach	4 <sup>th</sup> Grade
Marshall, Katie	PreK
McAuliffe, Tammy	2 <sup>nd</sup> Grade
McCormick, Jake (ESU 4)	Technology
Pfeiffer, Josh	Math
Phillips, Leah	1 <sup>st</sup> Grade
Pleiss, Danielle	PreK
Raetz, Stan	K-6 Music & Art
Richardson, Harold	Physical Education
Rumsey, Leia	Language Arts & Media Specialist
Saathoff, KT	Special Education
Salberg, Michelle	Foreign Language
Schultz, Taylor	Ag Education
Sedivy, Jenna	Kindergarten
Sprague, Ida Rose	Special Education
Steele, Freedom	English
Wusk, Evi	5 <sup>th</sup> Grade

## Support Staff

<b>Name</b>	<b>Position</b>
Bartels, Lisa	Kitchen
Boden, Ron	Bus Driver
Boldt, Luke	Bus Driver
Boslau, Dennis	Bus Driver
Carpenter, Jay	Bus Driver
Cross, Mindy	Paraprofessional
Heusman, Brent	Athletic Director
Hunt, Trudy	Paraprofessional
Keebler, Audrey	Kitchen
Kinney, Renae	Secretary
Mills, Rex	Custodian
Parde, Stephanie	Bookkeeper
Phillips, DeeDee	Paraprofessional
Phillips, Jesse	Paraprofessional
Retchless, Emily	Paraprofessional
Wulbern, Julie	Head Cook
Zager, Anna	Custodian
Zager, Joe	Custodian

## Article 1 – SEVERE WEATHER AND SCHOOL CANCELLATIONS

### Section 1 Severe Weather and School Cancellations

The Superintendent of Schools is authorized by the Board of Education to close public schools in case of severe weather. The Superintendent or designated person will activate an electronic message system and notify the local news media when inclement weather warrants such action: Television Stations KOLN-TV (channel 10 & 11), KLKN-TV (channel 8), and KETV (channel 7), FACEBOOK, and the District’s website: [www.sterlingjets.org](http://www.sterlingjets.org).

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6:30 a.m. if possible).

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given and notification will be given through the electronic message system and local news media.

Emergency Conditions. Sterling Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response. ***School officials are not permitted to release students from the school building during a tornado warning.*** In the event of an emergency exit alert or tornado warning, you should implement the school’s established safety procedures.

## Article 2 – EMPLOYMENT, COMPENSATION, AND BENEFITS

### Section 1 Employment

Employment occurs when the employee signs the Employee’s Work Agreement and the Board of Education approves such agreement of employment. Classified employees may be asked in the spring whether they wish to continue in employment during the following school year. This is done for staff planning purposes and does not constitute an offer of employment. Should an employee wish to resign from employment the employee should give two weeks written notice of resignation to the Superintendent. Classified employees are “at-will” employees, and may be terminated at any time by the school district. Notice of termination may be delivered by the administration or Board of Education.

### Section 2 Assignments

The duties to be performed by an employee with the District shall be subject to assignment by the Superintendent. Job descriptions, where available, provide additional information about the position duties. An employee will be expected to devote full time during days of school to the employee’s position and to diligently and faithfully perform the assigned duties to the best of the employee’s ability.

### Section 3 Personnel File

The District will follow the requirements of state and federal law and regulation with regard to employee personnel files. Employees are to notify the Principal’s office of any changes in contact information

(address/telephone). For a name change, employees need to provide a new social security card. Employees may contact the Superintendent to request a review of their personnel file.

#### **Section 4 Grievances and Complaints**

Employment related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy.

#### **Section 5 Compensation (Board Policy 4231 “Non-Certified Salary Guidelines”)**

Salary Payments. Salary is payable on a once per month basis for those months when services are performed. Employees will be paid on the 20th of the month, or the last preceding school day, if the 20th falls on a vacation or week-end day. Upon separation of an employee’s employment, or upon fulfillment of the contract, the employee may, at the option of the Board, be paid all wages due in one lump sum. Reimbursements for mileage or other expenses will be considered separate from compensation. Any fringe benefits for employees working less than 2080 hours per year will be negotiated on an individual basis.

Non-certified employees are considered At-Will Employees and annually will be issued a “Work Agreement” signed by the Superintendent and the employee. Either party may terminate their work agreement without cause upon at least two weeks of advance notice in writing. The work week is defined as commencing at 12:01 a.m. (midnight) on Monday morning and ending at 12:00 (midnight) on Sunday evening.

Full time: Employee that work more than 2080 hours per year. Full time employees will be paid from July 1<sup>st</sup> to June 30<sup>th</sup>.

Part time: Employees that work less than 2080 hour per year, and more than 600 hours per year. Part time employees will be paid under the terms of their work agreement.

#### Fringe benefits:

- a) Part time employees’ fringe benefits will be negotiated on an individual basis.

#### Sick Leave:

- b) Full time non-certified employees will be allowed three (3) sick days leave per year with an accumulation of ten (10) days. An additional three (3) days per year will be allowed for serious illness or death within the immediate family at the discretion of the Superintendent.

#### **Section 6 Benefits**

Classified employees are provided the following benefits:

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

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

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

### **Section 7 Payroll and Payroll Deductions**

Wages/salary and benefits are paid in accordance with the individual employment agreement. Payroll deductions shall be made in accordance with law.

### **Section 8 Expense Reimbursement**

Reimbursement for authorized mileage will be paid to employees required to drive their own vehicles during their regular scheduled working hours. This will be considered if a school vehicle is not available for staff to drive. Claims for reimbursement should be submitted to the District Bookkeeper. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles.

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

Reimbursement for meals or other expenses related to District-required travel must be submitted to and approved by the Superintendent. The request for reimbursement should include an itemized receipt to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose.

### **Section 9 Overtime**

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA). A publication provided by the federal government which provides more information about the FLSA can be found at <https://www.dol.gov/whd/flsa/>.

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

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

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

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

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

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

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

### **Article 3 – ABSENCES FROM WORK**

#### **Section 1 Paid Leave - Sick and Personal Leaves**

Classified employees are provided with paid sick leave in accordance with the employee's individual work agreement. During such paid leave, classified employees shall continue to receive all wages/salary and fringe benefits called for by the individual work agreement.

The leave provided by the District is to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

#### Requests for Leave

Advance reporting of the need to take a leave is important. *A classified employee who becomes ill and is unable to work is to contact their building principal before 7:00 a.m. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made to the building principal as to whether the classified employee will be able to return to duty on the next duty day.* For illnesses or medical situations where the need for the leave can be determined in advance, the classified employee is to make such advance report of need for leave as possible.

For personal and other leaves, a Request for Leave form is to be submitted to the building principal at least five school days prior to the leave, or such other advance notice as is practicable under the circumstances.

#### Return from Leave

Upon return from leave, classified employees are to review information supplied by the substitute classified employee as to progress made in the classified employee's area of responsibility. The substitute should be contacted directly if the written information supplied is not adequate.

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

### **Section 2 Payroll Deductions for Absences in Excess of Paid Leave**

Should an employee be absent from work in excess of the employee's accumulated sick leave or other paid leaves, the employee's salary and fringe benefits (including the cost of premiums for group health insurance) could be reduced by the day or days or work missed. In the case of hourly employees, the reduction will be made on an hourly basis. In the case of salaried employees, the reduction will be made on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school year as the denominator.

### **Section 3 Leaves of Absence**

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

### **Section 4 Jury Duty**

An employee who is summoned for jury service shall promptly notify the employee's building principal. The employee's salary will continue during time spent in jury service, and no deduction of leave time shall occur, except that the District may reduce the pay by an amount equal to any compensation, other than expenses, paid by the court for jury duty. Employees are to notify their supervisor of the amount received for such jury duty.

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

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

### **Section 5 Military Leave**

Employees who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve (hereinafter, "reserves"), are entitled to a military leave of absence from

their respective duties, without loss of pay, when employed with or without pay under the orders or authorization of competent authority in the active service of the state or of the United States. Employees who normally work or are normally scheduled to work 120 hours or more in three consecutive weeks shall receive a military leave of absence of 120 hours each calendar year. Employees who normally work or are normally scheduled to work less than 120 hours in three consecutive weeks shall receive a military leave of absence each calendar year equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in three consecutive weeks. Such military leave of absence may be taken in hourly increments and shall be in addition to the classified employee's regular annual leave.

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

### **Section 6 Family and Medical Leave Act**

The Family and Medical Leave Act (FMLA) provides for 12 weeks of job-protected unpaid leave in a 12-month period to eligible employees in specified circumstances. A publication provided by the federal government which provides more information about FMLA leaves go to <https://www.dol.gov/whd/fmla/> Some specifics regarding FMLA leave at Sterling Public Schools:

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

If you need to take an FMLA leave, or have any questions regarding an FMLA leave, you should contact the Superintendent. Copies of the regulations are available at the administrative office and will be distributed upon written request.

## **Article 4 – DUTIES AND RESPONSIBILITIES**

### **Section 1 Hours of Work**

Regular, dependable attendance at work is an essential function of a classified employee's employment position. Hours of work will be established based on individual job responsibilities.

### **Section 2 Arrival to Duty Assignments**

Classified employees' work assignments may or may not be related to the regular school day. Classified employees are expected to know their duty dates and times, and to be on time for work.

### **Section 3 Leaving School**

Employees are to be on duty at all times during the assigned work day. Employees may not leave school or their assigned area during duty hours without approval of the Principal or Superintendent. Employees who leave the school during their designated lunch period must check out with the Principal's office. Employees who leave during their work hours for an approved absence must check out with the Principal's office or their supervisor when leaving, and check back in upon return. Employees who need to leave during the school day

for reason of illness or emergency are to check out with the Principal's office or their supervisor and make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided. Hourly Employees leaving the building must clock out.

#### **Section 4 School Procedures**

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

1. Use of Cell Phones

Employees shall not use personal cell phones for any non-school purpose during duty time except during their individual break periods.

2. Checking Out of Equipment

All equipment must be checked out through the Superintendent. All school equipment may be used only for school purposes.

3. Requisition of Equipment and Supplies

Equipment and supplies which are needed for work duties should be requested through the Superintendent's office. No equipment or supplies ordered through the District may be directed to the personal use of an employee or another District employee.

4. E-mail

Employees will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Employees should check for e-mail at least one time per day, and should timely respond to e-mails which require a response. Paraprofessional and other staff assigned to work with students should avoid checking and responding to e-mails during instructional or supervisory time. Use of the District's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook.

5. Employee Mail Box

Employees may be assigned a mailbox. Employees should check for mail each morning and also later in the school day, if possible. If something requires an answer, employees are responsible for responding promptly. Employee mail boxes are to be limited to communications regarding school business. Mailboxes need to be cleared of all contents at the end of each week.

6. Record Keeping

Duties of classified employees often involve keeping detailed records. Make sure to complete these records as directed by your supervisor.

7. Employees Meetings

Employees are expected to be present for required meetings, unless they are absent from school for good cause or have made prior arrangements.

#### **Section 5 Supervision of Students**

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

1. Proper Supervision

A. Report to all duty assignments on time.

B. Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.

C. Be vigilant while supervising students. Never leave students unattended. If an emergency requires that you leave students who you are supervising, request that another nearby staff member provide

supervision for you, or notify the office so someone can provide assistance. If you are assisting with recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.

- D. Be accountable for students who are assigned to you from the beginning of the supervision assignment to the end. Do not dismiss students early. If a student needs to leave class, make sure they have a hall pass or prior permission. If the student is to report to the office, inform the office to be expecting the student. If the student is to be returning to your class after a brief absence (e.g., after using the restroom), contact the office if the student has not returned by the time expected.
- E. If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- F. Be careful with touching students. Use of corporal punishment is prohibited in our school district. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
- G. Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should make a report to the student's teacher or administration.

## 2. Proper Instructions

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

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

- A. Conduct periodic inspections of equipment under your control or in your area of supervision.
- B. If equipment is broken and presents a risk of injury, immediately take it out of service. If it can't be moved, tape a "Do Not Use" sign and notify the office so those repairs may be undertaken.

## 4. Proper Warnings

- A. If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students.
- B. Tell the office so additional warnings may be given.

## 5. Contact the Office for Assistance

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

- A. student fight
- B. student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office cannot be immediately located, call 911 using a school phone (if possible) if the problem appears to be of immediate and serious concern
- C. a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- D. presence of an intruder (a non-student or staff member who refuses to go to the office)

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

6. Student Searches

Office administration and the student's teacher should be contacted in the event a search of a student or their belongings is needed to be done. Do not conduct such a search yourself. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

7. Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

**Section 6      Role of Paraprofessionals**

Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A Paraprofessional must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the Paraprofessional in a supportive role. Paraprofessionals may assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, and organizing class materials. Paraprofessionals are to work only on their assigned work days and within their assigned work day. If a teacher requests a Paraprofessional to work hours other than the assigned work hours or assigned work day, the administration needs to be contacted for approval. Paraprofessionals number one responsibility in a classroom is to support students.

**Section 7      Dispensing Medication**

Employees are not permitted to give any medication to students unless trained under the Medication Aid Act. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol). If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

**Section 8      Reporting Child Abuse**

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

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

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

Under Nebraska law, employees are to inform their principal or supervisor immediately in the event they become aware of child abuse or neglect. Be as specific as possible with what, when, and where you observed the abuse or neglect and anything which you may have heard said by the student or others. It is vital that your report to school officials be made as accurately and as soon as possible. Together, the Superintendent, Principal or his/her designee will make contact with the nearest local law enforcement agency or the Department of Health and Human Services (Child Protective Services) to file a report so this law may be followed. Timeliness in making a report will assist in minimizing further risk to the child.

Do not talk about the matter directly with the parent or others, as that may violate confidentiality restrictions, affect the ability of authorities to investigate, create problems with relationships and create legal problems. The school administration will consider your information, conduct any further investigation needed to justify a report, and determine whether a report of child abuse or neglect is to be made. If the person who you have reported to does not make a report to the police or Child Protective Services, and you feel a report should be made, report the matter directly to the Superintendent.

## **Article 5 – CLASSIFIED POSITION, PERSONAL CONDUCT, AND PERFORMANCE**

### **Section 1 Ethics Standards**

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

#### **Principle I - Commitment as a School Employee:**

Employees shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

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

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
- E. Shall not exploit school relationships with students, colleagues, parents, school patrons, or school

board members for personal gain or private advantage.

- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
- H. Shall report to the Superintendent any known violation of paragraphs 2 or 5 above by completing a district complain form and submitting it to the Superintendent.
- I. Shall seek no reprisal against any individual who has reported a violation of this rule.

### **Principle II - Commitment to the Student:**

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

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

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

### **Principle III - Commitment to the Public:**

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

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

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

### **Principle IV - Commitment to Classified Position Employment Practices:**

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

In fulfillment of the obligation to professional employment practices, the employee:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer, or

misrepresent an assignment or conditions of employment.

- C. Shall give prompt notice to the employer of any change in availability of service.
- D. Shall conduct job related business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign to unqualified personnel, tasks for which an employee is responsible.
- F. Shall permit no commercial or personal exploitation of his or her professional position.
- G. Shall use time on duty and leave time for the purpose for which intended.

## **Section 2 Evaluations**

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

## **Section 3 Role Model**

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

## **Section 4 Relationships**

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

*Support Staff Relations to Pupils and Public* – In general, students are the responsibility of the certified staff. Except, as noted below, support personnel should assume only moderate responsibility over students. Concern should always be for the life and safety of students and others when it is evident that conditions are threatening, classified employees should intervene.

- a) A custodian is in charge of a building during “off” hours when he/she is present when other **certified** staff are not present to supervise.
- b) Any Classified staff member may intervene during “off” hours when he/she is present when other **certified** staff are not present to supervise.
- c) **Classified staff are to report ALL incidents with students or others to their immediate administrator/supervisor as soon as possible and shall make a written report within forty-eight (48) hours.**

## **Section 5 Professional Attire**

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

## **Section 6      Outside Employment**

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

## **Article 6 – USE OF SCHOOL FACILITIES AND EQUIPMENT**

### **Section 1      Drug-Free Workplace**

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

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

As a condition of employment employees will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the employee complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

### **Section 2      Smoke and Tobacco-Free Workplace**

The use of tobacco products in the District's buildings and on school grounds, all owned or leased facilities and vehicles are prohibited.

This prohibition applies to all individuals, including students, employees, persons present in school buildings or on school grounds and persons attending school-sponsored activities.

As used in this policy the term "tobacco products" means cigarettes, e-cigarettes, cigars, pipes, chewing tobacco, snuff and other forms of tobacco.

### **Section 3      Weapon-Free Workplace**

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

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

- a) Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- b) The frame or receiver of any object described in the preceding example;
- c) Any firearm muffler or silencer;
- d) Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- e) Any bludgeon, sand club, metal knuckles, or throwing star;
- f) Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- g) Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
- h) An employee may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. An employee who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
- i) An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
- j) Any other object that is designed for or intended for use as a destructive or injurious device.

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

#### **Section 4 Use of District Computer Network and Internet**

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

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

1. Since copyright laws protect software, employees will not make unauthorized copies of software found on school computers by any means. Employees will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
2. If an employee downloads public domain programs for personal use or non-commercially redistributes a public domain program, the employee assumes all risks regarding the determination of whether a program is in the public domain.
3. Employees shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the District's mission. Employees are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, gender, national origin or religion. Further, employees are prohibited from placing such information on the Internet.

4. Employees will protect the privacy of other computer users' areas by not accessing their passwords without written permission. Employees will not copy, change, read, or use another person's files. Employees will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
5. Employees will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
6. Employees will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
7. Employees will not attempt to login to the system as a system administrator.
8. Employees understand that the intended use of all computer equipment is to meet instructional objectives.
9. Employees will not waste or take supplies, such as paper, printer ribbons, toner, and diskettes that are provided by the District.
10. Employees will not use the network for financial gain or for any commercial or illegal activity.
11. Attempts to bypass security systems on computer workstations or servers, or vandalism will result in cancellation of privileges and may result in further consequences. Malicious attempts to harm or destroy data of another employee, or data that resides anywhere on the network or on the Internet, or the uploading or creation of computer viruses are forbidden.
12. The District will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the District's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of on line services or products. The employee is solely responsible for any such charges. The employee's acceptance of an email account is an acceptance of the employee's agreement to indemnify the District for any expenses, including legal fees, arising out of the employee's use of the system in violation of the agreement.
13. The Internet will be supplied for your use on an "as is, as available" basis. The District does not imply or expressly warrant that any information you access will be valuable or fit for a particular purpose or that the system will operate error free.
14. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
15. The District reserves the right to refuse posting of files, and to remove files.
16. The District further reserves the right to inspect an employee's computer and computer usage at any time. Employees have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system.
17. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.
18. A technology protection measure is in place that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed district training by the on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of a building administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

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

### **Section 5 Use of School Facilities**

Employees who are issued keys to the school are expected to not lose their keys and to **not allow others to have access to or to use their keys**. Employees are permitted to have access to school facilities during non-school time provided your Principal or supervisor has given permission and such access is for work-related purposes. When employees leave the building, they are to close all windows, lock doors, and make sure that the entry door is fully closed and locked. This is especially important when employees are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

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

### **Section 6 Care of School Property**

Employees are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. Equipment of the school district shall not be loaned to any person or group for use off district property without the approval of the Principal or Superintendent. When any equipment is to be used at school, appropriate school personnel shall operate or supervise the use. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student or staff member has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

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

Personal telephone calls shall not be made during duty time except in the event of an emergency. Long distance calls on school telephones must be made from the office. You will need to promptly log long distance calls and be responsible for any charges which are for personal use.

### **Section 8 Visitors**

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

### **Section 9 Salespersons**

Employees need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the employee while engaged in the employee's duties except for such times as may be designated by the Superintendent or designee.

Employees shall not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Employees shall not use time for which the employee is

on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

### **Section 10 Security of Desks and Lockers**

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

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

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

Reminder: Be sure your workstations are locked up when you leave. Remove all temptations and causes of theft. Keep your valuable belongings out of sight and your school keys safely out of reach.

### **Section 11 Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal’s office. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

### **Section 12 Copyright and Fair Use Policy**

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

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

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

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Employees should seek assistance from their immediate supervisor or the Principal if there are any questions regarding what may be copied.

### **Section 13 Lost and Found**

Employees who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

### **Safety 14 Safety**

#### Safety Program and Safety Committee

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Employees are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and work place conditions. A representative from various groups plus representatives appointed by the administration serve on the committee. If you have a desire to serve on the committee, you should contact your supervisor or the Superintendent. Employees can make suggestions and/or report concerns to the safety committee by contacting a member of the safety committee or the Superintendent.

#### Safety Practices

Guidelines for safe work practices which employees should follow include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects beyond your physical abilities. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc.

Do not engage in “horseplay.” Such conduct is a common cause of injuries and is not consistent with job duties.

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

### Use of Personal Vehicles

Employees who drive school vehicles to transport students must have a valid driver's license. Employees who drive school vehicles to transport students are responsible for following safe driving practices, including use of seat belts by all occupants. Employees are not to use cell phones while driving a school vehicle.

### Accidents

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

### Workers Compensation

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

## **Article 7 – STATE AND FEDERAL PROGRAMS**

### **Section 1 Notice of Nondiscrimination**

The Sterling Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, religion or age in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

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

Office for Civil Rights  
8930 Ward Parkway  
Suite 2037  
Kansas City, MO 64114  
816-268-0550

FAX: 816-823-1404; TDD: 800-437-0833

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

### **Section 2 Designation of Coordinators**

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for each coordinator is: Superintendent of Schools, Sterling Public Schools, 250 Main Street, P.O. Box 39, Sterling, NE 68443.

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

### **Section 3 Anti-discrimination and Harassment Policy**

#### Elimination of Discrimination

The Sterling Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

#### Preventing Harassment and Discrimination

Purpose: The Sterling Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, employees, co-workers, students or other persons is prohibited. In addition, the Sterling Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, gender, marital status, disability, religion or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

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

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment. Sexual harassment may exist when:

- a) Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- b) Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;
- c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or

educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

- d) Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

#### Complaint and Grievance Procedures

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom employee. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or employee, or if the supervisor or employee is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Wood River Rural Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, employee or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

#### **Section 4 Grievance Procedure for Persons with a Disability**

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

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such

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

**Section 5 Confidentiality of Records (FERPA)**

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

**Section 6 Breakfast and Lunch Programs**

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

**Section 7 Confidentiality of Protected Health Information**

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

**RECEIPT OF 2018-2019 CLASSIFIED EMPLOYEE HANDBOOK**

This signed receipt acknowledges receipt of the 2018-2019 Classified Employee Handbook of Sterling Public Schools. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, a drug-free workplace notice, and the District's anti-discrimination and harassment policies, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

Return to: Superintendent's Office

# **Sterling Public Schools**



**Certified Handbook  
2018-2019**

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## INTENT OF THE HANDBOOK

Welcome to Sterling Public Schools. This handbook is intended to be used by teachers and other certificated staff to provide general information about Sterling Public Schools and to serve as a guide to the District’s policies, rules, and regulations, benefits of employment, and performance expectations. This handbook contains many of the policies, practices and customs of SPS. It is based on the School Board Policy Manual, but also has many practices and information that are necessary for the day-to-day operations. References in this handbook to “teachers” are intended to apply to all certificated staff.

Each teacher is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between Sterling Public Schools and the Sterling Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will control.

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

This handbook will be in effect for the 2018-2019 school year and subsequent school years unless replaced by a later edition.

## **GENERAL INFORMATION**

### **Staff Bulletin:**

In order to maintain good system-wide communications, a weekly Flyby is emailed to all staff and a weekly bulletin is published. The weekly bulletin is printed each Friday morning and is delivered to students and staff members. All staff are encouraged to refer to these items for communication information.

### **Teacher's Day:**

The regular school day for certified staff is from **Monday - Friday 7:45 a.m. to 4:00 p.m.** to provide the necessary student contact, supervision, and staff or curriculum meetings.

### **Superintendent's Office:**

The Superintendent's Office is open year round and is located on the lower level in the middle school/high school building.

### **Board of Education Meetings:**

The regular meetings of the Board of Education are normally held on the third Monday of each month. The location and time of the meetings are published with each agenda. Special meetings are called as needed by the President of the Board. Throughout the year the Administration may ask certified staff members to present information about their program at meetings.

### **Teaching Certificates:**

Provisions of state law require all teacher certificates are registered with the Superintendent's Office prior to your first day of school. Failure to comply with the above state regulation will result in a teacher not being allowed to teach.

### **Classroom Maintenance:**

A good learning situation can be enhanced by proper room environment.

Each teacher will be first to the door when classes end. The bell indicates only that teachers should dismiss their students for the next class and no one should be permitted to leave the room until the teacher dismisses the class.

The furniture in the building used by students will be in good condition at the beginning of the school year. It is the responsibility of the teacher or teachers assigned a given room to make sure the furniture does not receive undue wear and tear. A teacher should check the condition of the classroom each period, so it is possible to establish who is responsible for any damage.

When a teacher leaves the building at night, classroom windows should be closed and locked, blinds closed, lights turned off, and the classroom door locked. It will be the responsibility of the custodian to lock all outside doors, however anyone leaving the building after 6:00 p.m. will need to make sure all outside doors are locked and hallway lights are turned off.

## **Conduct of Pupils:**

The school is a community with rules and regulations, and those who enjoy the rights and privileges it provides must also accept the responsibilities that membership demands, including respect for and compliance with school rules. Without discipline the school cannot fulfill its responsibility for the development of citizenship. Without discipline students cannot realize their greatest opportunities for personal growth.

In the classroom, students will be expected to conform to reasonable standards of speech and conduct; refrain from violating or impairing the rights of others; and not engage in conduct that deprives other students of an orderly atmosphere for study. Classroom discipline is the responsibility of the teacher, however, discipline problems, which the teacher feels need the help of the principal or superintendent should be referred. Students may be excluded from class by the principal or superintendent until such time that a conference with parents can be arranged to resolve the problem.

The school principal is expected to provide and maintain a school environment suitable for learning. The principal has responsibility to maintain order and discipline to provide a suitable learning environment for all. Every effort shall be made by the principal and staff to correct unacceptable behavior and help students understand how to correct those behaviors. In no instance, shall repeated infractions or abuses of school regulations be handled without involving the parents or guardian of the offender. If serious disciplinary measures are to be taken, the administrator will inform the parents.

## **Closed Campus:**

During the hours that school is in session, all students shall remain on the school grounds unless excused.

Permanent passes shall be issued to those students who have written permission from a doctor to eat lunch at home. Students leaving the school premises to eat lunch will lose that privilege should their actions, while away from school, dictate.

Motor vehicles driven to school are not to be driven by students during the hours that school is in session unless approved by the administration.

## **Use of School Buildings:**

Permission to use the school buildings during evening hours should be arranged through the office. Regular meetings of any organization should be scheduled on the master calendar. All student activities in school buildings during evening hours must be sponsored by a member of the staff. This does not preclude the possibility of also using parent sponsors. Each sponsor is responsible for closing and properly securing the building after any scheduled evening meeting. The exception to the above statement would be for those types of events where the general public has attended and custodial personnel are on duty.

Students should never be permitted in the building during, before or after school hours unsupervised. Staff members are requested not to schedule any type of school meetings on Wednesdays since this day has been reserved for church activities. All practices are to be ended by 6:30 on Wednesdays.

## **Use of School and Office Equipment:**

Teachers are requested to use all school equipment and audio-visual equipment within school facilities only. If there are malfunctions of audio-visual equipment, please report this to the media specialist. If a piece of

equipment other than audio-visual is not functioning properly, report this to the office. Items of equipment, which are assigned to a specific classroom should be maintained by serial number in the room inventory.

School equipment is not to be taken from the school building. If you have a personal need to use selected sound or projection equipment, please make any arrangements with the principal or superintendent. The use of school copy machines and fax machines for personal use must be reimbursed on the basis of payment for copies by the individual.

All staff are assigned a copier ID. This ID allows the administration to track the number of copies made by each staff member, it is not to be shared with anyone else and students should not know your ID.

Duplication work is to be done by teachers. It is the responsibility of the teacher to instruct their student aides on the use of this equipment. The copy machine is to be operated only by designated people. The office is a busy place so plan in advance for duplication work if you need support. High school teachers: with the new 1-1 World Initiative, the need to copy items should be greatly reduced.

### **Payment of Salary:**

Salary payments are made to all certified employees in twelve equal installments. The staff will be paid on or before the 20th day of the month. Official college transcripts are required to be on file with the superintendent by September 1 if hours have been attained that will change your horizontal placement on the salary schedule.

### **Workmen's Compensation:**

All employees of the Sterling schools are covered by Workmen's Compensation Insurance. Should you be injured at school or on school grounds, please notify the Superintendent's office **immediately**.

Sterling Public School Teachers and Classified Staff members will be participating in ALICAP Safety Trainings to help everyone become more aware of how to be safe in school. Those trainings will be assigned to staff each year.

### **Admission Passes:**

Passes for all Sterling school sponsored events are available to all full-time school district employees, and those part-time persons employed for the school year with 20 hours or more per week. These passes will admit the employee, his or her spouse and children until high school graduation, or adult guest for single employees. These passes are not transferable.

These passes are not used for school events where the sponsoring student organization is involved in a specified fund raising activity, Pioneer Conference / MUDECAS sponsored activities, or for Nebraska School Activities sponsored student activities.

### **Payment of School Invoices:**

Most packages are delivered with invoices directed to the individual teachers. If you receive an invoice for the Sterling Public Schools, please compare it carefully to the items you received from the company. When you are sure that everything corresponds, mark the invoice "Okay to Pay" and send it to the Bookkeeper for payment. Packing slips should be compared to the items received, notation made of items received, and then returned to the office.

### **Payment for Purchases Made to Certified Teachers:**

Certified staff members should never purchase items that they want reimbursed for without prior Administrative approval. These purchases will be denied for reimbursement if the proper approval has not occurred. The best way to assure this does not occur is to go through the electronic purchasing process.

If prior approval for individuals is attained, a detailed itemized receipt must be presented per board policy.

### **Collection of Money:**

Staff members should not collect any money from students or parents without approval from the principal or superintendent. There are school forms to fill out and get approved prior to any collection of money. See the Administration for copies of these.

### **Sales Representatives:**

All sales representatives are expected to receive advanced permission from the Superintendent of Schools or the building principal to confer with teachers about educational matters during school hours. At no time should a conference interfere with your classes.

### **Letters/News Releases:**

Members of the staff are encouraged to work with their principal or superintendent on news releases and letters, which are being sent to students and parents. Teachers are encouraged to share information with the office staff or administration of events that are occurring or have occurred relating to school so a story and/or pictures can be shared on the school's website or Facebook page.

### **Fire, Lock Down, and Severe Weather Drills:**

Fire drills are required by the State Fire Marshal once a month. The building principal will provide the necessary instructions and diagrams to each member of the staff for proper fire drills. Teachers are expected to take a roster of their students with them during a fire drill. It is a requirement to do a lockdown drill one time per year. More specific information about a lockdown drill will be shared with all staff prior to this occurring. One severe weather drill is also required per year.

### **Tornado or Severe Weather:**

In case of tornado or severe weather in the Sterling area, students and staff will not be allowed to leave the building unless otherwise notified. In case of tornado or severe storm, there will be an announcement from the office along with a continuous ringing of the bells. At that time the teachers are to take their students to shelter areas. Teachers are to take a roster of their students with them in case there would be severe damage to the building, and it would be necessary to take a count of who is present or missing. Teachers should leave their windows closed and shut the classroom door.

### **School Closing:**

If school is called off because of inclement weather, this information will be called to KOLN/KGIN TV (Ch. 10-11), KLKN (Ch. 8), and KETV (Ch. 7), by 6:30 a.m. on the morning school is closed or by 10:30 p.m. on the evening before school is closed. It is your responsibility to watch or listen for the school closings on evenings when we have had bad weather and there is a possibility school may be closed the next day. You can

also expect a phone call from the school on our Automated Alert System telling of the closing. This system makes it very important for the school to have your correct telephone number, be it a landline or a primary cell phone and also a secondary number if you choose. Closings will also be posted on the school FACEBOOK and TWITTER pages.

### **Smoking:**

The Sterling Public Schools is a smoke free environment. Teachers are not to smoke (including e-cigarettes) on school property, including school vehicles. Smoking by pupils is prohibited on/in school property at all times.

### **Teacher Aides:**

Students who wish to serve as student aides to administrators or teachers must have attained the rank of a senior in high school. (Juniors may also be aides with permission of the principal.) All students considered for this program must be in academic good standing and be assigned by the guidance counselor and principal. Student aides are responsible to their supervising teacher and are expected to be prompt and regular in attendance. At no time will there be two student aides per teacher without the written permission of the high school principal.

### **Assemblies:**

At Sterling Public School, assemblies will be held from time to time. These assemblies are educational, entertaining, and provided for an additional learning experience. All students and faculty will attend every assembly. Elementary students will sit by class. Any disorderly conduct will be treated as forfeiture of attendance. Further action is left to the discretion of the principal.

### **Teacher Appearance:**

Students, parents, patrons, and members of the school community continuously observe staff members. Teachers should keep in mind that they are models for students and, as such, appropriate appearance in dress and appearance does matter. It is of paramount importance that the members of the staff set good examples in conduct, manners, dress, and grooming. Should an interpretation of "appropriate" be needed, the building administrator or supervisor will determine whether any particular mode of dress, apparel or grooming is not in compliance with the intent of this policy. Specific examples that are considered to be inappropriate include spandex apparel, leggings, warm-up suits, jeans or overalls (except as approved for field trips and/or special events). The principal throughout the school year will arrange "Casual" Days.

### **Professional Boundaries:**

As professionals we must remember that we are the adult and our students are watching us constantly for signals of what is appropriate and what is not appropriate. Too often teachers or other staff members engage in conduct that crosses the line of appropriate relationships with students. A common scenario is a teacher who has a Facebook page and places inappropriate material or messages on their Facebook (for example; pictures or discussion of drinking alcohol to excess or sexual content). The teacher then allows students and/or parents to be their Facebook "friends." Given the content of the teacher's Facebook, the teacher is not being a good role model for students. Please keep this in mind.

## **School Vehicles:**

Any teacher desiring to use a school vehicle for school functions must fill out a written request for the use of this vehicle on the proper form. This form can be obtained in the Transportation Director or Superintendent's office. Due to the number of staff members and student organizations using school vehicles, it is suggested that you make your reservations early enough to be assured of the availability of a vehicle. The school vehicles are generally approved on a first-come first-serve basis. There is a Field Trip form for all staff to complete if they are requesting a school vehicle that will also be used for students.

Seatbelts must be worn by all occupants if available in the vehicle. If you are a coach or sponsor, you are required to inform passengers that they must wear their seatbelt. If the vehicle is damaged during your operation, you must report this to the superintendent's office upon your return. Traffic violations and fines received while operating a school vehicle are the responsibility of the driver. Vehicles should be picked up and returned when you have completed the use of the vehicle in order to maintain maximum utilization by all parties in the system. Return vehicles to the designated parking area. Please remove all trash from inside vehicles when returned. Remember to fill out the mileage log located in each vehicle. Prior to parking a school vehicle, the fuel level should be checked. If it's under  $\frac{3}{4}$  of a tank and The Jet Stop is still open, you should fill it, charge the gas, designate on the ticket which vehicle, and sign the ticket.

## **Care of School Property:**

Keep a good record of books, uniforms, equipment, etc., issued to students. All books are to be numbered. When numbering new textbooks be sure to include the cost of the books and the year purchased. These numbers can be kept in your grade books. Try to impress upon your students the care of books, as well as all school property. Fines should be assessed for damage to books and property. Teachers should require covers on all hardback books that will be used another year. Be sure that all texts are stamped with school I.D. New texts will have to be stamped and numbered. Be sure that all newly purchased texts will be used before stamping them all.

## **Telephone, Cell Phones, and Fax Machine:**

The telephone may be used to communicate school business when time is of the essence or it is impossible to make a contact in any other manner. When using the telephone follow these rules:

1. Do not make personal long distance calls on the school number.
2. Students should not be permitted to use the regular school phones. These phones are intended for school business use only.

**Teachers should refrain from using their cell phones during instructional time with students. If a call needs to be made it should be made during your prep time or lunchtime.**

Teachers are responsible for setting up their school voicemail and checking it periodically throughout the day. For additional information on how to do this, see the office staff.

## **Fundraising by Students:**

Fundraising projects in which students sell products, services or advertising to the public may be sponsored by authorized student organizations. Prior to setting up any fundraising activities the plan must be reviewed and

approved by the principal and the superintendent. **There is a form to be completed for all fundraising. It is simple to complete. See the AD or Principal for this form.**

### **Animals at School:**

Students are to request permission from their teachers before bringing animals to school. It is suggested that parents call teachers to get their “okay” before animals or pets are brought to school. It is best if the animals just come to “visit” and then are taken home after the visit.

### **Buses:**

Rural children who live more than a mile from school may ride buses to school. All elementary teachers should accompany their students to the buses to ensure that each child boards the correct bus. Teachers are encouraged to review proper behavior on the bus. Activity sponsors are expected to see that proper behavior exists while traveling. Also, sponsors will see that the bus is picked up of all trash when the trip is completed. Pre-Kindergarten students may be picked up and dropped off within a one-mile boundary if approved by the superintendent.

### **Visitors:**

Student visitors from other schools outside of Sterling Public Schools or requests to visit by preschool brothers and sisters of Sterling students are discouraged.

### **Mail & Email:**

Teachers should check their mailbox and e-mail at least twice daily. Mailboxes must be cleaned out at least every other day.

### **Library-Media Center:**

The media center can and should be the nucleus of the school’s instructional program. The library media specialist and/or library-media aide manages the media service so that the educational information and materials are easily accessible and available for staff and student use. Learning resources are to be used by all students in the school and teachers should encourage every pupil to avail themselves of the media service. The media center contains many children’s magazines and books. All materials which are checked out of the media center should be returned when finished with them. The Media Specialist or Aide can help teachers access the materials they need.

### **Field Trips:**

Field trips should be planned and discussed with the principal or superintendent prior to any plans being made. Field trips are allowed only as an educational experience used in connection with a unit of study. The trip must be cleared with the owner-manager of the area or place you plan to visit and the Administration before announcing it to the students. Bus/Van request forms and field trip forms are available in the office. **All trips must be approved by the administration.**

## **Illness**

### **Students Who Become Ill during School:**

Students must leave school if they have a temperature of 100.0 degrees, diarrhea, communicable diseases (e. g. ringworm, pink eye, chickenpox) or they are vomiting or at the discretion of school personnel. It is important for the health of all students, that no student shall return to school any sooner than 24 hours after the fever or last symptom (such as vomiting or diarrhea) have subsided without the aid of any fever reducing medication (such as Tylenol or Ibuprofen).

If a student becomes ill while at school, he/she will obtain a pass from a teacher to go to the Office or the teacher should call the office to notify them about the student. The office personnel will help however possible. Parents will be contacted if necessary. The school staff or ESU 4 nurse are forbidden by law to diagnose or to dispense medication unless the student is under the direct supervision of a medical doctor.

If any student develops symptoms of illness or is injured at school, the parent, guardian, or any person designated as an emergency contact by the parent, will be notified. If deemed necessary by school personnel, they will be requested to take the student home or make arrangements for the student to go home and/or get medical attention. Students may not check themselves out of school. Only trained personnel are allowed to give medication to students. Teachers are not allowed to do this.

### **Asthma Protocol:**

State regulation requires that our school be prepared to implement an emergency treatment plan, called a protocol, any time a student or staff member experiences a life threatening asthma attack or systemic allergic reaction (anaphylaxis). Our school is ready to implement the protocol in emergency situations.

The protocol requires that 911 be called first. After the call is made, an Epi-pen injection is given, followed by albuterol through a nebulizer. An Epi-pen is a small, prefilled automatic device that resembles a highlighter. It is used to deliver epinephrine. Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relief (usually in inhalers). The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece.

The protocol steps are designed to provide quick, effective care in order to prevent death due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening "breathing" emergency and to properly administer the medications. The protocol is a standing medical order that has been signed by physicians from the local clinic.

### **Injury:**

Minor cuts and bruises will be given first aid. If it appears that the student may have a broken bone, the student's parent will be notified and Rescue Squad personnel may be called.

First aid supplies are furnished by the school, in the Superintendent's office, and are also available from the coaches in many areas.

As per Board policy, an accident report must be filed by the person in charge. This reporting also refers to any disciplinary actions of large magnitude so that we know the situation in advance of any resulting inquiries or complaints.

**Staff members who have been injured on the job should report the injury to the Superintendent's office immediately, to comply with the Health and Safety Law, and will be asked to fill out an injury response form.**

### **Announcements:**

All announcements placed on the bulletin board must have the approval of the sponsor of the activity, the principal or superintendent.

### **Guidance Services:**

Guidance services offer a wealth of information, which each classroom teacher may use such as: background information on all of your students, test scores, academic records, interests and educational plans.

It is the responsibility of the guidance department to have information about students for teacher use. However, it is equally the responsibility of the teachers to use the information available, to assist in accumulating and sharing information for counselor use, and to disseminate information to students at the direction of the counselor. Teachers can review student cumulative files in the counselor's office. Permanent records cannot be taken from the building.

### **Supervision:**

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. The expectations are that teachers will:

- Report to all duty assignments on time.
- Be observant while supervising students.
- Be observing and not visiting during supervision times. This also applies to recess supervision.
- Be moving and not stay in one stationary position when on recess duty.
- Never leave their classroom unattended. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance.
- Be careful with their language. The use of profanity, abusive, or degrading language, should never be used. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.
- Stand by their classroom door at the beginning and end of each day as well as between classes.

Areas of greatest liability are in the laboratory, in shower rooms, on the athletic field, in the gymnasium, the playground, and in the area of school transportation. However, personal liability is not confined exclusively to these areas. There are instances in which failure to provide adequate supervision or failure to use due care in the classroom, has resulted in personal liability to the teacher or supervisor responsible. The greatest exposure for teachers in the classroom, or in areas of supervision, is created when the classroom or activity is left unattended. Students are not to be left unsupervised at any time.

## **School Building and Room Regulations:**

No students will be permitted in the classroom portion of the building prior to 7:55 a.m. unless requested by a teacher. The teacher will be responsible for supervision.

## **School Breakfast and Lunch:**

The Breakfast and Hot Lunch Program is a federal and state subsidized, non-profit program. The meals are served in the lunchroom. Weekly menus are published in each Weekly Bulletin.

SPS has a closed campus policy that is in effect for all students. A closed campus means that all students will remain on the school grounds during the school day. They may bring their own lunch.

Staff members are responsible for depositing money into their lunch accounts. Outstanding staff lunch balances will be taken out of staff paychecks if not paid in a timely manner.

The sale of any foods in competition with the National School Lunch and School Breakfast Programs anywhere on school/institution premises during the period beginning one hour prior to serving breakfast or lunch and lasting until one hour after the serving of breakfast or lunch is prohibited. Students must have the opportunity of a school lunch on all scheduled school days even when students are on a scheduled activity away from the building (i.e. fieldtrip).

## **Substitutes and Lesson Plans:**

It is the expectation that teachers have lesson plans for substitute teachers. The academic work must continue when a teacher is absent. Scheduling a study hall on a day when you are absent is **NOT** permissible. Scheduling Lesson Plans need to be detailed enough that a substitute can come into your room and carry out the prepared plans.

### Substitute Teachers:

Teachers who know in advance that they will be absent, must secure approval by submitting a leave request through the online form. If the absence is not known of in advance a request should be submitted immediately upon return to the school. **Please verify with the office that a substitute has been secured. The Principal will hire the substitutes. Do not make your own arrangements.**

In an emergency, teachers are asked to call no later than 6:30 a.m. on the morning of the absence. All teachers are to call the Principal. Notification of the absence should be given whether or not a substitute will be needed. If an absence is extended, teachers should call the office before 3:00 p.m. so the substitute already employed may make plans for the following day.

### Preparation for Substitute Teachers:

In order to facilitate the substitute's job in an unknown classroom the following courtesies should be extended in case of absence:

1. A seating chart of all students in every class should be available along with attendance cards. A class schedule should also be displayed in the classroom for the substitute's information.
2. A copy of the day's lesson plans readily available.

### **Mid-quarter Reports:**

ALL teachers will be required to send home a mid-quarter report to parents on each student in his/her class.

### **Grade Books:**

A grade book will be furnished to any teacher that wants one. All teachers are required to record accurately the daily grade, project grade, test grade, or any other measures of performance so that a true picture can be presented to justify the semester grade. There should be a minimum of one grade per week per student.

Grades must be put in, at a minimum, weekly on PowerSchool.

### **Seating Charts:**

Seating charts shall be prepared at the discretion of the teacher. Make seating arrangements wisely. It will help you as well as the students. Remember, teachers do have the right to assign student seating.

### **End of Year Check-Out:**

Students – Middle School and High school students will receive check out sheets from the Principal. These sheets are to be signed by each teacher when all school business between the student and teacher is completed. This sheet will be turned in to the Principal by the student.

Teachers - All teachers will be given check out sheets to be completed and checked in to the office. All teachers will turn in grade books, lesson plans, keys, and year-end reports to the Principal and grade sheets to the counselor.

Coaches - All head coaches and Junior High coaches will complete reports pertaining to their sports which are to be given to the Activity Director at the end of each session.

### **Parent-Teacher Conferences:**

Conferences will be held twice during the school year.

### **Written Correspondence:**

All written correspondence to parents that involves policy or procedure of the school or any of its organizations is to be submitted to the office before being sent. This may prevent many embarrassing situations of patrons calling the office for more information, registering a complaint, etc., or some item of which the administration has had no previous knowledge. **In addition, all written correspondence that will reach patrons of the school should be neat and error free.**

### **Newsletter:**

Faculty members will be asked to write articles for the monthly newsletter to let the public know what is happening in the classroom. Articles should be turned in to the secretary by the 20th of each month. Newsletters are mailed out at the end of each month. Each faculty member is recommended to submit a minimum of two articles per year.

**Organizations:**

Sterling Education Association is a local professional organization, serving teachers which is affiliated with the Nebraska State Education Association and the National Education Association. Officers are elected in the spring to serve for the following school year. Membership is limited to those who pay dues as established in the fall months. Meetings are held when needed.

Sterling School Boosters - A local organization consisting of all parents, faculty, and administrators of the school system. The purpose is to further educational programs of the school. Meetings are held monthly. There are no dues although occasional fundraising activities are held. All teachers are encouraged to attend at least one meeting a year.

**Speech and Language:**

The speech-language pathologist who is employed by the Educational Service Unit #4 is currently at our school two days a week. Their job is to diagnose and treat preschool and school-aged children with speech and/or language disorders.

Most children are referred to them by classroom teachers, and a few are referred by parents. If a parent has any concerns about their child's speech or language development, they should talk to their child's teacher. Then the teacher should notify the administration.

**School Picture and Yearbooks:**

Sterling Public School contracts annually to have pictures taken of school children early in the school year. Information regarding prices, times, and dates are distributed by notes from the school.

A yearbook is compiled with pictures of all students and faculty and is made available for students, teachers, parents and the public to purchase.

**Teacher Responsibilities - Additional Duties:**

Keep your area neat and tidy at all times. Attractive rooms and departments are our aim. Keep teachers' desks in order and not cluttered. If you have items on your countertops that are not for student use, you should go through those items and find a cupboard to store them in. All books, equipment and teaching aids must be put away neatly before leaving for the summer.

School activities must be sponsored. Duties will be assigned as equally as possible. Use good judgment in behavior and dress. Work to promote good moral standards and conduct among students. Teachers must cooperate with one another. Use proper language and avoid use of profanity around students. Demand the same from students.

**Public Relations:**

Teaching is a dignified, honorable profession. Use good judgment when discussing the school with patrons of the community. It is expected that you communicate good things about the school. If you feel good things are lacking, talk to the principal or superintendent about your concerns so efforts can be made to improve as needed.

Teachers should make a conscious effort to visit with students in the hallway or at activities to learn more about the student and gain a greater understanding of his or her problems and aspirations. Many problems of rapport and discipline could be avoided by this practice. Teachers who build relationships with students have a higher correlation of academic student success than teachers who do not.

### **ELEMENTARY TEACHERS INFO:**

#### **Pupil Progress Reporting and Record Keeping:**

Informing both pupil and parents of what is expected of the pupil in terms of learning goals, providing the child with those activities which assure progress toward the accomplishment of the goals, and informing pupil and parent as to how well he/she is progressing, is one of the most important functions of the school.

Pupil progress should be reported in terms of mastery of skills and concepts compared with his/her own performance at an earlier date. Progress reports are sent home with the child at the end of each nine-week period. Teachers are encouraged toward continuous reporting to parents by means of notes, conferences, and individual skill sheets as they are developed in the various subject areas. Two parent-teacher conferences are scheduled each year.

#### **Daily Program:**

The daily program of subjects shall comply with rules as written by the State Department of Education in their rules and Regulations for Accreditation of Public and non-Public Schools. Each teacher or team of teachers should supply the principal with a copy of their weekly program by the end of the second week of school each term. All teachers must take attendance by 8:15 a.m.

#### **Duty (Playground):**

Recess duty may be required of each teacher. These duty schedules will be prepared by the principal. Playgrounds need supervision at all times. The supervisors must be free constantly to survey the total playground, ready to move in with adult help, suggestions, and direction to settle disagreements, and to direct children away from wet and muddy areas and dangerous icy spots. Teachers should stop any play or improper use of equipment and take immediate and complete charge of any accident that may occur. Students should be encouraged to clean up litter on school grounds if needed.

#### **County Fair Work:**

Save class work during the year for the fair exhibit. Remove articles from the cards returned to your room in the fall and pass the exhibits on to the students who made them. Keep the large cards for mounting exhibits for the following spring.

#### **Elementary Grades:**

The school year is divided into four reporting periods. Parents/guardians will receive a student report card after the completion of each grading period.

The grading scale used is:

Kindergarten, 1 <sup>st</sup> , 2 <sup>nd</sup> , & 3 <sup>rd</sup>	Grades 4 <sup>th</sup> - 6 <sup>th</sup>	
A - Advanced	A - 93-100	3.5
S - Satisfactory	B - 85-92	2.5
N - Needs Improvement	C - 77-84	1.5
M - Mastered	D - 70-76	0.0
	F - 69 or below	
	I - Incomplete	

Incompletes will be given when a student's work is not complete. Unfinished work must be completed. Failure to do so will result in failing of that subject.

**Gifts for Students and Party Invitations:**

Students should not bring gifts for other students to school unless it is a class function (Christmas party) or if a present can be given to each student in the classroom. If a student wants to give another student a special gift, it should be done outside school time.

Party invitations will not be allowed to be handed out in school unless all students in a class are invited. Groups of three or more students, going home on a bus different from their own, may create problems. Permission from the office should be received or other transportation arrangements should be made for extra guests.

**Toys:**

Toys, comics, cards, guns, balls, skateboards, dolls, or any other items which may constitute a nuisance in school or on the bus shall not be brought to school unless it is to be used for a "Show and Tell" class assignment.

**Homework Guidelines:**

It is the aim of the school to provide time for students to complete assignments during class time under the supervision of a qualified teacher. "Busy" work will not be assigned as homework. However, teachers may assign homework to a class of selected students if the teacher feels that further independent practice is needed to reinforce understanding of (a) specific concept (s). The teacher may also require homework of a student who is wasting his/her class study time.

Few, if any, homework assignments should be given to lower elementary students (grades K-2). The amount of homework assigned to the intermediate and upper elementary students will be minimal to regular assignments.

**Staying After School:**

If a student is not using school time wisely for completing assignments and is not completing them at home either, then the school reserves the right to require him/her to stay after school to complete assignments under the supervision of a teacher. Parents should be notified prior to a student staying after school.

## **HIGH SCHOOL INFO for TEACHERS & SPONSORS:**

### **Grades and Report Cards:**

Students receive a grade in each subject every nine weeks. This grade is a mark of scholastic achievement arrived at in as objective a manner as possible.

Students are not graded by comparison with other students in a given classroom, but rather according to their subject matter achievement in relation to the achievement of all the pupils in the grade.

The following grading system will be used for reporting progress to parents in all subjects.

4.0	A	93-100
3.5	B+	89-92
3.0	B	85-88
2.5	C+	81-84
2.0	C	77-80
1.5	D+	73-76
1.0	D	70-72
0.0	F	0-69

A grade of "I" will be recorded for work incomplete at the end of the quarter. If the incomplete work is not made up within ten (10) school days following the end of the quarter, a grade of zero will be recorded. Exceptions will be considered by the Principal.

Semester grades are derived from a combination of the two 9-week grades plus the semester exam, or equivalent. Semester grades are the only grades appearing on the permanent records and are recorded in percentage.

**WARNING:** A student who, for any reason, is absent six (6) times from a semester course will be given a verbal warning that there has been excessive absence. A letter will be mailed to parents notifying them of excessive absence and the policy concerning excessive absence.

### **Industrial Arts Department:**

Use of Shop Tools - Borrowing of equipment or usage of the shop facilities should be approved by the administration and/or the industrial arts instructor. Any class, school organization, or individual that uses the equipment or building will be expected to return them promptly and in order. Any tools lost or damaged shall be replaced with new by the user.

### **Absences and Attendance Record Keeping:**

At the beginning of each period enter your attendance into PowerSchool. Any student unaccounted for should be reported to the office. Lunch and second chance breakfast counts must be entered into Power School by 8:10a.m.

Any student who is absent from classes because of participation in any approved extra-class activity shall not be marked absent from school during the time of participation.

An unarranged absence from school is justifiable only for illness, illness in the immediate family or some emergency such as a death in the family. After this type of absence, the student is expected to make up work without delay. All work must be satisfactorily completed before credit is given.

Students may have to be absent from school for reasons aside from those which have already been stated. If it is necessary and important for a student to be absent for any other reason, permission must be granted by the Principal in advance. In such a situation, if previous arrangements have been made, the student is granted the privilege of making up the work.

**Return** - A student who has missed school because of illness does not need to receive a make-up slip. We will be made aware of the absence by receiving a telephone call from a parent or by calling a parent if not notified. It is the responsibility of the student, to get the assigned make up work completed and handed in. The teacher will work with the student to determine when make-up work is due.

**Tardiness** - Secondary students arriving at school after the tardy bell has sounded during first period shall be required to check in at the main office before they can enter the room. Students tardy to class at other times during the day, at the discretion of the teacher, are required to obtain a tardy pass also. Teachers are responsible for making sure students arriving tardy have checked in at the office. Students late because of delayed arrival of the bus shall not be counted tardy.

### **Sponsors and Extra Curricular Activities:**

Eligibility - After the third week of the quarter students cannot be failing in more than one course to be eligible for extra-curricular activities.

Transportation - When transportation of students is made, participants must go in the school bus or cars provided and must return in the same way or go home from the activity with parents after notifying the sponsor or bus driver. A written note must be given to the sponsor by the parent. Sponsors should keep these notes. Students that violate these policies will be dismissed from the activity and sponsors are responsible for checking this violation at all times. Sponsors are to ride the bus.

Sponsors are responsible also for checking the bus after it has unloaded for damages or untidiness and making sure that someone cleans up the bus if such a condition exists.

At least one sponsor **MUST** remain with the students at all times for supervision. This is especially true in athletics and dressing rooms. We have no defense to any host's allegations of misconduct and damages if we were not present and supervising.

Athletic coaches **MUST** present a list of training rules and reasons for dismissal in writing to players at the start of a season so "due process" has been followed should the situation arise. Sponsors of other organizations should provide each member with a copy of the constitution at the start of the year, which should have similar procedures.

Rewards or Awards - Rewards, awards, costumes, etc., for any activity should first be discussed with the Principal or Superintendent before being discussed with the student or promises made. Certain rules govern many of these issues, such as the NSAA.

When an activity is scheduled for the building, it is the responsibility of the sponsor to see that all lights are turned off and that all doors are locked unless the activity is a major school function. The sponsor will see that

a reasonable degree of clean-up is conducted after any activity, and should remain in the building until all students have departed.

No activity may be scheduled, no class meeting held, and no activity held unless the sponsor is present. Thus, the activity will have prior approval by the sponsor before being presented to the Superintendent's and Principal's offices. Teachers, as well as students, have a responsibility in assuring the success of any organization.

### **Work Eligibility:**

Sterling Public School will use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

### **NONDISCRIMINATION STATEMENT**

This explains what to do if you believe you have been treated unfairly. "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866)632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339 or (800) 845-6236 (Spanish). USDA is an equal opportunity provider and employer.

### **TEACHER CERTIFICATION**

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teacher. Upon request, Sterling Schools will provide the following information to parents:

- The status of the professional qualifications of the students' classroom teacher in regard to licensing criteria for the grade levels and subject areas taught, as well as the baccalaureate and advanced degrees held, and the field of certification.
- Information concerning where a teacher is teaching under emergency or provisional status through which state qualifications have been waived, and timely notice if their child has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

### **School Wellness - Board of Education Policy #5417**

#### **Student's School Wellness Policy**

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

#### **1. District Wellness Committee**

##### ***Committee Role and Membership***

The District will convene a representative District Wellness Committee (“DWC”) or work within an existing school health committee that meets at least two times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this District wellness policy.

The DWC membership will represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals or staff; mental health and social services staff; school administrators; school board members; and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators. To the extent possible, the DWC will include representatives from each school building and reflect the diversity of the community.

### ***Leadership***

The Superintendent or designee(s) will convene the DWC and facilitate development of and updates to the wellness policy, and will ensure each school’s compliance with the policy.

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

## **2. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement**

### ***Implementation Plan***

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention’s School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports can be found at the District’s website.

### ***Recordkeeping***

The District will retain records to document compliance with the requirements of the wellness policy at the Superintendent’s office and/or on the District’s computer network. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the DWC;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;

- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

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

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

### ***Triennial Progress Assessments***

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which the District's schools are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to [a] the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is the Superintendent or the Superintendent's designee.

The DWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

The District will actively notify households/families of the availability of the triennial progress report.

### ***Revisions and Updating the Policy***

The DWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

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

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

ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the District and individual schools are communicating important school information with parents.

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

### **3. Nutrition**

#### ***School Meals***

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

All schools within the District that participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and any additional Federal child nutrition programs will meet the nutrition requirements of such programs. The District may also operate additional nutrition-related programs and activities. All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet USDA nutrition standards.)
- Promote healthy food and beverage choices using examples from the following Smarter Lunchroom techniques:
  - Whole fruit options are displayed in attractive bowls or baskets.
  - Sliced or cut fruit is available daily.
  - Daily fruit options are displayed in a location in the line of sight and reach of students.
  - All available vegetable options have been given creative or descriptive names.
  - Daily vegetable options are bundled into all grab-and-go meals available to students.
  - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
  - White milk is placed in front of other beverages in all coolers.
  - Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.
  - A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.).
  - Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.
  - Student artwork is displayed in the service and/or dining areas.
  - Daily or Weekly announcements are used to promote and market menu options.

## ***Staff Qualifications and Professional Development***

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

## ***Water***

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

## ***Competitive Foods and Beverages***

The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at [www.foodplanner.healthiergeneration.org](http://www.foodplanner.healthiergeneration.org).

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

## ***Celebrations and Rewards***

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards or, if the state policy is stronger, will meet or exceed state nutrition standards, including through:

1. Celebrations and parties. The District will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
2. Classroom snacks brought by parents. The District will provide or make available to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a list of alternative ways to reward children or other comparable resources. Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

## ***Fundraising***

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day.

## ***Nutrition Promotion***

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through:

- Implementing at least ten or more evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and
- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards.

## ***Nutrition Education***

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion.

### ***Essential Healthy Eating Topics in Health Education***

The District will include in the health education curriculum which may include the following essential topics on healthy eating:

- Relationship between healthy eating and personal health and disease prevention
- Food guidance from MyPlate
- Reading and using FDA's nutrition fact labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain trans fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- The Dietary Guidelines for Americans
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers and culture
- How to find valid information or services related to nutrition and dietary behavior

- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

### ***Food and Beverage Marketing in Schools***

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions.

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards or, if stronger, state nutrition standards, such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that it is financially possible over time so that items are in compliance with the marketing policy.)
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

### **4. Physical Activity**

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement and the District is committed to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection). All schools in the District will be encouraged to

participate in *Let's Move! Active Schools* ([www.letsmoveschools.org](http://www.letsmoveschools.org)), or comparable program, in order to successfully address all CSPAP areas.

Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) will not be withheld as punishment. The District will provide teachers and other school staff with a list of ideas or resources for alternative ways to discipline students.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

### ***Physical Education***

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the “*Essential Physical Activity Topics in Health Education*” subsection). The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All elementary students in each grade will receive physical education for at least 75-100 minutes per week throughout the school year.

All secondary students (middle and high school) are required to take the equivalent of one academic year of physical education.

### ***Essential Physical Activity Topics in Health Education***

Health education will be required in all elementary grades and the District will require middle and high school students to take and pass at least one health education course. The District health education curriculum may include the following essential topics on physical activity:

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise and fitness
- Phases of an exercise session, that is, warm up, workout and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active

- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity

### ***Recess (Elementary)***

All elementary schools will offer at least 20 minutes of recess on all days during the school year. Exceptions may be made as appropriate, such as on early dismissal or late arrival days. If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built in to the recess transition period/timeframe before students enter the cafeteria.

Outdoor recess will be offered when weather and other conditions make it feasible for outdoor play.

In the event that recess must be held indoors, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

### ***Classroom Physical Activity Breaks (Elementary and Secondary)***

Students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week. The District recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

The District will provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks. Resources and ideas are available through the USDA and the Alliance for a Healthier Generation.

### ***Active Academics***

Teachers will attempt to incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.

The District will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

### ***Before and After School Activities***

The District offers opportunities for students to participate in physical activity either before and/or after the school day through a variety of methods. The District will encourage students to be physically active before and after school by sponsoring or permitting: interscholastic sports.

### ***Active Transport***

The District will support active transport to and from school, such as walking or biking. The District will encourage this behavior by recommending that its schools engage in 2-3 or more of the activities below, to be selected by each school administration; including but not limited to:

- Designate safe or preferred routes to school
- Promote activities such as participation in International Walk to School Week and National Walk and Bike to School Week
- Instruction on walking/bicycling safety provided to students
- Promote safe routes program to students, staff, and parents via newsletters, websites, local newspaper
- Use crossing guards
- Use crosswalks on streets leading to schools
- Document the number of children walking and or biking to and from school
- Create and distribute maps of school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.)

## **5. Other Activities that Promote Student Wellness**

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the DWC.

All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

### ***Community Partnerships***

The District will develop, enhance, or continue relationships with community partners (e.g., hospitals, universities/colleges, local businesses, etc.) in support of this wellness policy's implementation. Existing and

new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

### ***Staff Wellness and Health Promotion***

The DWC will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff.

Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

### ***Professional Learning***

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

## ***GLOSSARY***

**School Campus:** areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

**School Day:** the time between midnight the night before to 30 minutes after the end of the instructional day.

**Triennial** – recurring every three years.

Legal Reference: Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. section 1758b; 7 CFR sections 210.11 and 210.30; National School Lunch Program, 42 U.S.C sections 1751-1760, 1770; Regulations and Procedures for Accreditation of Schools, NDE Rule 10

Date of Adoption: June 19, 2017

## **Staff Internet & Computer Use - Board of Education Policy #4012**

Internet access 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 following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

### **I. Staff Expectations in Use of the Internet**

#### **A. Acceptable Use While on Duty or on School Property**

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet 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 on the Internet.

#### **B. Unacceptable Use While on Duty or on School Property**

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

### **II. School Affiliated Websites**

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably

understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

### **III. Enforcement**

#### **A. Methods of Enforcement**

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

#### **B. Any violation of school policy and rules may result in that staff member facing:**

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

### **IV. Off-Duty Personal Use**

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with

the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education “Rule 27”), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school’s internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

**ACCEPTABLE USE OF COMPUTERS AND NETWORKS**

**ADMINISTRATORS, FACULTY, AND STAFF AGREEMENT**

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

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

I agree not to hold the Sterling Public School any of its employees, or any institution providing network access to Sterling Public School responsible for the performance of the system or the content of any material accessed through it.

Employee’s Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

**RECEIPT OF 2018-2019 CERTIFIED EMPLOYEE HANDBOOK**

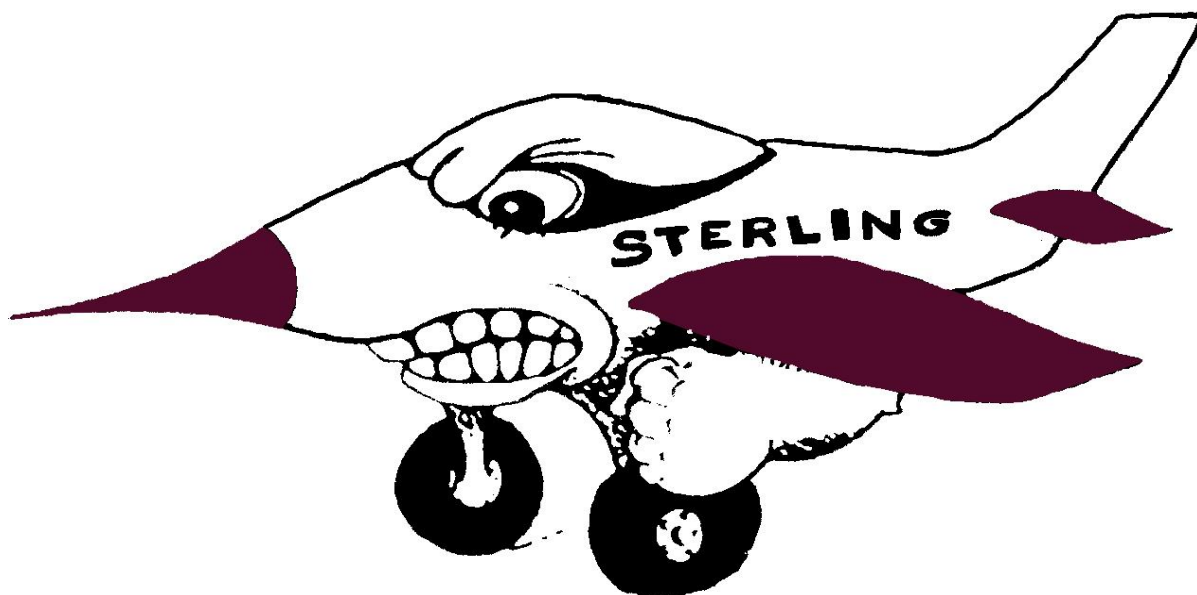
This signed receipt acknowledges receipt of the 2018-2019 Certified Employee Handbook of Sterling Public Schools. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, a drug-free workplace notice, and the District's anti-discrimination and harassment policies, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Employee's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Return to: Superintendent's Office



**STERLING PUBLIC SCHOOL  
ELEMENTARY  
HANDBOOK  
2018-2019**

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## FORWARD

### Section 1 Intent of Handbook

Welcome to Sterling Public Schools. Sterling has a tradition of providing a quality educational program. This tradition is based on the efforts and accomplishments of the staff, students, parents, and patrons that make up the Sterling Public School. The Sterling Staff is dedicated to teaching so that all students learn. Together with you, we will strive to provide the best education for each and every student at Sterling Public School. This handbook has been compiled to inform you of procedures and programs at Sterling Elementary. Our goal is to make this a convenient and practical guide. You should take the time to read it and keep it all year. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in it.

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

The rules and standards in this brochure apply to all school buildings or any school grounds during, immediately before or immediately after school hours. They also apply to any school-sponsored functions or events whether on or off school grounds. This handbook does not define all types and aspects of student conduct. However, the Board of Education has the responsibility to set forth policies, rules and regulations to help students conduct themselves in a proper manner as good citizens of the school community.

Policy explanations in this handbook are suspended by any and all school board policies passed regarding any of the items. Notification of changes will be made available to students and parents. In addition, items may need to be revised to meet new laws; regulations or situations. Any questions related to them should be referred to the school administration. This handbook is in effect until the issuance of a new addition.

The Sterling Public School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Scott Harrington, Principal, 402-866-4761 ext. 103 [sharrington@sterlingpublicschools.com](mailto:sharrington@sterlingpublicschools.com)

Employees and Others: Dottie Heusman, Superintendent, 402-866-4761 ext. 102 [dheusman@sterlingpublicschools.com](mailto:dheusman@sterlingpublicschools.com)

Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, 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](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.

# ARTICLE 1 - SCHOOL HOURS - SCHEDULES - DRILLS - VIDEO SURVEILLANCE

## Section 1 School Calendar

A master school activities calendar will be kept in the Principal's office giving dates of all school sponsored events. All approved events are to be placed on this official calendar by the Principal. Sponsors must get permission and assigned date, through the Principal, for class or organizational meetings or functions before it will be put on the master calendar.

Dates will be placed on the calendar in the following order:

1. Conference activities take precedence over all activities
2. Academic activities
3. Meetings and practice times
4. Two activities may be scheduled on the same date as long as times do not conflict

## Section 2 School Hours

Children may begin arriving on the school grounds at 7:45 a.m. No supervision of children is present until this time. When students arrive, if they are eating breakfast they should immediately report to the cafeteria. Students not eating breakfast need to immediately report to the gym. Students not riding the buses are not to come to school before the time the building is opened unless they are to be under the supervision of a teacher.

Students are not permitted to remain in the building after school has been dismissed unless they are in a specific room under the supervision of a teacher or participating in an extracurricular activity.

No student is to leave the building during the hours that school is in session without an excuse from the parent and permission granted by the Principal. Students must sign in and out of the building by the front office.

## Section 3 School Closing

It is the intention to have school each day scheduled. However, on occasion we may have power failure, mechanical breakdowns, or weather conditions that may cause the closing of the school. **WHEN SCHOOL IS TO BE CLOSED DUE TO WEATHER, IT WILL BE CLOSED FOR EVERYONE. IF THE PROBLEM IS A BUILDING PROBLEM, CLOSING MAY PERTAIN ONLY TO THE PORTION OF THE SCHOOL BUILDING AFFECTED. KOLN-TV, KLKN-TV, and KETV will carry the announcement along with our own Automated Messaging Service, school Facebook Page and Twitter account.**

When school is to be called off for the day, we will try to have this information to the TV stations and the Automated Messaging Service by 6:00 am. When it becomes necessary to close school during the day, notification of dismissal time will be communicated in the same way as soon as the decision is reached.

*Parents may decide to keep their children at home in inclement weather because of personal circumstances.*

## Section 4 School Schedules

Regular Schedule- 8:00a.m. - 3:37p.m.

Late Start (10:00a.m.)	
First Bell	9:55a.m.

Wednesday PD (35 min. periods)	
First Bell	7:55a.m.

Noon Dismissal (no lunch)	
First Bell	7:55a.m.

## ARTICLE 1 - SCHOOL HOURS - SCHEDULES - DRILLS - VIDEO SURVEILLANCE

### Section 5 Bus Rules

The following represents a listing of bus rules designed to provide for a safe and efficient transportation system. All buses are equipped with video recording devices.

1. Students will be permitted to board the bus when the driver is on the bus.
2. Once students have boarded the bus, they will be expected to remain on the bus.
3. Students will remain seated while the bus is in motion.
4. No scuffling or horseplay on the bus or at the bus stop.
5. No defacing or destroying the bus.
6. Keep head, arms, and all objects in the bus.
7. Pick up all trash when exiting the bus.
8. Refrain from using obscene or profane language.
9. Be respectful to the bus driver and other passengers.
10. No possession or use of tobacco or alcohol.
11. No unnecessary noise or commotion while on the bus.
12. At pick up time the drivers have been instructed to wait no more than two minutes for the riders. No calls/no shows will be reported to the transportation supervisor and will result in an official warning.
- 13. Parents must notify the bus drivers or office prior to 3:00p.m. if there is a change in schedule. Requests made after this time may not be able to be accommodated.**

**RIDING THE BUS IS A PRIVILEGE WHICH CAN BE REVOKED IF REPEATED VIOLATIONS OF THE RULES OCCUR. Student conduct that violates these rules or that is detrimental to the safety of any or all bus passengers will not be tolerated.**

Problems will be handled in the following manner:

1. Issues will be reported to the transportation supervisor and a warning will be given to the student. If the offense is serious enough to warrant more severe action, the parent will be notified and more serious consequences may occur.
2. A second offense will be reported to the transportation supervisor and the principal. A warning will be given to the student and parents will be notified. If the offense is serious enough to warrant more severe action, more serious consequences may occur.
3. A third offense will be reported to the transportation supervisor, principal, and the superintendent. A second warning will be given to the student and the parents will be called into a meeting. A one-week suspension from the bus will be given. Parents will have to provide another source of transportation to and from school during the suspension.
4. If a fourth offense occurs, the action taken can lead to longer bus suspension or no bus privileges for the school year.

### Section 6 Fire Drills - Disaster Drills

Monthly fire drills will be held at which time the building will be vacated in a systematic and orderly manner. Detailed instructions for emergency exits are posted in each room. When outside, proceed to the sports courts area where roll will be taken and given to the Principal. Attendance rosters should be taken out with teachers during the fire drill. Once it has been determined that all have safely cleared the building an all-clear will be given. Staff and students will then return to their classroom. Please remember the following:

1. Never assume it is merely a drill.
2. Walk; do not run. Move in single file.
3. No talking.
4. Stay with your group.
5. Leave all belongings in the building; coats, books, etc...
6. Make sure to check each room for fire and tornado escape routes.

## ARTICLE 1 - SCHOOL HOURS - SCHEDULES - DRILLS - VIDEO SURVEILLANCE

### Section 7 Video Surveillance

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

Notice is hereby given that video surveillance may occur on district property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

## ARTICLE 2 - ATTENDANCE - ABSENCES

### Section 1 Attendance Policy

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and all staff is expected to implement this policy and administrative rules and regulations to encourage such regular and punctual student attendance. The Principal and teachers are required to maintain an accurate record of student attendance.

*Mandatory Ages of Attendance* - The mandatory ages of attendance for truancy purposes are 6 (as of January 1 of the then current school year) to age 18.

Attendance is not mandatory for a child who:

1. Has obtained a high school diploma by meeting statutory graduation requirements.
2. Has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements.
3. Has reached the age of 16 years and such child's parent/guardian has signed a notarized release discontinuing the enrollment of the child on a form provided by the school.

All absences will be either excused or unexcused. Nebraska state law is very specific in stating that all students are expected to attend school every day. As a result, the only excuse that will be accepted are those for illness, death in the immediate family, bad roads in stormy weather (country students only), or an absence previously honored by the Principal. Excused absences will include students attending NSAA activities that Sterling Public School offers, if they are called in the day prior to the event. **Should a student wait until the morning of, this will be an unexcused absence.**

If a student is to be excused for an appointment, a note from the health care provider on their stationery will be required. The note from your health care provider will be required within three business days to qualify.

Excused and unexcused absences will be permitted to be made up by the student. In the case of an unexcused absence, 50 minutes of detention time will be given for every class the student missed up to but not to exceed five hours. The Principal will decide if an absence is excused or unexcused.

**NOTE:** We are asking parents/guardians to be as honest and cordial as possible in dealing with the administration pertaining to absences. If you have any questions as to the validity of your child's absence, please contact either the Principal or Superintendent. We will try in every way to work with you to find a solution if or when your child needs to be absent from school.

*Reporting to the County Attorney-* If a student is absent more than 20 days per year or the hourly equivalent, the principal shall file a report with the county attorney of the county in which the person violating the compulsory attendance laws resides.

## ARTICLE 2 - ATTENDANCE - ABSENCES

*Reporting to the Commissioner-* The Principal or designee shall report on a monthly basis to the commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism or contacting of law enforcement officials (other than law enforcement officials employed by or contracted with by the District as school resource officers) by the District; relative to a student enrolled in the district.

The Sterling Public School district is committed to the philosophy that every student should attend every day. Punctual and regular attendance is important since absence from school is the greatest single cause of poor achievement in school.

### **Section 2      Absence Notification**

Parents are requested to notify the school at 402-866-4761 ext. 100 before 8:10a.m. daily to verify any student absence from school. It is acceptable to email attendance information to Renae Kinney, school secretary, at [rkinney@sterlingpublicschools.com](mailto:rkinney@sterlingpublicschools.com). Parents of any student absent and unaccounted for will be called by phone following the recording of daily student attendance. This will be done for all students grades Pre-K-12.

Notes from a parent/guardian to school officials regarding a student's absence should contain the following information:

1. Name of student
2. Date of absence
3. Specific reason for absence which means why the student missed school and where they were
4. Parent/Guardian name, signature, date

Telephone calls or personal contacts with school officials rendering the above information will be considered valid.

### **Section 3      Excused Absence Known in Advance**

Students may be asked to bring a written excuse from their parents to give to the Principal. A note will need to be turned into the office within three days to be considered an excused absence. All class work must be made up **before** the student leaves the school.

Students who become ill at school must check out at the school office. Students leaving school for any other acceptable reason must be cleared in advance by a telephone call or note from the parents and check out at the school office.

At the end of the quarter or semester if a student has an Incomplete grade he/she should be given a period of ten school days in which to complete their work. If not completed in this time, the student will receive a failing grade for the work not completed. If a student is absent on the day of a quiz or test, the student shall make up the test the day they return to school, if the student has been notified in advance of the test or quiz. Students will be allowed two days to make-up work for every day missed.

### **Section 4      Excessive Absenteeism**

Students who accumulate five unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between the school Principal, the student's parent/guardian, and the student, if necessary, to report and to attempt to solve the excessive absenteeism problem. If the parent/guardian refuses to participate in such meeting, the Principal shall place documentation in the student's attendance record documentation of such refusal.

## ARTICLE 2 - ATTENDANCE - ABSENCES

2. Educational counseling to determine what curriculum changes would help solve the problem of excessive absenteeism, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the problem of excessive absenteeism by the school social worker, (or if such school does not have a school social worker, the school principal or a member of the school administrative staff designated by the school administration) to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the problem of excessive absenteeism.

### Section 5 Truancy

Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent. The superintendent shall immediately cause an investigation into any such report to be made. The superintendent shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district. The superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed under the "Excessive Absenteeism" and "Reporting Excessive Absenteeism" policies.

### Section 6 Detention

Detention periods will be assigned to those students who exhibit undesirable patterns of attendance, conduct, promptness, as well as other disciplinary problems.

1. Students will be seated away from others.
2. Students will need to refrain from talking.
3. Students must keep busy during detention time.
4. If student misses detention time, he or she will have to make up double time.
5. If a student fails to make up the double time within three school days, that student will be subject to suspension for one day.
  - a) May be an in school suspension where student does not attend classes but will be assigned to an office or area where he/she will work on assignments for the day.
  - b) May be suspended for one school day and may make up any work missed. If a student is ill, he/she must make up detention time upon return.
6. Detention time will be assigned by the teacher.

Procedure in assigning detention time:

1. Teacher will notify student immediately.
2. Teacher will fill out detention form upon their discretion, and
  - a) give student one copy
  - b) give office one copy
  - c) keep one for teacher file
  - d) inform parents
  - e) have detentions served within two (2) days of receipt. Exceptions are at the discretion of the teacher.

## ARTICLE 2 - ATTENDANCE - ABSENCES

### Section 7 Emergency Exclusion - Board of Education Policy #6031

**Grounds for Emergency Exclusion.** Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

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

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

**Extension of Exclusion.** Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

**Notification of Student's Parent(s) or Guardian(s).** The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing.

**Opportunity to Request a Hearing.** The student's parent(s) or guardian(s) may submit an oral request for a hearing on the proposed extension of the exclusion within two school days of receiving the initial notice. If the initial request for a hearing is oral, they shall confirm the request in writing.

**Failure to Request a Hearing.** If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

**Appointment and Qualifications of a Hearing Examiner.** If the parent(s) or guardian(s) request a hearing, the superintendent shall appoint a hearing examiner upon receiving a request for a hearing. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.

**Hearing Examiner's Notice to Parent(s) or Guardian(s).** The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within five school days after the school district receives the initial oral or written request; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

**Continued Exclusion.** If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

**Examination of Student's Records and Affidavits.** Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

**Attendance at Hearing.** The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

## ARTICLE 2 - ATTENDANCE - ABSENCES

**Student's Witness(es).** The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

**Right to Know Issues and Nature of Testimony.** The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

**Presence of Student and Witnesses at the Hearing.** The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify.

**Sworn or Affirmed Testimony.** The principal or his or her designee shall present evidence supporting the recommended extension of the exclusion. Witnesses will give testimony under oath of affirmation, and may be questioned.

**Hearing Examiner's Report and Recommendations.** The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

**Superintendent's Decision.** The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

## ARTICLE 3 - DRESS CODE - HARASSMENT - CODE OF ETHICS

### Section 1 Dress Code

The Board of Education has determined that a student's appearance and attire at school should be primarily the parents' responsibility, however, reasonable regulation concerning dress, hair style, and cleanliness is vital, not only to the individual student, but also to those with whom he/she shares a classroom.

*Student Attire and Hair Styles:* Students should not wear clothing or hair styles that can be hazardous to them in their school activities such as shop, lab work, physical education and art. Grooming and dress which prevents the student from doing his best work because of blocked or reduced vision because of hair or sunglasses, and clothes which restrict movement will not be acceptable nor will dress styles that create, or are likely to create, a disruption of classroom order. It is believed that the appearance of a student has a direct bearing upon his behavior and attitudes while at school.

*Articles of Clothing:* All students are expected to take pride in their personal appearance. Students should be clean, neat, and dressed in proper clothing to conform to educational standards. The attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his peers. Decency and modesty should prevail.

The administration may by regulation establish specific attire that is and is not permitted. The following do not constitute acceptable school attire:

- a. Clothing or jewelry that is gang related;
- b. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants, clothes with holes);
- c. Clothing or jewelry which displays advertisements for products not available to the student by Nebraska law (i.e. drugs, alcohol, tobacco, gambling, and the promotion of violence);
- d. Clothing or jewelry that could be used as a weapon (i.e. chains, spiked apparel) or that would encourage "horseplay";

## ARTICLE 3 - DRESS CODE - HARASSMENT - CODE OF ETHICS

- e. Headwear, including hats, caps, hoodies, bandanas, and scarves, will not be worn in the buildings of the district (exceptions will be made by administration);
- f. Clothing or jewelry, which exhibits nudity, makes sexual references, or carries double meanings;
- g. Inappropriate or distracting markings or tattoos as determined by the administration must be covered.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particular message protected by law. The final decision regarding attire and grooming will be made by the Principal and/or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office. **Students missing school due to changing inappropriate attire will make up time missed.**

### Section 2 Profanity

The use of profanity and inappropriate language is a sign of immaturity and is offensive to many people. Students will refrain from the use of profane language in the school. This does include the use of gestures, symbols, and these items on clothing.

### Section 3 Fighting

Fighting is not permitted on or near the school grounds during school time, before or after school, or at school functions. Attempts will be made to reconcile the fighters after they have been reprimanded for their behavior. Parents of the parties involved will be contacted. Chronic fighters or hazers may be suspended from school to protect the rights of others. Hazers, like fighters, will be reprimanded and the student's parents will be notified.

### Section 4 Disruptive Behavior

Disruptive Behavior: the following represent types of disruptive and/or undesirable behavior which are not condoned in Sterling Public Schools:

1. Insubordination
2. Running in the hallways
3. Excessive noise in the classrooms or hallways
4. Swearing or back-talking to teachers or other people in authority
5. Cheating
6. Leaving the building without checking out of the office.
7. Any other activity which negatively affects or disrupts the educational atmosphere.

Any student guilty of any of these types of misbehavior will be dealt with according to the discretion of the teacher and/or administrator depending upon the nature and extent of the infraction. This may involve reprimands, detention, suspension, parental notification, and notification of the proper authorities if the necessary situation exists. Extreme situations may result in the expulsion of the student from school by the Board of Education in accordance with the laws of Nebraska.

### Section 5 Alcoholic Beverages, Illicit Drugs, and Nicotine Products

The Board of Education rules and regulations forbid student use or possession of alcohol, illicit drugs, or tobacco products. The aforementioned Board of Education rules apply:

1. on the school grounds during and immediately before or immediately after school hours.
2. on the school grounds at any other time when the school is being used by any school group.
3. off the school grounds at a school activity, function, or event.

Any violators will be subject to the guidelines of the "due process" procedure described in this handbook. Violators will be punished as follows for each occurrence of this infraction:

- First occurrence - three (3) days in or out of school suspension.
- Second occurrence - five (5) days in or out of school suspension.

## ARTICLE 3 - DRESS CODE - HARASSMENT - CODE OF ETHICS

Third occurrence - expulsion or administrative determination of disciplinary action to be taken.

The administration will notify the parent(s) of the infraction and the punishment. All efforts will be made to work with the parents to insure the infraction does not occur again. Use of drug authorized by a medical prescription from a registered physician shall not be considered a violation of these rules.

### **Section 6 Defacement of School Property**

State law makes the student and parents financially responsible for damage and defacement of school property. This law will be enforced as necessary. (LB 79-4, 121; and LB 28-578)

### **Section 7 Water Guns, Spit Wads, Pea Shooters, etc.**

Water guns, rubber bands for paper wads, pea shooters, etc. are not permitted in the school building at any time. Students who violate this policy will have the item confiscated and will be expected to clean up any mess as a result of this violation. It might also be noted that a student is liable for any damage or injury caused in violation of this regulation.

### **Section 8 Knives, Guns, and Weapons**

Any item which may cause physical harm to persons or things is not allowed in the school building at any time. If it is necessary to bring any item in the category of a weapon for display purposes, or special use in the classroom, clearance must be received from the Principal in advance.

### **Section 9 Audio/Visual Devices, Cell Phones, Etc.**

Audio/Visual Devices, Cell Phones, Personal Electronic Devices, Headphones, Earbuds, etc. used for non-educational purposes will only be allowed during lunch period. In an emergency, parents can call the school and the student will be able to go to the office to take or make a phone call immediately. If not an emergency a message will be given to the student as soon as they become available. Following the school day, use of cell phones is permitted. Once any of the above mentioned items are in the school, administration has the right to check or take them. The school is not responsible for lost or stolen items. Teachers may have students deposit audio/visual devices and cell phones with the teacher when they enter the classroom.

Consequences for having or using Audio/Visual Devices, Cell Phones, Personal Electronic Devices, Headphones, Earbuds, etc. outside of the approved times in school will be:

1. First time the device will be taken to the principal and student will pick up at the end of the day from the principal.
2. Second time the device will be taken to the principal and parents must come get the device.
3. Third time the device will be taken to the principal and parents must come get the device and student will serve a one-hour detention.
4. For every subsequent offense the consequences will be determined by the administration.

### **Section 10 Discrimination and Harassment - Board of Education Policy #5026**

Sex Discrimination and Sexual Harassment of Students

- I. Sex Discrimination
  - A. The district prohibits discrimination on the basis of sex in any educational program or activity except when it is necessary to accomplish a specific purpose that does not impinge upon essential equality or fairness in the treatment of students or employees. Employees are required to comply with this policy as well as with Title IX of the Education Amendments of 1972 and the regulations of the U.S. Department of Education as applicable to this district.

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- B. Any individual who believes he or she is being discriminated against on the basis of race, color, national origin, sex, marital status, disability, or age may seek relief by filing a complaint pursuant to the board's complaint policy or contacting the district's Title IX coordinator.
- II. Sexual Harassment
- A. Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment of its students, even when the affected student does not complain to the faculty or the administration.
  - B. Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment means:
    - C. 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.
    - D. A student who feels he or she has been sexually harassed should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to the Title IX coordinator or to a teacher, principal or counselor with whom she or he feels comfortable.
    - E. Retaliation against students who make good faith reports of sexual harassment is prohibited.
- III. Disciplinary Decisions
- A. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible evidence.
  - B. All complaints against staff members will follow the investigation, decision, and appeal process established in the district's complaint policy.
  - C. Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct, as established in the district's student discipline policy.

No one will be victim of unwelcome, unwanted, or uninvited words or actions that offend, hurt, or humiliate people. Such behavior will be termed as harassment and will result in disciplinary action, including but not limited to, a verbal/written reprimand, required counseling, detention time, suspension, or possible expulsion. Sexual assault, attempted sexual assault, sexual harassment or harassment because of race, religion or handicapping condition will be considered conduct encompassed by this particular rule. Harassment is defined as a comment, act, or gesture toward another individual or in the presence of others that belittles or degrades someone or a group of people because of their sex, race, religion or beliefs, handicapping condition, or economic and/or social background. Behavior that would normally be considered derogatory in nature and beyond the commonly accepted standards of the school district or that which is offensive to another individual or group of people is considered harassment.

Procedure for reporting harassment:

Step 1: Communicate to the harasser that you expect the behavior to stop.

- a. Do so verbally or in writing. If this is too difficult to do alone, seek help from a teacher, counselor, or an adult you trust.

Step 2: If the behavior is repeated, do all of the following:

- a. Tell a teacher, counselor, principal, or an adult you trust.
- b. Document exactly what happened and keep a copy for yourself and give to the adult you talked to about the issue.

Upon further investigation, the following consequences will occur:

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First Offense:	School counseling by Guidance Counselor and possible short term 1-5 day in-school suspension.
Second Offense:	1-5 day out-of-school suspension and conference with parent(s) before student will be readmitted in to school.
Third Offense:	10 day out-of-school suspension and conference with parent(s) before student will be readmitted into school.
Fourth Offense:	Expulsion

Parents will be notified at each step.

### Section 11 Student Bullying - Board of Education Policy #5054

**Definition 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.

**Bullying Prohibited.** Students are prohibited from engaging in any form of bullying behavior.

**Disciplinary Consequences.** The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district’s day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

**Bullying Based on Protected Class Status.** Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district’s antidiscrimination policies.

**Support for Students Who Have Experienced Bullying.** Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district’s student assistance team.

**Bullying Prevention and Education.** Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

### Section 12 Standards and Sanctions

The standards of conduct apply to all students when they are in school buildings or any school ground during, immediately before, or after school hours. They also apply to any school sponsored function or event whether on or off school grounds.

Board of Education Policy #5104 prohibits the unlawful possession, use, or distribution of illicit drugs and/or alcohol by any student. Student use or possession of illicit drugs and/or alcohol is unlawful, wrong, and harmful. Conduct prohibited as described herein above shall include, but not be limited to, the following:

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1. possession of any controlled substance, possession of which is prohibited by the law.
2. possession or use of any prescription drug in an unlawful fashion.
3. the possession, use or distribution of alcohol on school premises or as part of any of the school's activities.
4. use of any illicit drug.
5. distribution of any illicit drug.
6. distribution of any prescription drug or controlled substance when such distribution is unlawful.

Sterling students are expected to accept the leadership and authority of all school employees, be kind, courteous, and honest.

#### **Section 13 Student Discipline - Board of Education Policy #5035**

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, 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. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, 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 policy 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 policy 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.

#### **Short-Term Suspension**

The Principal may exclude students 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, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

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 or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal 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,

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4. 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.
5. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, within two full days of returning to school after the suspension.

#### **Emergency Exclusion**

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

#### **Weapons and/or Firearms**

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

#### **Long-Term Suspension**

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

#### **Expulsion**

1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
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/plan and to such other consequences which the school district deems appropriate.
4. Alternative School or Pre-Expulsion Procedures. The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

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

The following conduct constitutes 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

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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 which 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 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, gender, 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);

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- h. Engaging in hazing, 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 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 new members/newcomers; 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 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 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.

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

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment:

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The 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, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially

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4. 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.
5. 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.
6. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
7. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
8. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

### 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 solely by discipline from the school district;
4. It is a violation of state law that endangers the health and welfare of staff or students;
5. It is a violation of state law that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

**NOTE:** Students out for extra-curricular activities may have other specific rules and sanctions which will be provided by the sponsor of the activity upon joining.

Discipline Progression per Semester:

1. When a student receives a third discipline form resulting in detention or other serious misconduct, he or she must sign a contract saying that he or she will serve a one day of in-school suspension if he or she earns another discipline form.
2. If a student earns another discipline form, he or she will sign a contract saying he or she will serve two days of in-school suspension.
3. If the student earns yet another discipline form, he or she will sign a contract saying he or she will serve A three day in-school suspension.
4. If a student receives any more discipline forms, an out of school suspension will result.
5. Parents will be notified all along the process and will receive a copy of the signed contract. Discipline forms will be cumulative until the end of the semester and then start anew at the beginning of a new semester.

## ARTICLE 4 - MISCELLANEOUS

### Section 1 Flowers, Memorials, and Gifts

When there is a death in the immediate family of a class member, the class, as a unit, may send flowers or a memorial gift, to the family.

## ARTICLE 4 - MISCELLANEOUS

### Section 2      **Gifts to Teachers**

It is contrary to Board of Education Policy #1310 for groups of students in classes, organizations, or activities to collect funds for the express purpose of presenting gifts.

### Section 3      **Classroom Visitation**

All visitors to Sterling Public Schools are asked to sign in and report to the office or to have made prior arrangements. Parents are welcome and encouraged to come to visit school at any time. ***But we do ask that prearrangements be made.***

Suggestions for visiting are:

1. Several 20-30 minute visits are better than staying too long at any one time.
2. After reporting to the office, please enter the classroom quietly.
3. Call the school and ask the teacher if the time planned is convenient. There are periods when visitations are not advisable, such as testing programs. We discourage preschool children from visiting. School age children may visit when accompanied by an adult.
4. We encourage visitations between September 15 and May 1. On holidays and birthdays children are not in their usual academic environment. We suggest you visit on other days that would show a more normal routine for your child.
5. Please keep in mind that while your presence is welcome, too many visits can be a distraction from the academic process. We recommend no more than one visit per month.

### Section 4      **School Pictures and Yearbooks**

Sterling Public School contracts annually to have pictures taken of school children early in the school year. Information regarding prices, times, and dates are distributed by notes from the school. A yearbook is compiled with pictures of all elementary students and faculty and is available to be purchased.

## ARTICLE 5 - HEALTH AND ACCIDENTS

### Section 1      **Birth Certificate Requirements**

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Sterling Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. If your child was born in Nebraska, a birth certificate may be obtained from Nebraska DHHS, Division of Public Health, Vital Records, PO Box 95065, Lincoln, NE 68509. There is a fee per certificate.

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

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

## ARTICLE 5 - HEALTH AND ACCIDENTS

### Section 2 Students with Health Concerns

Any student with a health condition requiring any monitoring or treatment while at school should have an individualized health plan. You may notify the school and a meeting to develop or change such plan will be scheduled in a timely manner with the ESU 4 nurse. This plan should be revisited periodically for updates and may be changed at any time as needed by either a meeting or proper documentation from the doctor. Health conditions may include but are not limited to diabetes, seizures, asthma, anaphylaxis, etc.

### Section 3 Students Who Become Ill and/or Injured

Students must leave school if they have a temperature of 100.0 degrees, diarrhea, communicable diseases (e. g. ringworm, pink eye, chickenpox, head lice) or they are vomiting or at the discretion of school personnel. It is important for the health of all students, including your student that no student shall return to school any sooner than 24 hours after the fever or last symptom (such as vomiting or diarrhea) have subsided without the aid of any fever reducing medication (such as Tylenol or Ibuprofen).

If a student becomes ill while at school, he/she will obtain a pass from a teacher to go to the Office. The office personnel will help however possible. Parents will be contacted if necessary. The school staff or ESU 4 nurse are forbidden by law to diagnose or to dispense medication unless the student is under the direct supervision of a medical doctor.

If any student develops symptoms of illness or is injured at school, the parent, guardian, or any person designated as an emergency contact by the parent, will be notified. If deemed necessary by school personnel, they will be requested to take the student home or make arrangements for the student to go home and/or get medical attention. *Students may not check themselves out of school.*

Minor cuts and bruises will be given first aid. If it appears that the student may have a broken bone, the student's parent will be notified and Rescue Squad personnel may be called.

First aid supplies are furnished by the school and are also available from the coaches in many areas.

As per Board of Education Policy, if an accident occurs at school an accident report must be filed by the person in charge. Those carrying school insurance will be supplied with forms. This reporting also refers to any disciplinary actions of large magnitude so that we know the situation in advance of any resulting inquiries or complaints.

The school will encourage students and parents to see a doctor or dentist when indications are that something is wrong. Indications of disease or sickness are: pain, earache, fluid in ear, nausea, vomiting, diarrhea, tiredness, irritability, dizziness, or faintness.

### Section 4 Physicals

The Nebraska State Department of Health requires all incoming Kindergarten and 7th grade students to have a physical examinations and vision evaluation prior to the beginning of the school year unless there was an examination within the last 6 months, in which instance, there must be a copy of that examination on file at the school. Forms for these examinations are available in the office. Should a parent/guardian object to physical examination a wavier can be obtained from the office signed and returned to the office. **In addition, any student in grades 8-12 wishing to participate in athletics must have a physical. Athletic physical forms can be picked up in the office.**

### Section 5 Immunizations

With regard to immunization records, please see Summary of the School Immunization Rules and Regulations provided by the Nebraska Department of Health and Human Services. It will be necessary to have either an adequate immunization history on file at the school or a signed "Refusal of Immunization Statement" for each student. Students not complying with this requirement will be excluded from school until they comply.

## ARTICLE 5 - HEALTH AND ACCIDENTS

### Section 6 Asthma Protocol

State regulation requires that our school be prepared to implement an emergency treatment plan, called a protocol, any time a student or staff member experiences a life threatening asthma attack or systemic allergic reaction (anaphylaxis). Our school is ready to implement the protocol in emergency situations.

The protocol requires that 911 be called first. After the call is made, an Epi-pen injection is given, followed by albuterol through a nebulizer. An Epi-pen is a small, prefilled automatic device that resembles a highlighter. It is used to deliver epinephrine. Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relief (usually in inhalers). The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece.

The protocol steps are designed to provide quick, effective care in order to prevent death due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening "breathing" emergency and to properly administer the medications. The protocol is a standing medical order that has been signed by physicians from the local clinic.

If you know that your student has asthma or a known allergy, it is critically important that you communicate this information to our school staff. For each student with a known allergic condition or asthma the parent/guardian must provide the school with (1) written medical documentation, (2) instructions for medication, and (3) medications as directed by the physician. In the event that your student experiences a life threatening asthma attack or systemic allergic reaction, we will refer to the specific documents and medication you have provided. If you do not have medical documentation and instructions on file with the school, we will refer to the regulatory protocol described above.

### Section 7 Authorization for Prescription Medications

Prescription medications, which must be administered during school hours, may be administered when the following are on file at school.

1. A physician's signed, dated authorization including the name of the medication, dosage, administration route, and time to be given at school, and the reason the child is receiving the medication.  
Or  
A caretaker's signed and dated authorization form to administer the medication during school. (Note all references to "caretaker" in these rules also include a parent, foster parent, family member or legal guardian; it shall not include a friend or child care provider).
2. The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval and route to be administered. Two labeled containers may be requested; one for home and one for school. If needed, the physician or pharmacist may be contacted for clarification on medication administration.

### Section 8 Authorization of Non-Prescription Medication

If a student must take non-prescription medication during school, procedures 1 and 2 above are to be followed before administration.

**Authorizations for Prescription and Non-prescription Medications**-Medication authorizations must be reviewed annually and updated immediately as changes occur. Forms are available in the office, on the Sterling school web page, and Appendix A. All medications should be checked in with the office for all age of students. In special circumstances of students 7th grade or older a contract may be established to allow the student to carry their own diabetic, asthma, or anaphylactic allergy medications to self-administer. Please contact the office to set a meeting with the ESU 4 nurse if you desire your child to be allowed to self-administer. You must have written permission from your medical doctor that verifies a student's ability to self-administer.

## **ARTICLE 5 - HEALTH AND ACCIDENTS**

### **Section 9 Head Lice, Nits, and Bed Bugs**

Trained school staff or ESU 4 nurses will check students periodically for head lice. Sterling Schools relies upon parents to secure treatment and to provide care for students infested with head lice (pediculosis capitis).

#### **Lice and Nits - Board of Education Policy #5062**

Students found to have live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or louse eggs, 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 or louse eggs 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.

#### **Bed Bugs - Board of Education Policy #5064**

Students found to have bed bugs will not be permitted at school and will be sent home or removed from contact with other students. Upon discovering the presence of any indication of bed bugs 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 parent(s) or guardian(s) have confirmed that successful treatment has occurred.

The student cannot ride the school bus, effective immediately upon discovery by the school, until the parent(s) or guardian(s) have confirmed that successful treatment had occurred.

## **ARTICLE 6 - USE OF SCHOOL FACILITY AND EQUIPMENT**

### **Section 1 Use of Areas in the Building**

Permission for the use of the school facilities and equipment must be obtained from the Athletic Director/Activities Director or the Principal. The school's daily educational and athletic program shall always have priority in terms of granting permission for use.

Students are not to be in the building at any time without the presence of a school employee. Students should not be in the gym with street shoes on at any time.

## **ARTICLE 7 - USE OF TRANSPORTATION BY STUDENTS**

### **Section 1 Bicycles, Skateboards, and Shoes with Rollers**

Students who ride bicycles and scooters are to park them in the rack west of the gym. It is recommended that bicycles and scooters be locked and remain locked throughout the day. The school assumes no responsibility for the bicycles or scooters.

Skateboards are to be kept in the Principal's office.

Footwear containing any type of rolling devices are not allowed.

## **ARTICLE 7 - USE OF TRANSPORTATION BY STUDENTS**

### **Section 2 Crosswalk**

Students who need to cross the street on the west side of the school should use the cross-walk provided in the middle of the block. All traffic must stop at this designated walkway to allow pedestrians to cross. This is the safest location and students should always use the crosswalk.

## **ARTICLE 8 - ANNOUNCEMENTS - ASSEMBLIES - DRIVES FOR FUND**

### **Section 1 Announcements**

Special announcements may be broadcast throughout the day if needed.

### **Section 2 Communications**

There will be two major means of communication with the parents and patrons of the Sterling School District.

1. A monthly newsletter will be mailed around the first of each month and posted on the school website. Special mailings will be made as needed. This newsletter will contain a monthly calendar as posted in the Administrative offices. Each patron in the district, whether they have children in school or not will receive this newsletter.
2. A "Weekly Bulletin" will be hand-carried home by students each Friday. The weekly menus for the following week will be printed. Any changes in athletic contest times or sites, departure times for activity buses and any current issues will be contained in this bulletin. This bulletin will be the main school-parent newsletter, and it will be important for parents to help assure that they get home with the students. The bulletin will also be posted on the Sterling website and Facebook page.

Other forms of communication available to parents are the School website ([www.sterlingjets.org](http://www.sterlingjets.org)), Facebook, Twitter, and Automated Messaging Service notifications.

### **Section 3 Assemblies**

At Sterling Public School, assemblies will be held from time to time. These assemblies are educational, entertaining, and provided for an additional learning experience. All students and faculty will attend every assembly. Students will sit by class. Any disorderly conduct will be treated as forfeiture of attendance. Further action is left to the discretion of the Principal.

### **Section 4 Drives for Funds**

All fund-raising drives must be approved by the Principal and Superintendent. Fund raising for non-school type activities or organizations is not permitted.

## **ARTICLE 9 - SCHOOL MEALS - CAFETERIA RULES**

### **Section 1 School Meals**

The hot lunch program is a federally-subsidized, non-profit entity. The meals are served in the lunchroom. Weekly menus are published in each Friday bulletin as well as being posted on each floor of the school building.

Sterling Public School complies with the policy for free and reduced price meals under the National School Lunch and Special Milk Programs. If you are interested in free or reduced lunches, please complete the forms on the website or obtain a copy from the office and return to the school office as soon as possible.

## ARTICLE 9 - SCHOOL MEALS - CAFETERIA RULES

A computerized accounting system is used. All money received is entered into each student(s) account. Our Automated Messaging Service will notify families once a student's balance is between \$10.00 and \$0.00. Students with a balance of -\$5.00 will not be served a full meal. Families do have the option of paying on-line through e-funds. Instructions for E-Funds are available on-line or contact the office. The advantage of paying by E-funds is automatic deposits into your students PowerSchool account.

### 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](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

As stated above, all protected bases do not apply to all programs, "the first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs

### Section 2 School Lunch

Prices of lunches for the 2018-2019 school year will be as follows:

PreK-6 – \$2.60      Grades 7-12 – \$2.85 per day      Adults – \$3.60 per day      Reduced – \$0.40 cents

Extra milk will be .50 cents per carton. Students wishing to participate in the Milk/Snack Break (Grades PK-2) must purchase a milk ticket for \$10.00 per month.

### Section 3 School Breakfast

Breakfast will be served from 7:45-8 am daily.

Prices of breakfasts for the 2018-2019 school year will be as follows:

PreK -6 – \$1.80      Grades 7-12 – \$2.25 per day      Adults – \$2.25 per day      Reduced – \$0.40 cents

The Sterling School Lunch Program is a non-profit entity, which serves nutritious meals every day at the lowest possible cost. At least five different food items are offered each day. Grades PK-12 are allowed "The Offer-vs.-Serve Option", which means that they may choose three of the five food items offered and their meal still qualifies as a Government reimbursable lunch.

## **ARTICLE 9 - SCHOOL MEALS - CAFETERIA RULES**

A computerized accounting system is being used. All money received will be entered into an individual child's account. For those students in pre-kindergarten thru grade four, whose parents indicate they want their child to participate in the afternoon milk program, the price of milk ticket/tickets will be deducted from the family account and a milk ticket will be hand written. All expired tickets are kept on file if any questions should occur.

Fill out the application forms for Free/Reduced mailed out to parents, available on the school web site [[www.sterlingjets.org](http://www.sterlingjets.org)] or at the school office. If you qualify and apply for free/reduced breakfast/lunches for your children, our school district will receive more State Aid and at the same time your children will receive free meals. RETURN THE COMPLETED APPLICATIONS AS SOON AS POSSIBLE!!!! THE FORMS MUST BE COMPLETED EACH YEAR.

### **Section 4 Cafeteria Rules**

A closed campus is in effect for all students. A closed campus means that all students will remain on the school grounds during the school day, which is from 8:00 a.m. to 3:37 p.m. and are not able to go outside of the building for lunch. However, students may bring their own lunch.

During lunch time the gymnasium may be used by the students after their lunch time. Students will not be allowed to remain in their classroom unless under the direct supervision of a teacher

Please help your fellow students by:

- a) Leaving tables, chairs, and the floor in a neat condition.
- b) Returning all trays, silverware, and dishes to the dishwashing room.
- c) Placing milk cartons, napkins, etc., in the trash can provided.
- d) Leaving all food or drink in the lunch room rather than taking it throughout the building.

NOTE: Students may lose the privilege of eating lunch in the cafeteria by misbehaving or throwing food during lunch time.

## **ARTICLE 10 - LIBRARY AND GENERAL SCHOOL RULES**

### **Section 1 Library Rules**

The school library will be open each day for student use. Students wishing to use the school library must obtain a library pass from their teacher. Students will not be permitted in the library unattended. The library will be closed for special class sessions and testing sessions as needed. A notice will be posted in advance so students will have a chance to get the material which they need prior to the library closing. PK-6<sup>th</sup> grade will have an instructional period once per week.

The library provides a place for individuals to study without interruption. Visiting, loitering, and studying together will not be permitted in the library. Students wishing to retain their library privileges will be expected to observe proper rules and library procedures. The following rules will regulate the use of the library:

1. All books checked out are due in two weeks from the check-out date
2. Return all books to the book deposit. Do not return the books to the shelves.
3. No reference books will be taken from the library. This includes encyclopedias, dictionaries, almanacs, etc.

The reserve books, vertical file materials, and magazines from Magafiles are due by 9:40 a.m. the following school day after they have been checked out.

### **Section 2 Playground Rules**

Playground activity during recess is provided so your child may learn to play games and associate with his or her fellow students. Safety and courtesy along with free expression for playtime are the prime factors of learning during these periods. Students are expected to obey the following rules:

## ARTICLE 10 - LIBRARY AND GENERAL SCHOOL RULES

1. Teachers/Paras on playground duty are in charge.
2. Any child wishing to leave the playground for any reason (go after a ball, go to the office, restroom, etc.) must have the permission of a playground supervisor.
3. Jump ropes may be used only for jumping rope.
4. Basketball hoops and backboards are for games. Hanging and climbing will not be allowed.
5. Tackle games will not be allowed.
6. Rocks, gravel, or sticks should be kept on the ground.
7. Snowball throwing is not allowed.
8. Do not leave a ball on the playground after you are done with it. If you see a ball on the ground where someone left it, return it to the room it came from.
9. Students need overshoes, rubberized boots, or an extra pair of waterproof shoes for outdoor wear in wet weather.
10. Running or pushing on the playground equipment will not be permitted.
11. One person allowed to go down the slide at a time in a sitting position only.
12. Soft balls and soft bats are allowed.
13. All equipment is to be used as it was designed.
14. Swings should be occupied by one student at a time and this student must be seated.
15. Playground balls are not allowed on the playground equipment.
16. Playground games are open - anyone can play.
17. If there are any situations that develop not covered by the rules mentioned above, the supervisor on duty will handle the event so as to insure the safety of the students.

## ARTICLE 11 - STUDENT CONDUCT - RIGHTS - WITHDRAWAL

### Section 1 Student Conduct

Each student should conduct himself/herself properly, and be a loyal citizen of his/her school and community at all times.

*In Activities:* Show good sportsmanship at all times. Do not “boo” officials or players. Be a good loser and a gracious winner. Be especially courteous to all visitors. Observe proper conduct at all activities. Stay in your seat during activities and refrain from running around.

*Attitude:* The administration and staff of Sterling High School recognize the importance that each student takes an attitude of willingness to work and learn as a key to the success of each student. All attitudes should reflect the best interest of the betterment of Sterling School and its students.

### Section 2 Academic Integrity

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

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

1. Cheating violates the standards of academic integrity. “Cheating” means intentionally to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but not necessarily, involve the work of others. Cheating includes, but is not limited to:
  - A. Tests (includes tests, quizzes and other examinations or academic performances):

## ARTICLE 11 - STUDENT CONDUCT - RIGHTS - WITHDRAWAL

- i. Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
  - ii. Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulas in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
  - iii. Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
  - iv. Use of Other Student to Take Test: Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
  - v. Misrepresenting Need to Delay Test: Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
- B. Papers (includes papers, essays, lab projects, and other similar academic work):
- i. Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
  - ii. Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
  - iii. Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
  - iv. Failure to Contribute to Group Projects: Accepting credit for a group project in which the student failed to contribute a fair share of the work.
  - v. Misrepresenting Need to Delay Paper: Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- C. Alteration of Assigned Grades: Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
2. "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

## ARTICLE 11 - STUDENT CONDUCT - RIGHTS - WITHDRAWAL

- A. Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
  - B. Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
3. "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

### Sanctions

The following sanctions can occur for academic integrity offenses:

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

### Section 3 Stealing

Willful possession of another person's property or possessions is a violation and punishable upon validated charges. The violator will be suspended from extracurricular activities through administrative approval.

### Section 4 Withdrawal from School

If it becomes necessary to withdraw from school, students should do the following:

1. Report to the Principal's office and receive a clearance blank to take to the teachers.
2. Return this blank to the Principal's office with the signature of the Librarian, teachers, and Superintendent indicating that all books and supplies have been returned and that all fines and bills have been paid.
3. The parents or guardians must give the school written permission to send the student's transcript of credits and records to the school which he/she will be attending. No transcript of credits can be sent to school, armed forces, etc., unless the above conditions have been fulfilled.

### Section 5 Permanent Records

A file of student permanent records is kept in the school office. The file contains grades, personal information, enrollment information, health records, test results, vocational plans, etc. The following people have access to the information contained within a student's files: the student; the student's parents or guardians; teachers; the counselor; administrators; probation or parole officers; colleges; and other schools upon written requests for transcripts; and the court, should it subpoena such records.

## ARTICLE 12 - ACTIVITIES - ELIGIBILITY - OTHER INFORMATION

### Section 1 Student Fee Guidelines

*K-12 Classroom Supplies:* A list of recommended items will be available. This is not eligible for a fee waiver.

*Field Trip:* Admission fees will be the responsibility of the student for one field trip. This is eligible for fee waiver.

*Activity Pass:* This pass will allow admission to school sponsored JV/Varsity home games for the year. This does not include conference tournaments or NSAA sponsored activities. This is not eligible for a fee waiver.

\$20 per student Grades K-6

\$30 per student Grades 7-12

\$50 per Adult

\$25 per Out-of-District Senior Citizen

In-district Senior Citizen - free

*Physical Education Classes:* Classes are provided to grades K-6 five days a week. Students are required to have appropriate clothes and shoes. This is not eligible for a fee waiver.

*Music:*

Band

- A. Instruments and lesson books are the responsibility of the student, but are eligible for fee waiver.
- B. Instrument choices for fee waiver student is school choice.
- C. Personal consumables are the responsibility of the student (reeds, valve oil, etc.)
- D. Uniform cleaning is the responsibility of the student but are eligible for fee waiver.

The school district will not be responsible for the cost of, or providing equipment or clothing, which may be specially fitted or worn exclusively by a student. Waivers must be submitted **prior** to the time of the event and are available on-line, in the school office, in this handbook, or from class sponsors. If a student requests and receives a fee waiver and then does not attend the event, the student must repay any fees or registration costs incurred by the school for that student to attend the event.

### Section 2 Concussions Return to Learn

Sterling Public Schools will follow the guidelines set forth by the Nebraska Sports Concussion Network. The school's Concussion Management Team will meet about any student who has sustained a concussion and will individualize a plan for each student to return to the classroom.

### Section 3 Field Trips

Elementary classes will be allowed up to two field trips per year, as long as these trips are both educational in nature and tied to established curriculum. The school will pay for transportation for all field trips, but will only pay admission fees for one of the field trips. Parents will be notified by letter of where the trip will be and what the students will do on the trip. A field trip permission form will need to be completed with a parent's signature before the student will be allowed to go on any field trip. No students will be able to attend a class field trip if failing the class which is sponsoring the field trip or activity. The student will be required to do a project, paper, etc. assigned at the discretion of the teacher involved to replace missing the field trip. The number of parents going on the trip to help with the students shall be left to the discretion of the teacher.

### Section 4 Sterling School Boosters Organizations

All parents of students attending Sterling Public School are automatically members of the Sterling School Boosters Organization. This organization exists to support the activities of the school. Meetings are usually held once a month. The officers include a president, vice-president, secretary, and treasurer.

## ARTICLE 12 - ACTIVITIES - ELIGIBILITY - OTHER INFORMATION

### Section 5 Copyright and Fair Use - Board of Education Policy #3020

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

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

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

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

## ARTICLE 13 - INSTRUCTION - CURRICULUM

### Section 1 Registration

#### KINDERGARTEN ADMISSION:

Children must have reached the age of five years or will reach such age five on or before July 31st of the current school year. A child may be admitted if they have reached the age of five between August 1 and October 15<sup>th</sup> only if the parent or guardian requests such entrance and provides an affidavit stating that the child attended kindergarten in another jurisdiction in the current school year, or the family anticipates relocation to another jurisdiction within the current school year.

A requirement for attendance is **(a)** birth certificate with a state raised seal signed by the proper official. **(b)** Proper immunization papers; **(c)** and physical examination on forms available at the school office.

### Section 2 Grading System

Kindergarten, 1<sup>st</sup> Grade, 2<sup>nd</sup> Grade, & 3<sup>rd</sup> Grade

A – Advanced

S – Satisfactory

N – Needs Improvement

M – Mastered

The following grading system will be used for reporting progress to parents of grades 4<sup>th</sup> - 6<sup>th</sup>.

A	93-100	3.5	F	69 or below
B	85-92	2.5	I	Incomplete
C	77-84	1.5		
D	70-76	0.0		

## ARTICLE 13 - INSTRUCTION - CURRICULUM

Incompletes will be given when a student's work is not complete. Unfinished work must be completed. Failure to do so will result in a failing grade for that subject. Exceptions will be considered by the Principal.

Questions about grades should be referred to the teacher responsible for giving the grade. Appeals will be handled by both student and teacher through the Principal. Grades in a student's report card are not given by the teacher; they are earned by the student.

**WARNING:** A student who, for any reason, is absent 6 (six) times from a semester course will be given a verbal warning and letter to parents that there has been excessive absence. At 10 (ten) absences you will be given a verbal warning and a final letter will be mailed to parents notifying them of excessive absence and the policy concerning excessive absence.

### Section 3 Report Cards

Report cards will be distributed to the students and parents four (4) times per year. These reports will usually be available during the week following the end of any quarter grading period.

*The school will also issue progress reports to parents of students who are not doing satisfactory work, or are in danger of receiving failing grades for that quarter. All teachers will send mid-quarter reports to parents of students in each class.*

### Section 4 Teacher Certification

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teacher. Upon request, Sterling Schools will provide the following information to parents:

- The status of the professional qualifications of the students' classroom teacher in regard to licensing criteria for the grade levels and subject areas taught, as well as the baccalaureate and advanced degrees held, and the field of certification.
- Information concerning where a teacher is teaching under emergency or provisional status through which state qualifications have been waived, and timely notice if their child has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

### Section 5 Books and Supplies

Textbooks will be issued to students by their teachers. The students are expected to take care of textbooks. Students shall be held responsible for all school property which they check out from school, and will be expected to reimburse the school for lost or abused items.

Parents/guardians of students in grades 1-5 are asked to furnish certain consumable items that their child will need such as pencils, erasers, paper, and crayons. Additional special requests may be made by the classroom teacher. Grades K-5 request that NO Trapper Keepers be sent to school due to unavailable room inside the individual desks.

Each student is responsible for textbooks and materials issued to him/her during the year. At the outset, teachers will check your text and note its condition. Should you lose or damage the book, the following will apply:

- (1) Lost book.....Replacement cost (minus depreciation)
- (2) Writing in book.....25 cents
- (3) Torn page(s).....50 cents
- (4) Missing pages or broken binding.....50 cents per page
- (5) Returned unusable.....Replacement cost (minus depreciation)

No charging will be permitted and all fines must be paid before report cards are given at the appropriate reporting period.

## ARTICLE 13 - INSTRUCTION - CURRICULUM

Money collected from fines will be handed into the office.

### **Section 6 Home Study**

Each student is expected to spend some time on the preparation of studies outside of school hours. The amount of time needed depends upon the student's degree of efficiency. Since the capacity to learn varies, no definite limit can be set for the amount of home study needed except that required for completion of the assignments. If work cannot be completed in a reasonable time, the student should seek the help and advice of his teachers, or consult with the Principal and/or Guidance Counselor. If the student abides by these suggestions he/she should be successful in all his/her course work and happy with school in general.

### **Section 7 Special Programs**

Students who are experiencing difficulty in their academic subjects may be advised to come in before or after school to receive individualized help. Parents will be notified and their permission received prior to implementation of this procedure.

#### **ACHIEVEMENT TESTS:**

NWEA Achievement tests will be given to all students grades 1<sup>st</sup> - 6<sup>th</sup>, twice throughout the school year. Results of the tests will be sent home or given out at Parent-Teacher Conferences.

#### **SPECIAL EDUCATION PROGRAM:**

Handicapped children between the ages of birth and twenty-one years of age are eligible for special education services. In order to be eligible, the child must meet specific criteria established by the State of Nebraska in Rule 51.

If you believe that your child may qualify for any of these programs, please contact your local school principal so arrangements for diagnosis can be made. All these services are provided by the Sterling Public School. This program provides additional individualized instruction or students who need additional instruction to be successful in the regular classroom.

### **Section 8 Guidance**

Guidance services are available for every student in school. These services are intended to aid in development of individual programs best suited to a child's potential and capabilities, as well as discussions of problems of any kind. Teachers will issue passes to see the Guidance Counselor during her office hours.

The Guidance Department was organized for the purpose of helping each student to adjust to his/her present learning environment, to enjoy all educational opportunities that meet his/her interests and learning capabilities, and to aid the student in becoming self-directed.

The Guidance Counselor, with the cooperation of all other faculty members, carries on the work of this department. Any student may contact the counselor for aid or advice in whatever problem he/she may face. Any faculty member may refer a student to the guidance department for necessary aid and advice.

### **Section 9 How to See Your Counselor**

If a student is seeking help from the school counselor, an appointment should be made with the counselor for the necessary meeting.

*Each year the guidance department will be giving different batteries of tests to the various classes in order to measure interest, achievement, aptitude, and academic potential. The test results are used to help each individual student analyze his/her own potential and to help plan the progress of studies best suited to each student. These test results will become a part of the student's permanent record and will be available to the parents and the student for consultation purposes. The dates for these tests will be announced to those students who will take the test.*

## ARTICLE 13 - INSTRUCTION - CURRICULUM

### Section 10 Title1 - Parent Involvement Policy and Learning Compact

Sterling Public Schools offers a school wide Title 1 program. It is the school's responsibility to provide a high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet state academic achievement standards.

### Section 11 Speech and Language

The speech-language pathologist at Sterling School is employed by the Educational Service Unit #4 and sets his/her schedule based on the needs of the students. His/her job is to diagnose and assist preschool and school aged children with speech and/or language disorders. Most children are referred by their classroom teacher; however, a few are referred by parents. If you have any concerns about your child's speech or language development, contact your child's teacher to discuss your concerns.

## ARTICLE 14 - STUDENT INTERNET AND COMPUTER ACCESS - BOARD OF EDUCATION POLICY #5037

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 e-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/mp4 sharing systems.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
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 or disks.
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 forge electronic mail messages or web pages.

## ARTICLE 14 - STUDENT INTERNET AND COMPUTER ACCESS - BOARD OF EDUCATION POLICY #5037

### 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:
  - a. Loss of computer privileges;
  - b. Short-term suspension;
  - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
  - d. 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. Children's Online Privacy Protection Act (COPPA)

- A. 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.
- B. 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.

## Section 2 Notice to Parents

The Sterling School District wishes to offer your child limited access to the Internet and an electronic mail (e-mail) account. The Internet is a collection of thousands of interconnected computer networks. The vast amount of information contained within the Internet's libraries can provide valuable learning opportunities to students.

Establishing an e-mail address will allow your child to participate in distance learning activities, communicate with other students around the world, ask questions of and consult with experts, and locate specific material to meet the needs of educational projects.

If your child is a minor (under age 18), your authorization is needed before your child may use these resources. The attached regulations for student use of computers, technology and the Internet should be read carefully and understood by all Internet users. As parents/guardians, you should review it in detail with your children before they begin using the Internet and e-mail in their classroom.

A filtering system is in place to prevent access to certain unacceptable sites on the Internet. However, it is important to understand that no solution is perfect and we cannot guarantee that students will only have access to educational materials. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child should follow. To that end, the School District supports and respects each family's right to decide whether or not to authorize Internet and e-mail access.

If you agree to allow your child to have Internet access and an e-mail address, sign the Acceptable Use Agreement (Appendix A) and return it to your school.

**Title IX, Title VI, Section 504:**

**The Sterling Public School District does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. The following person(s) has/have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination: Dottie Heusman, Superintendent, 250 Main, Sterling, NE 68443 – (402)-866-4761.**

**APPENDIX A - 2018-2019**

**ACCEPTABLE USE OF COMPUTERS AND NETWORKS - PARENT'S AGREEMENT**

In order to make sure that all members of Sterling Public School community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Student Internet and Computer Access Policy #5037 adopted by Sterling Public Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Sterling Public Schools responsible for materials acquired or sent via the network.

I agree not to hold Sterling Public Schools, any of its employees, or any institution providing network access to Sterling Public Schools responsible for the performance of the system or the content of any material accessed through it.

Name of Student(s)

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Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

This form will be retained on file by an authorized faculty designee for duration of applicable computer/network/Internet use.

*Once signed it will be applicable for the duration of a student's attendance at Sterling Public Schools.*

**APPENDIX B - 2018-2019**

**STERLING PUBLIC SCHOOLS REQUEST TO WAIVE STUDENT FEES**

The Public Elementary and Secondary Student Fee Authorization Act of 2002 requires school districts waive any fees that the school district may impose on those students who qualify for free or reduced-price lunches under the United States Department of Agriculture child nutrition program. Refer to Board Policy #5045.

I hereby verify that the necessary reports are on file with the office of the Superintendent of schools which qualifies

\_\_\_\_\_ to receive free or reduced-price lunches, as set  
*Name of Student*

forth by the United States Department of Agriculture child nutrition program. Furthermore, I request that fees or costs of material for the items or projects listed below be waived.

Waivers must be submitted **prior** to the time of the event.

Description of Fees to be Waived:

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of School Official*

**APPENDIX C - 2018-2019**

**STERLING PUBLIC SCHOOL FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (1974)**

According to the Family Educational Rights & Privacy Act, Sterling School is required to inform parents/legal guardians that standard information in regard to your child can be published unless you wish to restrict information. Examples of publication include district music/sports programs, honor roll, bulletin boards, newspapers, newsletters, student directories, websites, award listings, and class list information. In addition, the press often covers special school events for the newspaper, television or website. If you choose to restrict your child's name or likeness, they will not be included in press coverage or publications, per Board of Education Policy #5017.

If you do not wish to have your child's information released, you may check and sign the exclusion form below and return it to the school your child attends. ***This form will be placed in the student's file and be in effect for the duration of your child's attendance at Sterling Public School.*** It will be up to the parent to contact the school building to redirect any of the items from the preference you have marked below. Thanks for your partnership in your child's education.

It is important to note that Sterling School makes every effort to safeguard the privacy of our students. We do not release student information for unofficial business. If this form is not returned, your student will be placed in the NO RESTRICTIONS category.

---

**PLEASE PUT AN X IN FRONT OF ONE OF THE FOLLOWING CHOICES:**

A. No Restrictions: I do not wish to restrict the release of any directory information about my child and hereby give consent for publication of the below mentioned items.

B. Restrictions: I hereby direct the school district **NOT TO RELEASE** the following directory information concerning my child:

**--Student Name/Home Address/Telephone Number/Birth date** Restriction will *exclude* your child from class lists, music or sports programs, newsletter, newspapers, Valentine and birthday lists, bulletin boards, honor roll, award listings, student directories, scholarship listings, graduation listings, etc.

**--Student Photo or Video Release** Restrictions will *exclude* your child from television, newsletter, newspaper, or website coverage of school events, field trips and classroom activities. (Does not include yearbook or photo ID)

**--Student Work Display** Restriction will *exclude* your child's schoolwork or art from being posted on the web, published in the paper or on television, and District 33 school displays at public buildings.

Name of Student(s)

_____	Grade_____
_____	Grade_____
_____	Grade_____
_____	Grade_____
_____	Grade_____
_____	Grade_____

No Restrictions       Restrictions

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX D - 2018-2019**

**ACKNOWLEDGMENT OF RECEIPT**

This receipt shall serve to demonstrate that you as a parent or guardian of a student attending Sterling Public School, District No. 33 have received notice of the standards of conduct of this district exacted of students concerning the absolute prohibition against the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities as described in board policy or administrative regulations. This notice is being provided to you pursuant to P.L. 101-226 and 34 C.F.R. part 86, both federal legal requirements for the district to obtain any federal assistance. Your signature on this receipt acknowledges that you and your child or children who are students attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any such student.

We are aware of the program offered by the Sterling Public School. We realize the need for the school to provide supervision of students. We have read the rules and regulations adopted by the Board of Education as part of the supervision to help the students successfully complete the program. We have no questions about the adopted rules and regulations (Board policies) at this time.

**We have read and understand the above policies.**

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*

**STERLING PUBLIC SCHOOLS**

**SCHOOL - PARENT - STUDENT COMPACT 2018-2019 \*All K-6 Parents and Students need to sign and return this to school.**

The Sterling Public School ("District") and the parents of students participating in activities, services, and programs funded by Title I have jointly developed this Compact which outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

**School Responsibilities:**

The faculty and staff of the District, will:

- Provide high quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging State academic standards.
- Consider the promises made in the Compact at parent-teacher conferences.
- Provide parents with frequent progress reports pursuant to district policy.
- Communicate and work with families to support students' learning.

---

*Teacher Signature*

*Date*

**Parent Responsibilities:**

The parent(s) will support their child's learning in the following ways:

- Communicate and work with teachers and school staff on an ongoing basis to be involved and support my child's learning.
- Value and support my child's attendance at school.
- Ensure that homework is completed.
- Promote positive use of my child's extracurricular time.
- Participate in parent groups that support the district's students.
- Endeavor to stay informed about my student's progress and request updates as needed.

---

*Parent/Guardian Signature*

*Date*

**Student Responsibilities:**

The student will share the responsibility to improve his or her academic achievement in the following ways:

- Cooperate with my teachers in school and be responsible for my behavior.
- Complete all of my homework assignments on time.
- Participate to the best of my ability in all of my classes.
- Participate in extracurricular activities which will help me become a better student and stay active in my school and community.
- Let my teachers and family know when I need help.

---

*Student Signature*

*Date*

**STERLING PUBLIC SCHOOL  
JUNIOR HIGH &  
HIGH SCHOOL  
STUDENT/ACTIVITY HANDBOOK  
2018-2019**



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## FORWARD

### Section 1 Intent of Handbook

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

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

The rules and standards in this handbook apply to all school buildings or any school grounds during, immediately before or immediately after school hours. They also apply to any school-sponsored functions or events whether on or off school grounds. This handbook does not define all types and aspects of student conduct. However, the Board of Education has the responsibility to set forth policies, rules and regulations to help students conduct themselves in a proper manner as good citizens of the school community.

Policy explanations in this handbook are suspended by any and all school board policies passed regarding any of the items. Notification of changes will be made available to students and parents. In addition, items may need to be revised to meet new laws; regulations or situations, any questions related to them should be referred to the school administration. This handbook is in effect until the issuance of a new addition.

The Sterling Public School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students:            Scott Harrington, Principal  
                          402-866-4761 ext. 103  
                          [sharrington@sterlingpublicschools.com](mailto:sharrington@sterlingpublicschools.com)

Employees and Others:     Dottie Heusman, Superintendent  
                                  402-866-4761 ext. 102  
                                  [dheusman@sterlingpublicschools.com](mailto:dheusman@sterlingpublicschools.com)

Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, 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](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.

## ARTICLE 1 – SCHOOL HOURS - SCHEDULES - DRILLS - VIDEO SURVEILLANCE

### Section 1 School Calendar

A master school activities calendar will be kept in the Principal's office giving dates of all school sponsored events. All approved events are to be placed on this official calendar by the Principal. Sponsors must get permission and assigned date, through the Principal, for class or organizational meetings or functions before it will be put on the master calendar.

Dates will be placed on the calendar in the following order:

1. Conference activities take precedence over all activities
2. Academic activities
3. Meetings and practice times
4. Two activities may be scheduled on the same date as long as times do not conflict

### Section 2 School Hours

Students are asked not to enter the building before 7:45 a.m. If out of necessity a student must be in the building earlier, all 9<sup>th</sup>-12<sup>th</sup> grade students must remain in the cafeteria until 7:55 a.m. Junior High students (grades 7<sup>th</sup> & 8<sup>th</sup>) may report to the Music Room if they are registered for the class that is being held on that day (Band M, W, F and Chorus T & TH). 7<sup>th</sup> and 8<sup>th</sup> grade students not in the course need to report to the cafeteria. Students not riding the buses are asked not to come to school before the time the building is opened unless they are to be under the supervision of a teacher. When students enter the first class, they are to remain there until the bell rings unless given permission to visit a teacher or the office by the first period teacher.

Students are not permitted to remain in the building after school has been dismissed unless they are in a specific room under the supervision of a teacher or participating in an extracurricular activity.

No student is to leave the building during the hours that school is in session without an excuse from the parent and the permission granted by the Principal. Parents will be notified and must give permission for students to leave school grounds. Students must sign in and out of the building by the front office.

### Section 3 School Closing

It is the intention to have school each day scheduled. However, on occasion we may have power failure, boiler breakdowns, or weather conditions that may cause the closing of the school. **WHEN SCHOOLS IS TO BE CLOSED DUE TO WEATHER, IT WILL BE CLOSED FOR EVERYONE. IF THE PROBLEM IS A BUILDING PROBLEM, CLOSING MAY PERTAIN ONLY TO THE PORTION OF THE SCHOOL BUILDING AFFECTED. KOLN-TV, KLKN-TV, and KETV will carry the announcement along with our own Automated Messaging Service.**

When school is to be called off for the day, we will try to have this information to the stations and the **Automated Messaging Service** by 6:00 a.m. When it becomes necessary to close school during the day, notification of dismissal time will be communicated in the same way as soon as the decision is reached.

**ARTICLE 1 – SCHOOL HOURS - SCHEDULES - DRILLS - VIDEO SURVEILLANCE**

**Section 4 School Schedules**

Regular Schedule- 7:55-3:37 (50 min periods)

First Bell	7:55
Period 1	8:00 to 8:50
AP	8:50 to 9:05 (second chance breakfast)
Period 2	9:07 to 9:57
Period 3	9:59 to 10:49
Period 4	10:51 to 11:41
Period 5	HS 11:43 to 12:33 7-8 Lunch 11:41 to 12:09 MS 12:11 to 1:01 9-12 Lunch 12:33 to 1:01
Period 6	1:03 to 1:53
Period 7	1:55 to 2:45
Period 8	2:47 to 3:37

Late Start (10:00 a.m.)

First Bell	9:55
Period 1	10:00 to 10:37
Period 2	10:39 to 11:16
Period 3	11:18 to 11:55
Period 4	HS 11:57 to 12:34 7-8 Lunch 11:55 to 12:23 MS 12:25 to 1:02 9-12 Lunch 12:34 to 1:02
Period 5	1:04 to 1:41
Period 6	1:43 to 2:20
Period 7	2:22 to 2:59
Period 8	3:01 to 3:37

## ARTICLE 1 – SCHOOL HOURS - SCHEDULES - DRILLS - VIDEO SURVEILLANCE

Wednesday PD (35 min. periods)

First Bell	7:55
Period 1	8:00 to 8:35
AP	8:35 to 8:50 (second chance breakfast)
Period 2	8:52 to 9:27
Period 3	9:29 to 10:04
Period 4	10:06 to 10:41
Period 5	10:43 to 11:18
Period 6	11:20 to 11:55
Period 7	HS 11:57 to 12:32 7-8 Lunch 11:55 to 12:23 MS 12:25 to 1:00 9-12 Lunch 12:32 to 1:00
Period 8	1:02 to 1:37

Noon Dismissal (no lunch)

First Bell	7:55
Period A	8:00 to 8:58
Period B	9:00 to 9:58
Period C	10:00 to 10:58
Period D	11:00 to 12:00

Period 0: May be established each year based on course offerings.

### Section 5 Bus Rules

The following represents a listing of bus rules designed to provide for a safe and efficient transportation system. All buses are equipped with video recording devices.

1. Students will be permitted to board the bus when the driver is on the bus.
2. Once students have boarded the bus, they will be expected to remain on the bus.
3. Students will remain seated while the bus is in motion.
4. No scuffling or horseplay on the bus or at the bus stop.
5. No defacing or destroying the bus.
6. Keep head, arms, and all objects in the bus.
7. Pick up all trash when exiting the bus.

## ARTICLE 1 – SCHOOL HOURS - SCHEDULES - DRILLS - VIDEO SURVEILLANCE

8. Refrain from using obscene or profane language.
9. Be respectful to the bus driver and other passengers.
10. No possession or use of tobacco or alcohol.
11. No unnecessary noise or commotion while on the bus.
12. At pick up time the drivers have been instructed to wait no more than two minutes for the riders. No calls/no shows will be reported to the transportation supervisor and will result in an official warning.
13. Parents must notify the bus drivers or office prior to 3:00p.m. if there is a change in schedule. Requests made after this time may not be able to be accommodated.

**Student conduct that violates these rules or that is detrimental to the safety of any or all bus passengers will not be tolerated.**

**RIDING THE BUS IS A PRIVILEGE WHICH CAN BE REVOKED IF REPEATED VIOLATIONS OF THE RULES OCCUR. Student conduct that violates these rules or that is detrimental to the safety of any or all bus passengers will not be tolerated.**

Problems will be handled in the following manner:

1. Issues will be reported to the transportation supervisor and a warning will be given to the student. If the offense is serious enough to warrant more severe action, the parent will be notified and more serious consequences may occur.
2. A second offense will be reported to the transportation supervisor and the superintendent. A warning will be given to the student and parents will be notified. If the offense is serious enough to warrant more severe action, more serious consequences may occur.
3. A third offense will be reported to the transportation supervisor and the superintendent. A second warning will be given to the student and the parents will be called into a meeting. A one-week suspension from the bus will be given; parents will have to provide another source of transportation to and from school.
4. If a fourth offense occurs, the action taken can lead to longer bus suspension or no bus privileges for the school year.

### **Section 6 Fire Drills-Disaster Drills**

Monthly fire drills will be held at which time the building will be vacated in a systematic and orderly manner. Detailed instructions for emergency exits are posted in each room. When outside, proceed to the sports courts area where roll will be taken and given to the Principal. Once it has been determined that all have safely cleared the building an all-clear will be given. Staff and students will then return to their classroom. Please remember the following:

1. Never assume it is merely a drill.
2. Walk; do not run. Move in single file.
3. No talking.
4. Stay with your group.
5. Leave all belongings in the building; coats, books, etc...
6. Make sure to check each room for fire and tornado escape routes

### **Section 7 Video Surveillance**

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

Notice is hereby given that video surveillance may occur on district property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

## ARTICLE 2 – ATTENDANCE - SUSPENSIONS

### Section 1 Attendance Policy

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and all staff is expected to implement this policy and administrative rules and regulations to encourage such regular and punctual student attendance. The Principal and teachers are required to maintain an accurate record of student attendance.

*Mandatory Ages of Attendance* - The mandatory ages of attendance for truancy purposes are 6 (as of January 1 of the then current school year) to age 18.

Attendance is not mandatory for a child who:

1. Has obtained a high school diploma by meeting statutory graduation requirements.
2. Has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements.
3. Has reached the age of 16 years and such child's parent/guardian has signed a notarized release discontinuing the enrollment of the child on a form provided by the school.

All absences will be either excused or unexcused. Nebraska state law is very specific in stating that all students are expected to attend school every day. As a result, the only excuse that will be accepted are those for illness, death in the immediate family, bad roads in stormy weather (country students only), or an absence previously honored by the Principal. Excused absences will include students attending NSAA activities that Sterling Public School offers, if they are called in the day prior to the event. Should a student wait until the morning of, this will be an unexcused absence.

If a student is to be excused for an appointment, a note from the medical office will be required.

Excused and unexcused absences will be permitted to be made up by the student. In the case of an unexcused absence, 50 minutes of detention time will be given for every class the student missed up to but not to exceed five hours. The Principal will decide if an absence is excused or unexcused.

**NOTE:** We are asking parents/guardians to be as honest and cordial as possible in dealing with the administration pertaining to absences. If you have any questions as to the validity of your child's absence, please contact either the Principal or Superintendent. We will try in every way to work with you to find a solution if or when your child needs to be absent from school.

*Reporting to the County Attorney-* If a student is absent more than 20 days per year or the hourly equivalent, the attendance officer shall file a report with the county attorney of the county in which the person violating the compulsory attendance laws resides.

*Reporting to the Commissioner-* The Principal or designee shall report on a monthly basis to the commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism or contacting of law enforcement officials (other than law enforcement officials employed by or contracted with by the District as school resource officers) by the District; relative to a student enrolled in the district.

The Sterling Public School district is committed to the philosophy that every student should attend every day. Punctual and regular attendance is important since absence from school is the greatest single cause of poor achievement in school.

### Section 2 Absence Notification

Parents are requested to notify the school at 402-866-4761 ext. 100 before 8:10a.m. daily to verify any student absence from school. It is acceptable to email attendance information to Renae Kinney, school secretary, at [rkinney@sterlingpublicschools.com](mailto:rkinney@sterlingpublicschools.com). Parents of any student absent and unaccounted for will be called by phone following the recording of daily student attendance. This will be done for all students grades Pre-K-12.

Notes from a parent/guardian to school officials regarding a student's absence should contain the following information:

1. Name of student
2. Date of absence
3. Specific reason for absence which means why the student missed school and where they were
4. Parent/Guardian name, signature, date

Telephone calls or personal contacts with school officials rendering the above information will be considered valid.

## ARTICLE 2 – ATTENDANCE - SUSPENSIONS

### Section 3 Excused Absence Known in Advance

Students may be asked to bring a written excuse from their parents to give to the Principal. All class work must be made up **before** the student leaves the school.

Students who become ill at school must check out at the school office. Students leaving school for any other acceptable reason must be cleared in advance by a telephone call or note from the parents and check out at the school office, failure to do so will result in disciplinary action.

At the end of the quarter or semester if a student has an Incomplete grade he/she should be given a period of ten school days in which to complete their work. If not completed in this time, the student will receive a failing grade for the work not completed. If a student is absent on the day of a quiz or test, the student shall make up the test the day they return to school, if the student has been notified in advance of the test or quiz. Students will be allowed two days to make-up work for every day missed.

### Section 4 Excessive Absenteeism

Students who accumulate five unexcused absences in a quarter shall be deemed to have “excessive absences.” Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between the school Principal, the student’s parent/guardian, and the student, if necessary, to report and to attempt to solve the excessive absenteeism problem. If the parent/guardian refuses to participate in such meeting, the Principal shall place documentation in the student’s attendance record documentation of such refusal.
2. Educational counseling to determine what curriculum changes would help solve the problem of excessive absenteeism, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the problem of excessive absenteeism by the school social worker, (or if such school does not have a school social worker, the school principal or a member of the school administrative staff designated by the school administration) to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the problem of excessive absenteeism.

### Section 5 Truancy

Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent. The superintendent shall immediately start an investigation into any such report to be made. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed under the “Excessive Absenteeism” and “Reporting Excessive Absenteeism” policies.

### Section 6 Tardies to Class

If a student is tardy first period (1-19 minutes late), that student needs to sign in at the school office. Only first period tardies will accumulate towards detention time. Students will be allowed three (3) tardies per semester. After the third tardy, he/she will be assigned 15 minutes of detention for each tardy. A student who arrives at school after 20 minutes will be considered absent for that period.

## ARTICLE 2 – ATTENDANCE - SUSPENSIONS

Tardies to class (periods 2,3,4,5,6,7,8) will only be excused by the student's preceding teachers if the student has been detained. If a student or students are going to be late to his/her next class, a pass should be obtained before leaving the classroom. All unexcused class tardies between periods 2-8 will be made up at the discretion of the classroom teacher. Students who do not have their tardy time made up will not be allowed to leave the building during the day for school activities. Tardy time must be made up with their first period teacher. A student's first period teacher may allow the student to make up time with another teacher at their discretion. Teachers are responsible for communicating tardy time information to the principal.

### Section 7 Detention

Detention periods will be assigned to those students who exhibit undesirable patterns of attendance, conduct, promptness, as well as other disciplinary problems.

Detention area assigned:

1. Students will not be seated together.
2. Students will not be allowed to talk.
3. Students must keep busy during detention time.
4. If student misses detention time, he or she will have to make up double time.
5. If a student fails to make up the double time within three school days, that student will be subject to suspension for one school day.
  - a) May be an in-house suspension where student does not attend classes but will be assigned to an office or area where he/she will work on assignments for the day.
  - b) May be suspended for one school day and may make up any work missed. If a student is ill, he/she must make up detention time upon return.
6. Detention time will be assigned by the teacher.

Procedure in assigning detention time:

1. Teacher will notify student immediately
2. Teacher will fill out detention form upon their discretion, and
  - a) give student one copy
  - b) give office one copy
  - c) keep one for teacher file
  - d) inform parents
  - e) have detentions served within two (2) days of receipt. Exceptions are at the discretion of the teacher.

### Section 8 Emergency Exclusion - Board of Education Policy #6031

**Grounds for Emergency Exclusion.** Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

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

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

**Extension of Exclusion.** Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

## ARTICLE 2 – ATTENDANCE - SUSPENSIONS

**Notification of Student's Parent(s) or Guardian(s).** The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing.

**Opportunity to Request a Hearing.** The student's parent(s) or guardian(s) may submit an oral request for a hearing on the proposed extension of the exclusion within two school days of receiving the initial notice. If the initial request for a hearing is oral, they shall confirm the request in writing.

**Failure to Request a Hearing.** If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

**Appointment and Qualifications of a Hearing Examiner.** If the parent(s) or guardian(s) request a hearing, the superintendent shall appoint a hearing examiner upon receiving a request for a hearing. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.

**Hearing Examiner's Notice to Parent(s) or Guardian(s).** The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within five school days after the school district receives the initial oral or written request; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

**Continued Exclusion.** If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

**Examination of Student's Records and Affidavits.** Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

**Attendance at Hearing.** The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

**Student's Witness(es).** The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

**Right to Know Issues and Nature of Testimony.** The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

**Presence of Student and Witnesses at the Hearing.** The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify.

**Sworn or Affirmed Testimony.** The principal or his or her designee shall present evidence supporting the recommended extension of the exclusion. Witnesses will give testimony under oath of affirmation, and may be questioned.

**Hearing Examiner's Report and Recommendations.** The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

**Superintendent's Decision.** The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student,

## ARTICLE 2 – ATTENDANCE - SUSPENSIONS

student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

### Section 9 College Visitation

Each junior and senior will be allowed accumulative of three opportunities to visit the college(s) of his/her choice. More than three visits may be obtained with the permission of the Principal and Guidance Counselor. Granting of permission for college visitations will be dependent upon the recommendation of the guidance counselor with Principal approval. Student must fill out college visit/compass test form, which may be obtained from the Guidance Counselor before he/she will be given permission to go on the visit/take test.

### Section 10 Forfeiture of Credit

A student who, for any reason, is absent eight (8) times from a semester course will forfeit credit for the course unless there are chronic health conditions or special arrangements involved. A physician's statement will determine the validity of each absence for illness over the maximum allowed. A student will be given the opportunity to make up the time without loss of credit by spending fifty minutes after school for each class missed over the limit.

Any student determined to be habitually truant (20 days per year) may be reported to the county attorney by state law. (NE Code - Section 6 -79-209)

### Section 11 Senior Dismissal

The seniors last day of school will be determined each year by the administration.

## ARTICLE 3 - DRESS CODE - HARASSMENT - CODE OF ETHICS

### Section 1 Dress Code

The Board of Education has determined that a student's appearance and attire at school should be primarily the parents' responsibility, however, reasonable regulation concerning dress, hair style, and cleanliness is vital, not only to the individual student, but also to those with whom he/she shares a classroom.

*Student Attire and Hair Styles:* Students should not wear clothing or hair styles that can be hazardous to them in their school activities such as shop, lab work, physical education and art. Grooming and dress which prevents the student from doing his best work because of blocked or reduced vision because of hair or sunglasses, and clothes which restrict movement will not be acceptable nor will dress styles that create, or are likely to create, a disruption of classroom order. It is believed that the appearance of a student has a direct bearing upon his behavior and attitudes while at school.

*Articles of Clothing:* All students are expected to take pride in their personal appearance. Students should be clean, neat, and dressed in proper clothing to conform to educational standards. The attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his peers. Decency and modesty should prevail. The administration may by regulation establish specific attire that is and is not permitted. The following do not constitute acceptable school attire:

1. Clothing or jewelry that is gang related;
2. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants, clothes with holes);
3. Clothing or jewelry which displays advertisements for products not available to the student by Nebraska law (i.e. drugs, alcohol, tobacco, gambling, and the promotion of violence);
4. Clothing or jewelry that could be used as a weapon (i.e. chains, spiked apparel) or that would encourage "horseplay";
5. Headwear, including hats, caps, bandanas, hoods, and scarves, will not be worn in the buildings of the district or at school activities (exceptions will be made by administration);
6. Clothing or jewelry which exhibits nudity, makes sexual references, or carries double meanings;
7. Inappropriate or distracting markings or tattoos as determined by the administration must be covered.

## **ARTICLE 3 - DRESS CODE - HARASSMENT - CODE OF ETHICS**

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particular message protected by law. The final decision regarding attire and grooming will be made by the Principal and/or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office. **Students missing school due to changing inappropriate attire will make up time missed.**

### **Section 2 Profanity**

The use of profanity and inappropriate language is a sign of immaturity and is offensive to many people. Students will refrain from the use of profane language in the school (gestures, symbols and clothing).

### **Section 3 Fighting**

Fighting is not permitted on or near the school grounds during school time, before or after school, or at school functions. Attempts will be made to reconcile the fighters after they have been reprimanded for their behavior. Parents of the parties involved will be contacted. Chronic fighters or hazers may be suspended from school to protect the rights of others. Hazers, like fighters, will be reprimanded and the student's parents will be notified if the situation warrants.

### **Section 4 Disruptive Behavior**

Disruptive Behavior: the following represent types of disruptive and/or undesirable behavior which are not condoned in Sterling Public Schools:

1. Insubordination
2. Running in the hallways
3. Excessive noise in the classrooms or hall ways
4. Swearing or back-talking to teachers or other people in authority
5. Cheating
6. Leaving the building without checking out of the office.
7. Any other activity which negatively affects the educational atmosphere or disrupts the educational process.

Any student guilty of any of these types of misbehavior will be dealt with according to the discretion of the teacher and/or administrator depending upon the nature and extent of the infraction. This may involve reprimands, detention, suspension, parental notification, and notification of the proper authorities if the necessary situation exists. Extreme situations may result in the expulsion of the student from school by the Board of Education in accordance with the laws of Nebraska.

### **Section 5 Alcoholic Beverages, Illicit Drugs and Nicotine Products**

The Board of Education rules and regulations forbid student use or possession of alcohol, illicit drugs, or tobacco products. The aforementioned board of Education rules apply:

1. On the school grounds during and immediately before or immediately after school hours.
2. On the school grounds at any other time when the school is being used by any school group.
3. Off the school grounds at a school activity, function, or event.

Any violators will be subject to the guidelines of the "due process" procedure described in this handbook. Violators will be punished as follows for each occurrence of this infraction:

- First occurrence - three (3) days in or out of school suspension.
- Second occurrence - five (5) days in or out of school suspension.
- Third occurrence - expulsion or administrative determination of disciplinary action to be taken.

## **ARTICLE 3 - DRESS CODE - HARASSMENT - CODE OF ETHICS**

The administration will notify the parent(s) of the infraction and the punishment. All efforts will be made to work with the parents to insure the infraction does not occur again. Use of drug authorized by a medical prescription from a registered physician shall not be considered a violation of these rules.

### **Section 6      Defacement of School Property**

State law makes the student and parents financially responsible for damage and defacement of school property. This law will be enforced as necessary. (LB 79-4, 121; and LB 28-578)

### **Section 7      Water guns, Spit Wads, Pea Shooter, etc.:**

Water guns, rubber bands for paper wads, pea shooters, etc. are not permitted in the school building at any time. Students who violate this policy will have the item confiscated and will be expected to clean up any mess as a result of this violation. It might also be noted that a student is liable for any damage or injury caused in violation of this regulation.

### **Section 8      Knives, Guns, and Weapons**

Any item which may cause physical harm to persons or things is not allowed in the school building at any time. If it is necessary to bring any item in the category of a weapon for display purposes, or special use in the classroom, clearance must be received from the Principal in advance.

### **Section 9      Audio/Visual Devices, Cell Phones, Etc.**

Audio/Visual Devices, Cell Phones, Personal Electronic Devices, Headphones, Earbuds, etc. used for non-educational purposes will only be allowed during lunch period. In an emergency, parents can call the school and the student will be able to go to the office to take or make a phone call immediately. If not an emergency a message will be given to the student as soon as they become available. Following the school day, use of cell phones is permitted. Once any of the above mentioned items are in the school, administration has the right to check or take them. The school is not responsible for lost or stolen items. Teachers may have students deposit audio/visual devices and cell phones with the teacher when they enter the classroom.

Consequences for having or using Audio/Visual Devices, iPods, Cell Phones, Personal Electronic Devices, Headphones, Earbuds, etc. outside of the approved times in school will be:

1. First time the device will be taken to the principal and student will pick up at the end of the day from the principal.
2. Second time the device will be taken to the principal and parents must come get the device.
3. Third time the device will be taken to the principal and parents must come get the device and student will serve a one-hour detention.
4. For every subsequent offense the consequences will be determined by the administration.

### **Section 10      Discrimination and Harassment - Board of Education Policy #5026**

#### **Sex Discrimination and Sexual Harassment of Students**

##### **I. Sex Discrimination**

- A. The district prohibits discrimination on the basis of sex in any educational program or activity except when it is necessary to accomplish a specific purpose that does not impinge upon essential equality or fairness in the treatment of students or employees. Employees are required to comply with this policy as well as with Title IX of the Education Amendments of 1972 and the regulations of the U.S. Department of Education as applicable to this district.

### ARTICLE 3 - DRESS CODE - HARASSMENT - CODE OF ETHICS

- B. Any individual who believes he or she is being discriminated against on the basis of race, color, national origin, sex, marital status, disability, or age may seek relief by filing a complaint pursuant to the board's complaint policy or contacting the district's Title IX coordinator.
- II. Sexual Harassment
- A. Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment of its students, even when the affected student does not complain to the faculty or the administration.
  - B. Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment means:
  - C. 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.
  - D. A student who feels he or she has been sexually harassed should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to the Title IX coordinator or to a teacher, principal or counselor with whom she or he feels comfortable.
  - E. Retaliation against students who make good faith reports of sexual harassment is prohibited.
- III. Disciplinary Decisions
- A. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible evidence.
  - B. All complaints against staff members will follow the investigation, decision, and appeal process established in the district's complaint policy.
  - C. Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct, as established in the district's student discipline policy.

No one will be victim of unwelcome, unwanted, or uninvited words or actions that offend, hurt or humiliate people. Such behavior will be termed as harassment and will result in disciplinary action, including but not limited to, a verbal/written reprimand, required counseling, detention time, suspension, or possible expulsion. Sexual assault, attempted sexual assault, sexual harassment or harassment because of race, religion or handicapping condition will be considered conduct encompassed by this particular rule. Harassment is defined as a comment, act, or gesture toward another individual or in the presence of others that belittles or degrades someone or a group of people because of their sex, race, religion or beliefs, handicapping condition, or economic and/or social background. Behavior that would normally be considered derogatory in nature and beyond the commonly accepted standards of the school district or that which is offensive to another individual or group of people is considered harassment. Forms can be accessed in the Principal's office.

Procedure for reporting harassment:

Step 1: Communicate to the harasser that you expect the behavior to stop. Do so verbally or in writing. If this is too difficult to do alone, seek help from a teacher, counselor, or an adult you trust.

Step 2: If the behavior is repeated, do all of the following:

- a. Tell a teacher, counselor, or principal
- b. Document exactly what happened and keep a copy for yourself and give on to the teacher, counselor, or principal.

**FORMS CAN BE FOUND IN THE PRINCIPAL'S OFFICE.**

Upon further investigation, the following consequences will occur:

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First Offense:	School counseling by Guidance Counselor and possible short term 1-5 day in-school suspension.
Second Offense:	1-5 day out-of-school suspension and conference with one or both parents before student will be readmitted in to school.
Third Offense:	10 day out-of-school suspension and conference with one or both parents before student will be readmitted into school.
Fourth Offense:	Expulsion

Parents will be notified at each step.

### Section 11 Student Bullying - Board of Education Policy #5054

**Definition 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.

**Bullying Prohibited.** Students are prohibited from engaging in any form of bullying behavior.

**Disciplinary Consequences.** The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district’s day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

**Bullying Based on Protected Class Status.** Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district’s antidiscrimination policies.

**Support for Students Who Have Experienced Bullying.** Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district’s student assistance team.

**Bullying Prevention and Education.** Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

### Section 12 Standards and Sanctions

The standards of conduct apply to all students when they are in school buildings or any school ground during, immediately before, or after school hours. They also apply to any school sponsored function or event whether on or off school grounds. Board of Education Policy #5104 prohibits the unlawful possession, use, or distribution of illicit drugs and/or alcohol by any student. Student use or possession of illicit drugs and/or alcohol is unlawful, wrong, and harmful. Conduct prohibited as described herein above shall include, but not be limited to, the following:

1. possession of any controlled substance, possession of which is prohibited by the law.
2. possession or use of any prescription drug in an unlawful fashion.
3. the possession, use, or distribution of alcohol on school premises or as part of any of the school’s activities.

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4. use of any illicit drug.
5. distribution of any illicit drug.
6. distribution of any prescription drug or controlled substance when such distribution is unlawful.

### Section 13 Student Discipline - Board of Education Policy #5035

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, 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. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, 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 policy 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 policy 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.

#### Short-Term Suspension

The Principal may exclude students 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, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

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 or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal 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,

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4. 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.
5. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, within two full days of returning to school after the suspension.

#### **Emergency Exclusion**

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

#### **Weapons and/or Firearms**

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

#### **Long-Term Suspension**

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

#### **Expulsion**

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
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/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-Expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

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

The following conduct constitutes 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 which 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 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, gender, 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;

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- 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, 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 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 new members/newcomers; 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 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 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.

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

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment:

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The 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, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and

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any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and

- f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially
4. 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.
5. 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.
6. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
7. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
8. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

#### 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 solely by discipline from the school district;
4. It is a violation of state law that endangers the health and welfare of staff or students;
5. It is a violation of state law that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

**NOTE:** Students out for extra-curricular activities may have other specific rules and sanctions which will be provided by the sponsor of the activity upon joining.

Discipline Progression per Semester:

1. When a student receives a third discipline form resulting in detention or other serious misconduct, he or she must sign a contract saying that he or she will serve a one day of in-school suspension if he or she earns another discipline form.
2. If a student earns another discipline form, he or she will sign a contract saying he or she will serve two days of in-school suspension.

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3. If the student earns yet another discipline form, he or she will sign a contract saying he or she will serve A three day in-school suspension.
4. If a student receives any more discipline forms, an out of school suspension will result.
5. Parents will be notified all along the process and will receive a copy of the signed contract. Discipline forms will be cumulative until the end of the semester and then start anew at the beginning of a new semester.

## **ARTICLE 4 – MISCELLANEOUS**

### **Section 1 Telephone Calls**

When an emergency exist, students may be called to the telephone at any time; however, students and parents must realize that classes cannot be interrupted for all calls. If only a message needs to be relayed, the information may be given to the office. The message will be relayed to the student at the end of the class period or at a convenient time throughout the day. Use of the office phone will only be allowed in an emergency or when a student is ill. Use of the phone is not an excuse to be tardy to class. Phone calls to students during class time can be disruptive and only emergencies will be put through. A student may return your call on his/her lunchtime. If you wish to call your child during their lunchtime the schedule is posted each school year.

### **Section 2 Flowers/Memorials/Gifts**

When there is a death in the immediate family of a class member, the class, as a unit, may send flowers or a memorial gift, to the family.

### **Section 3 Gifts to Teachers**

It is contrary to Board of Education Policy #1310 for groups of students in classes, organizations or activities to collect funds for the express purpose of presenting gifts.

### **Section 4 Visitors**

All visitors to Sterling Public Schools are asked to sign in and report to the office or to have made prior arrangements. Parents are welcome and encouraged to come to visit school at any time. But we do ask that prearrangements be made. Students shall have the privilege of bringing visitors to school occasionally; however, such visitors must be of school age. These visitors must be cleared through the office of the Principal at the beginning of the day and shall be under the control of the staff while in the building. All visitors creating a problem shall be sent home, and the student who brought them shall lose that privilege.

## **ARTICLE 5 – HEALTH AND ACCIDENTS**

### **Section 1 Birth Certificate Requirements**

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Sterling Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. If your child was born in Nebraska, a birth certificate may be obtained from Nebraska DHHS, Division of Public Health, Vital Records, PO Box 95065, Lincoln, NE 68509. There is a fee per certificate.

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

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

## ARTICLE 5 – HEALTH AND ACCIDENTS

### Section 2 Students with Health Concerns

Any student with a health condition requiring any monitoring or treatment while at school should have an individualized health plan. You may notify the school and a meeting to develop or change such plan will be scheduled in a timely manner with the ESU 4 nurse. This plan should be revisited periodically for updates and may be changed at any time as needed by either a meeting or proper documentation from the doctor. Health conditions may include but are not limited to diabetes, seizures, asthma, anaphylaxis, etc.

### Section 3 Students Who Become Ill

Students must leave school if they have a temperature of 100.0 degrees, diarrhea, communicable diseases (e. g. ringworm, pink eye, chickenpox) or they are vomiting or at the discretion of school personnel. It is important for the health of all students, including your student that no student shall return to school any sooner than 24 hours after the fever or last symptom (such as vomiting or diarrhea) have subsided without the aid of any fever reducing medication (such as Tylenol or Ibuprofen).

If a student becomes ill while at school, he/she will obtain a pass from a teacher to go to the Office. The office personnel will help however possible. Parents will be contacted if necessary. The school staff or ESU 4 nurse are forbidden by law to diagnose or to dispense medication unless the student is under the direct supervision of a medical doctor.

If any student develops symptoms of illness or is injured at school, the parent, guardian, or any person designated as an emergency contact by the parent, will be notified. If deemed necessary by school personnel, they will be requested to take the student home or make arrangements for the student to go home and/or get medical attention. *Students may not check themselves out of school.*

Minor cuts and bruises will be given first aid. If it appears that the student may have a broken bone, the student's parent will be notified and Rescue Squad personnel may be called.

First aid supplies are furnished by the school and are also available from the coaches in many areas.

As per Board of Education Policy, an accident report must be filed by the person in charge. Those carrying school insurance will be supplied with forms. This reporting also refers to any disciplinary actions of large magnitude so that we know the situation in advance of any resulting inquiries or complaints.

The school will encourage students and parents to see a doctor or dentist when indications are that something is wrong. Indications of disease or sickness are: pain, earache, or running ear, nausea, vomiting or diarrhea, tiredness or irritability, dizziness or faintness.

### Section 4 Physicals

The Nebraska State Department of Health requires all incoming Kindergarten and 7th grade students to have physical examinations and vision evaluation prior to the beginning of the school year unless there was an examination within the last 6 months, in which instance, there must be a copy of that examination on file at the school. Forms for these examinations for these examinations are available in the office. Should a parent /guardian object to physical examination a wavier can be obtained from the office signed and returned to the office. **In addition, any student in grades 8-12 wishing to participate in athletics must have a physical. Athletic physical forms can be picked up in the office.**

### Section 5 Immunizations

With regard to immunization records, please see Summary of the School Immunization Rules and Regulations provided by the Nebraska Department of Health and Human Services. It will be necessary to have either an adequate immunization history on file at the school or a signed "Refusal of Immunization Statement" for each student. Students not complying with this requirement will be excluded from school until they comply.

## ARTICLE 5 – HEALTH AND ACCIDENTS

### Section 6 Asthma Protocol

State regulation requires that our school be prepared to implement an emergency treatment plan, called a protocol, any time a student or staff member experiences a life threatening asthma attack or systemic allergic reaction (anaphylaxis). Our school is ready to implement the protocol in emergency situations.

The protocol requires that 911 be called first. After the call is made, an Epi-pen injection is given, followed by albuterol through a nebulizer. An Epi-pen is a small, prefilled automatic device that resembles a highlighter. It is used to deliver epinephrine. Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relief (usually in inhalers). The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece.

The protocol steps are designed to provide quick, effective care in order to prevent death due to a severe asthma attack or anaphylaxis. Staff members have been trained to recognize signs and symptoms of a life-threatening "breathing" emergency and to properly administer the medications. The protocol is a standing medical order that has been signed by physicians from the local clinic. If you know that your student has asthma or a known allergy, it is critically important that you communicate this information to our school staff. For each student with a known allergic condition or asthma the parent/guardian must provide the school with (1) written medical documentation, (2) instructions for medication, and (3) medications as directed by the physician. In the event that your student experiences a life threatening asthma attack or systemic allergic reaction, we will refer to the specific documents and medication you have provided. If you do not have medical documentation and instructions on file with the school, we will refer to the regulatory protocol described above.

### Section 7 Authorization for Prescription Medications

Prescription medications, which must be administered during school hours, may be administered when the following are on file at school.

1. A physician's signed, dated authorization including the name of the medication, dosage, administration route, and time to be given at school, and the reason the child is receiving the medication.

OR

A caretaker's signed and dated authorization form to administer the medication during school. (Note All references to "caretaker" in these rules also include a parent, foster parent, family member or legal guardian; it shall not include a friend or child care provider).

2. The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, time interval and route to be administered. Two labeled containers may be requested; one for home and one for school. If needed, the physician or pharmacist may be contacted for clarification on medication administration.

### Section 8 Authorization of Non-Prescription Medication

If a student must take non-prescription medication during school, procedures 1 and 2 above are to be followed before administration.

**Authorizations for Prescription and Non-prescription Medications-**Medication authorizations must be reviewed annually and updated immediately as changes occur. Forms are available in the office, on the Sterling school web page, and Appendix A. All medications should be checked in with the office for all age of students. In special circumstances of students 7th grade or older a contract may be established to allow the student to carry their own diabetic, asthma, or anaphylactic allergy medications to self-administer. Please contact the office to set a meeting with the ESU 4 nurse if you desire your child to be allowed to self-administer. Doctor's verification is also needed in order for students to self-administer medication.

### Section 9 Head Lice, Nits, and Bed Bugs

Trained school staff or ESU 4 nurses will check students periodically for head lice. Sterling Schools relies upon parents to secure treatment and to provide care for students infested with head lice (pediculosis capitis).

## **ARTICLE 5 – HEALTH AND ACCIDENTS**

### **Lice and Nits - Board of Education Policy #5062**

Students found to have live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or louse eggs, 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 or louse eggs 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.

### **Bed Bugs - Board of Education Policy #5064**

Students found to have bed bugs will not be permitted at school and will be sent home or removed from contact with other students. Upon discovering the presence of any indication of bed bugs 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 parent(s) or guardian(s) have confirmed that successful treatment has occurred.

The student cannot ride the school bus, effective immediately upon discovery by the school, until the parent(s) or guardian(s) have confirmed that successful treatment had occurred.

## **ARTICLE 6 – USE OF SCHOOL FACILITY AND EQUIPMENT**

### **Section 1 Use of Restrooms**

Restroom usage is to be limited to between classes, during study hall, before school, after school, unless there is an emergency. We ask that the students cooperate in keeping the restrooms as clean as possible. Teacher discretion is advised in restroom usage.

### **Section 2 Use of the Gymnasium**

Permission for the use of the school facilities and equipment must be obtained from the Athletic Director/Activities Director or Principal. The school's daily educational and athletic program shall always have priority in terms of granting permission for use.

Students are not to be in the gym at any time without the presence of a school employee. In no case is anyone to be on the gym floor playing ball with street shoes.

### **Section 3 Use of Weight Room**

Students in high school are not to be in the weight room without the presence of a school employee during school hours. High School students may use the weight room after school hours in the presence of an adult. Any patron in the Sterling school district that is out of school may use the weight room without a school employee present. Patrons may purchase weight room key. If problems occur (e.g. misuse of equip., stolen equip., not keeping room clean, etc....) then the weight room will not be open to those people.

### **Section 4 Lockers**

A locker will be assigned to each student. These lockers are to be kept neat and clean. The school does not take responsibility for any article stolen or lost from the locker. Books, gym bags, articles of clothing, etc., are not to be kept outside the lockers. Frequent violators will be kept after school after a verbal warning from the Principal. The school does not charge a rental fee for lockers, and reserves the right to inspect lockers at any time.

## **ARTICLE 7 – USE OF TRANSPORTATION BY STUDENTS**

### **Section 1 Automobiles**

Students driving cars or other motor vehicles to school are subject to such rules and regulations as the school may find necessary.

1. Students are permitted to park in the parking lot only.
2. Students should keep the car locked while it is parked during the school day, or when attending a school activity.
3. Students are not to go to their cars during the school day, including the noon hour, without specific permission from the office.
4. Anyone wanting to work on their car during shop must park their car in front of the shop and pick it up at the shop after school.
5. It is expected that everyone driving in the vicinity of the school will conform to city and state traffic regulations.
6. Use of the school parking areas is a privilege which can be revoked for a cause.
7. Students are requested to use the trash receptacles in or near the parking lot.
8. Upon leaving the parking lot students are to exit to the south and obey the speed limit.

Because of the traffic problems involved school officials will not allow violations of traffic rules. Complaints will be filed against those who continually violate accepted traffic regulations.

Once cars are on school property administration has the right to check them.

### **Section 2 Bicycles, Skateboards, and Shoes with Rollers**

Students who ride bicycles and scooters are to park them in the rack west of the gym. It is recommended that bicycles and scooters be locked and remain locked throughout the day. The school assumes no responsibility for the bicycles or scooters. Skateboards are to be kept in the Principal's office. Footwear containing any type of rolling devices are not allowed.

### **Section 3 Crosswalk**

Students who need to cross the street on the west side of the school should use the crosswalk provided in the middle of the block. All traffic must stop at this designated walkway to allow pedestrians to cross. This is the safest location and students should always use the crosswalk.

## **ARTICLE 8 – ANNOUNCEMENTS – ASSEMBLIES – DRIVES FOR FUND**

### **Section 1 Daily Announcement**

Announcements will be read during the advisory period each day. They will also be listed on the upper hallway monitor. Special announcements may be broadcast throughout the day if needed.

### **Section 2 Communications**

There will be two major means of communication with the parents and patrons of the Sterling School District.

1. A monthly newsletter will be e-mailed and/or mailed around the first of each month and posted on the school website. Special mailings will be made as needed. This newsletter will contain a monthly calendar as posted in the Administrative offices. Each patron in the district, whether they have children in school or not will be able to receive this newsletter.
2. A "Weekly Bulletin" will be hand-carried home by students to each home on Friday. The weekly menu for the following week will be printed. Any changes in athletic contest times or sites, departure times for activity buses and any current issues will be contained in this bulletin. This bulletin will be the main school-parent newsletter, and it will be important for parents to help assure that they get home with the students. The bulletin will also be posted on the Sterling website and Facebook page.

Other forms of communication available to parents are the School website ([www.sterlingjets.org](http://www.sterlingjets.org)), Facebook, Twitter, and Automated Messaging Service notifications.

## **ARTICLE 8 – ANNOUNCEMENTS – ASSEMBLIES – DRIVES FOR FUND**

### **Section 3 Assemblies**

At Sterling High School, assemblies will be held from time to time. These assemblies are educational, entertaining, and provided for an additional learning experience. All students and faculty will attend every assembly. Students will sit by class, sponsors present with the group. Any disorderly conduct will be treated as forfeiture of attendance. Further action is left to the discretion of the Principal.

### **Section 4 Drives for Funds**

All fund-raising drives must be approved by the Principal and Superintendent. Fund raising for non-school type activities or organizations is not permitted.

## **ARTICLE 9 – SCHOOL MEALS – CAFETERIA RULES**

### **Section 1 School Meals**

The hot lunch program is a federally-subsidized, non-profit entity. The meals are served in the lunchroom. Weekly menus are published in each Friday bulletin as well as being posted on each floor of the school building.

Sterling Public School complies with the policy for free and reduced price meals under the National School Lunch and Special Milk Programs. If you are interested in free or reduced lunches, please complete the forms on the website or obtain a copy from the office and return to the school office as soon as possible.

A computerized accounting system is being used. All money received is entered into each student(s) account. Our Automated Messaging Service will notify families once a student's balance is between \$10.00 and \$0.00. Students with a balance of -\$5.00 will not be served a full meal. Families do have the option of paying on-line through e-funds. Instructions for E-Funds are available on-line or contact the office. The advantage of paying by E-funds is automatic deposits into your students PowerSchool account.

#### **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](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).  
This institution is an equal opportunity provider.

## **ARTICLE 9 – SCHOOL MEALS – CAFETERIA RULES**

As stated above, all protected bases do not apply to all programs, "the first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs.

### **Section 2 School Lunch**

Prices of lunches for the 2018-2019 school year will be as follows:

Grades 7-12 – \$2.85 per day      Adults – \$3.60 per day

Extra milk will be \$.50 cents per carton. Students wishing to participate in the Milk Lunch Program must purchase a milk ticket for \$10.00 per month. Adult milk will be \$.60 cents per carton.

### **Section 3 School Breakfast**

Breakfast will be served from 7:45-8am daily. Second chance breakfast will be after the completion of first period.

Prices of breakfasts for the 2018-2019 school year will be as follows:

Grades 7-12 – \$2.25 per day      Adults – \$2.25 per day

### **Section 4 Cafeteria Rules**

Closed campus will continue in effect for all students. A closed campus means that all students will remain on the school grounds during the school day, which is from 8:00 a.m. to 3:37 p.m. Students may bring their own lunch.

During lunch time the gymnasium may be used by the students after their lunch time. Students will not be allowed to remain in their classroom unless under the direct supervision of a teacher

Please help your fellow students by:

Leaving tables, chairs, and floor in a neat condition.

Returning all trays, silverware, and dishes to the designated area in the cafeteria.

Placing milk cartons, napkins, etc., in the trash can provided.

Not removing food or drink from the lunch room.

NOTE: Students may lose the privilege of eating lunch in the cafeteria by misbehaving or throwing food during lunch time.

## **ARTICLE 10 – LIBRARY AND STUDY HALL RULES**

### **Section 1 Library Rules**

The school library will be open each day for student use. Students wishing to use the school library must obtain a library pass from their teacher. Students will not be permitted in the library unattended. The library will be closed for special class sessions and testing sessions as needed. A notice will be posted in advance so students will have a chance to get the material which they need prior to the library closing.

The library facility provides a wide variety of materials in all subject areas. An effort is made to provide up-to-date standard references, as well as specialized materials. In some respects, the resource centers are specialized libraries in specific fields. Specialized library materials are available for temporary use in the resource centers. All materials needed outside the library must be checked out at the desk. Reserve books and/or magazines and audio-visual materials are available upon request at the desk. Newspapers and current magazines are not to be checked out of the library.

The library provides a place for individuals to study without interruption. Visiting, loitering, and studying together will not be permitted in the library. Students wishing to retain their library privileges will be expected to observe proper rules and library procedures. The following rules will regulate the use of the library:

## ARTICLE 10 – LIBRARY AND STUDY HALL RULES

1. All books checked out are due in two weeks from the check-out date
2. Return all books to the book deposit. Do not return the books to the shelves.
3. No reference books will be taken from the library. This includes encyclopedias, dictionaries, almanacs, etc.

The reserve books, vertical file materials, and magazines from Magafiles are due by 9:40 a.m. the following school day after they have been checked out. Students on the down list will only be allowed to check out books if they correspond with their coursework.

### Section 2 Rotating Study Hall Rules

1. No student can leave the room to go to his/her locker, restroom, etc.
2. Students will have an extra minute to get to class before the rotating study hall to go to the restroom, get books; pick up laptops (if permission is given in advance), etc.
3. Before a student is allowed to leave study hall to see another teacher or go to the library, a phone call or communication to the appropriate instructor **MUST BE MADE BEFORE** the student is allowed to leave the study hall.
4. Teachers WILL monitor students; all students will remain in the classroom.
5. RSH schedule will be listed on the weekly flight plan and weekly bulletin.
6. TV's are to remain off during RSH, unless a request has been approved by administration.
7. Any type of makeup work is encouraged to be done during this time. Teachers and sponsors are encouraged to hold meetings either before school, after school, or during the lunch period. Approval by the Principal will be needed for a meeting to be held during a RSH. Please give the students notice of meetings so they can make adjustments.
8. If there is a meeting scheduled during the study hall time, students MUST first go to their study hall teacher to check in and you will then be dismissed.
9. There will be NO rotating study halls during early dismissals or late starts. The rotating study halls will begin following Labor Day vacation. Rotating study halls may also be dropped on days when an excessive number of students are absent from school due to scheduled school activities.
10. During the last RSH of the week, students may be required to go to a teacher's room if they are on the eligibility list for that class.

## ARTICLE 11 – NATIONAL HONOR SOCIETY AND HONOR ROLL

### Section 1 Honor Roll

Students receiving an overall average of 90% or better, with no grade below an 85%, will be listed on the honor roll. The honor roll will be published at the end of each nine-week grading period. A semester honor roll will also be published at the end of each semester.

### Section 2 Honor Roll of Distinction

Students receiving an overall grade average of 93% with no grade lower than a 90% will be listed on the honor roll of distinction.

## ARTICLE 12 - STUDENT CONDUCT - RIGHTS - WITHDRAWAL - FEES

### Section 1 Student Conduct

Each student should conduct him/herself properly, and be a loyal citizen of his/her school and community at all times.

*In Activities:* Show good sportsmanship at all times. Do not "boo" officials or players. Be a good loser and a gracious winner. Be especially courteous to all visitors. Observe proper conduct at all activities.

*Attitude:* The administration and staff of Sterling High School recognize the importance that each student takes an attitude of willingness to work and learn as a key to the success of each student. All attitudes should reflect the best interest of the betterment of Sterling High School and its students.

## ARTICLE 12 - STUDENT CONDUCT - RIGHTS - WITHDRAWAL - FEES

### Section 2 Academic Integrity

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

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

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

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

- i. Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
- ii. Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulas in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
- iii. Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
- iv. Use of Other Student to Take Test: Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
- v. Misrepresenting Need to Delay Test: Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

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

- i. Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
- ii. Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
- iii. Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

## ARTICLE 12 - STUDENT CONDUCT - RIGHTS - WITHDRAWAL - FEES

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

### Sanctions

The following sanctions can occur for academic integrity offenses:

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

## ARTICLE 12 - STUDENT CONDUCT - RIGHTS - WITHDRAWAL - FEES

### Section 3 Stealing

Willful possession of another person's property or possessions is a violation and punishable upon validated charges. Violator will be suspended from extracurricular activities through administrative approval.

### Section 4 Withdrawal from School

If it becomes necessary to withdraw from school, students should do the following:

1. Report to the Principal's office and receive a clearance blank to take to the teachers.
2. Return this blank to the Principal's office with the signature of the librarian, teachers, and Superintendent indicating that all books and supplies have been returned and that all fines and bills have been paid.
3. The parents or guardians must give the school written permission to send the student's transcript of credits and records to the school which he/she will be attending.
4. No transcript of credits can be sent to school, armed forces, etc., unless the above conditions have been fulfilled.

### Section 5 Permanent Records

A file of student permanent records is kept in the school office. The file contains grades, personal information, enrollment information, health records, test results, vocational plans, etc. The following people have access to the information contained within a student's files: the student; the student's parents or guardians; teachers; the counselor; administrators; probation or parole officers; colleges; and other schools upon written requests for transcripts; and the court, should it subpoena such records.

### Section 6 Activity Fund

The Sterling School Activity Fund has been established by the Board of Education for the purpose of providing an efficient system for handling of the funds of high school classes and organizations.

Any school supervised group that deals with money through dues or other activities must deposit their money in, and withdraw it by check from, the Activity Fund.

Students should give deposits to the activity sponsor or student treasurer. Requests for funds should be made to the school principal by activity sponsors. Checks will then be issued by the Superintendent for payment of bills.

All monies deposited in the Activity Fund become Board of Education funds and may be spent only in accordance with policies established by school officials responsible for the administration of the funds.

### Section 7 Class Dues

Students in Sterling High School grades 7-11 will be assessed class dues as follows: 7<sup>th</sup> & 8<sup>th</sup> grades \$10, 9<sup>th</sup> grade \$15, 10<sup>th</sup> grade \$15, and 11<sup>th</sup> grade \$20. Dues will be collected at the beginning of the year, which will be deposited in the Activity Fund maintained in the superintendent's office. Each member of the class is responsible for cleaning up after a class sponsored event. Any class member not present for cleanup will pay a fine of \$5.00. Any student, who does not pay their dues, will not be allowed to participate in any class sponsored activity. Class dues are eligible for a fee waiver.

Funds are used for financing of various class functions such as: social events: such as prom, graduation caps and gown, memorials or gifts in cases of sickness or death.

### Section 8 Club or Organization Dues

In some instances, various clubs may have yearly dues of fees to provide the organization with a certain amount of revenue to carry on its activities.

### Section 9 Student Fee Guidelines

*K-12 Classroom Supplies:* A list of recommended items will be available. This is not eligible for a fee waiver.

*Field Trip:* Admission fees will be the responsibility of the student. This is eligible for a fee waiver.

## ARTICLE 12 - STUDENT CONDUCT - RIGHTS - WITHDRAWAL - FEES

*Activity Pass:* This pass will allow admission to school sponsored JV/Varsity home games for the year. This does not include conference tournaments or NSAA sponsored activities. This is not eligible for a fee waiver.

\$20 per student Grades K-6

\$30 per student Grades 7-12

\$50 per Adult

\$25 per Out-of-District Senior Citizen

In-district Senior Citizen - free

*Summer Drivers Education:* The fee for Drivers Education will be determined in the spring of the year. Payment or arrangements are due before student is allowed to drive. This is not eligible for a fee waiver.

*Physical Education Classes:* Students are required to have appropriate clothes and shoes. This is not eligible for a fee waiver.

*Class & Organizations Dues:* Dues are the responsibility of the student, but are eligible for fee waiver.

*Sport Physicals:* Responsibility of student, but are eligible for fee waiver.

*Speech & One Act Play:* Appropriate attire is responsibility of student. This is not eligible for a fee waiver.

*Math:* A calculator may be recommended and is the responsibility of the student but is eligible for fee waiver.

*Music:*

Band

A. Instruments and lesson books are the responsibility of the student, but eligible for fee waiver.

B. Instrument choices for fee waiver student is school choice.

C. Personal consumables are the responsibility of the student (reeds, valve oil, etc.)

D. Uniform cleaning is the responsibility of the student but are eligible for fee waiver.

Chorus – Appropriate attire for performance is the responsibility of the student.

*Athletics:* Shoes, practice shorts, socks and undergarments are the responsibility of the student. Not eligible for a fee waiver.

The school district will provide uniforms and normal protective equipment or pads for the students participating in extracurricular activities. The school district will select the type of equipment which school officials may feel best meets the needs of the school.

The school district will not be responsible for the cost of, or providing equipment or clothing, which may be specially fitted or worn exclusively by a student.

Fee waivers must be submitted **prior** to the time of the event and are available on-line, in the school office, in this handbook, or from class sponsors. If a student requests and receives a fee waiver and then does not attend the event, the student must repay any fees or registration costs incurred by the school for that student to attend the event.

## ARTICLE 13 - EXTRA-CURRICULAR ACTIVITIES - ELIGIBILITY - OTHER INFORMATION

### Section 1 Extra-Curricular Activities

Regulations for participation in athletics, play, speech, cheerleading, and musical programs, will be drawn up by the faculty sponsor and the administration. All students shall be able to join or belong to all activities if he/she can meet the membership requirements.

Membership to the organizations shall be on a voluntary basis and members may withdraw. If a member withdraws or is dismissed from an organization or activity, the Principal should be notified immediately. School activities include dances, banquets, parties, etc. All school sponsored functions must have at least one faculty sponsor present.

## ARTICLE 13 - EXTRA-CURRICULAR ACTIVITIES - ELIGIBILITY - OTHER INFORMATION

All activities must be scheduled on the master calendar at least ten (10) days in advance. Permission to schedule the activity must be obtained from the Principal.

A student is to be in attendance at school the day of an activities or practices, field trips or academic contests. If the student is not at school before the beginning of 4<sup>th</sup> period the day of an activity/practice, and does not have an approved excused absence, he/she will not be allowed to participate in that activity/practice. Students who leave during the day because of an illness may not return at the end of the day for practice. The student may participate if the absence is excused by the Principal prior to the absence. Students who have the opportunity to participate in weekend activities and choose not to do so; will not be allowed to attend the next activity during school hours.

### Current Offerings:

Non-Athletic	Athletic
National Honor Society	Boys Basketball
Skills USA	Girls Basketball
Instrumental/Vocal Music	Football
Quiz Bowl	Girls & Boys Track
S-Club	Volleyball
Speech Team	
One Act Play	
Homecoming/Winter Ball/Prom	
FFA	
FBLA	

### Section 2 Academic Progress/Eligibility

All students must pass a minimum of 20 credit hours the previous semester of attendance according to State standards. Students in grades 7-12 failing two or more classes after the third week of the quarter will not be eligible to participate in any activities involving other schools until their grades in every class except one are at a passing level. Ineligible week is from the Tuesday following distribution of the academic status report through the following Monday. The student will be expected to improve the grade before report cards are received. The eligibility rule states that a student may not be failing the same class two consecutive weeks. The idea behind this approach is that a student will not continue to fail the same class week after week.

The counselor will compile a weekly academic status list to determine student activity eligibility (see activity handbook). Junior High students not out for the activity are to remain in class and not attend the activity (home or away) without sponsor and administrative approval. It is the student's responsibility to take the initiative to the extra help and to raise his/her grade to a passing level.

Beginning with the first semester after the 3<sup>rd</sup> week, parents will be notified of students doing work which the teacher feels is below their capabilities. Every quarter after that, the grace period will be the 2<sup>nd</sup> week. If the student is taking a new class second semester, the 3<sup>rd</sup> week grace period would apply. The eligibility list for the 2<sup>nd</sup> and 4<sup>th</sup> quarters will be based on the student's semester grade and not quarter grade. Students in grades 7-12 failing two or more classes after the third week of the first quarter will not be eligible to participate in any activities involving other schools until their grades in every class except one are at a passing level.

## ARTICLE 13 - EXTRA-CURRICULAR ACTIVITIES - ELIGIBILITY - OTHER INFORMATION

Students planning to attend a state or national convention/activity, must be eligible to attend such event at the registration deadline for that event.

Ineligible week is from the Tuesday following distribution of the academic status report through the following Monday. The student will be expected to improve the grade before report cards are received.

Any student who is ineligible at the end of each quarter will not be allowed to participate during the first week of the next quarter. Students who are ineligible may have to turn in their cell phone, headphones, earbuds, and other personal electronic devices to the office to help them focus on their school work.

### Section 3      **Illegal Drugs, Smoking, and Nicotine Products**

Student use or possession of illicit drugs, alcohol and/or tobacco products (ie. cigarettes, e-cigarettes, chewing tobacco) is unlawful, wrong, and harmful. Students' standards of conduct will be followed with the minimum prohibited conduct being:

1. Consumption of alcoholic beverages or the possession thereof
2. Using or the possession of illegal drugs or drug paraphernalia

Such violations must be reported in writing to the sponsor, athletic director and/or principal or appear in the court records of a newspaper or by admission of guilt by the student or by contact with law enforcement. All reports of violations, other than those in court records or from law enforcement, must be signed by the person reporting the violation.

After a reported violation, the sponsor of the activity involved, will discuss the violation with the student and/or his/her parent (s). If the student or parent(s) do not agree with the decision or action, he/she or parent(s) has the right to appeal. The due process procedure will be followed as outlined in the Student Handbook.

Any student found in violation of the listed infraction shall be subjected to the following disciplinary actions:

First Offense: \*14-day suspension from participation including at least one contest in each activity if the student admits to their violation by noon the following calendar day to the Principal or Athletic Director. If the student does not admit to the violation and is still found to have violated this policy, the suspension will be 42 days. The student shall have either option of receiving a 7-day suspension\* in lieu of the 14-day suspension by entering a school approved alcohol/drug/tobacco treatment program at their own expense. The student must show successful completion of an approved treatment program prior to reinstatement to activities. If at the end of the 7-day suspension period the student has not completed the approved program, the student will be reinstated as long as he/she continues and completes the approved treatment program. Students using the option of a treatment program will be required to continue practicing.

Second Offense: Suspended for nine weeks. This suspension is in addition to any suspensions received for first offense.

Third Offense and all subsequent offenses: Removal from all activities with no options available for one calendar year. Family counseling will be recommended.

- a. Any student suspended under the Activity Participation Code will forfeit any appointed or elected position for the remainder of the year.
- b. Awards: Students that violate this code will not be allowed to receive Conference honors. They will also not be allowed to receive a letter in the activity that they are participating.
- c. Any student caught or found guilty of the drug, alcohol and tobacco policy will be required to sit out a minimum of one contest/activity during the next activity/season in which they participate. If the violation occurs between season/activity, the student must sit out one contest of the next activity/sport they participate in.
- d. Any coach or sponsor may require additional standards which are applicable to a certain sport or activity, provided the standards are approved by the administration and the Board of Education, and are communicated in written form to the student and parents before the particular sport/activity season begins.

## **ARTICLE 13 - EXTRA-CURRICULAR ACTIVITIES - ELIGIBILITY - OTHER INFORMATION**

All offenses will accumulate throughout a students' high school career.

\*All suspensions will consist of consecutive calendar days beginning with the day the violation was reported and substantiated.

### **Section 4 Athletes Code of Ethics**

It is the duty of all concerned with school athletics to:

1. Emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
2. Stress the values derived from playing the game fairly.
3. Show cordial courtesy to visiting teams and officials. Remember, they are our guest and deserve to be treated as such.
4. Respect the integrity of and judgment of sports officials.
5. Achieve a thorough understanding and acceptance of the rules of the game.
6. Strive for victory through fair play according to the rules of the game.
7. Encourage leadership, use of initiative, and good judgment by players of the team.
8. Recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual participants.
9. Do everything possible to encourage enthusiasm for the game and courtesy and respect for the players, coaches, and fans.
10. Do everything within their power to make the entire athletic program something of which the community will always be proud.

### **Section 5 Procedure for Code of Conduct Violation**

1. If a coach/sponsor suspects or knows of a student involved in an infraction of training rules he/she should visit with the player in question concerning the infraction. If the coach/sponsor still feels that the student involved has broken an activity rule he/she may take it to the principal for further questioning. If the principal and the head coach/sponsor are convinced of the guilt of the student and feel they can prove guilt, the principal should inform the student of his/her suspension. The student may choose to appeal the decision to an appeals committee. The committee shall consist of all coaches/activity sponsors, athletic director, principal, and superintendent. The decision made by the principal and head coach/sponsor will be reviewed by the committee. Student(s) and or parent/guardian(s) will be given an opportunity to attend the committee review. The principal/coach/sponsor will be responsible for informing the student of the disciplinary action taken. Parents will also be notified in writing of the action taken.
2. The student or his/her parents may request that the school board review the committee's decision by sending the superintendent a written request for board review within five days after receiving the committee's written decision. The parents and student have the right to appear before the board to present any information which will assist the board in reviewing the committee's decision. The board's decision shall be final.
3. If the coaches/sponsors committee determines that a student should be suspended as provided in this Code of Conduct, that suspension will remain in effect and will not be delayed if the student or his/her parents elect to pursue the appeal process.

### **Section 6 Pre-practice Requirements**

All athletes must meet the following requirements before beginning practice:

1. Turn in a physical examination
2. Hand in the parent consent form
3. Turn in proof of insurance
4. Be cleared in previous sport

If any student is held out of practice or activity, due to injury or illness, they will need to have a doctor's note to return to participation.

## **ARTICLE 13 - EXTRA-CURRICULAR ACTIVITIES - ELIGIBILITY - OTHER INFORMATION**

### **Section 7 Length of Practice and Morning Practices**

All practices shall be limited to 2 ½ hours in length or not to exceed 6:30 p.m. Practice length is defined as all contact with athletes for that day. Due to only one gym during basketball season the following practice schedule will be followed: practices will be 2 ½ hours in length and are to be completed by 9:00 p.m., any deviation from these hours will need to be approved by the Athletic Director.

Morning practices for any activities may not begin prior to 6:00 a.m. and must be completed by 7:45 a.m.

### **Section 8 Missing Practice**

Participants are expected to be at all practices scheduled by the coach/sponsor. Should a participant not be able to attend a practice, they must contact the coach/sponsor in advance. Exception: When the participant is absent from school, they do not need to notify the coach/sponsor. However, most coaches/sponsors appreciate knowing the reason why the participant is absent from school.

All practices are important, not only to the individual, but to the group as a whole. In some cases, where a participant must miss practice when they are excused in advance, the participant may be required to also spend some extra time before or after regular practices to make up for the practice time lost. This is the only way which coaches/sponsors can help the individual regain skills which they missed out on because of the absence from practice. Unexcused absence and tardiness determined by the discretion of coaches or sponsors is not allowed. Violations will be handled at the discretion of the sponsor.

### **Section 9 Hours**

Participants will be home on school nights (Mon.-Thurs.) before 10:00 p.m., or within 30 minutes after the completion of a school sponsored activity, unless previously arranged with coaches or sponsors. Weekend hours (Fri.-Sun.) are arranged at the discretion of the coaches or sponsors with all participants being home by at least 12:00 (midnight) unless previously arranged with coaches or sponsors. Violation: minimum suspension for the next quarter or game (set), but must continue to practice.

### **Section 10 Church Night and Sunday Practices**

Ordinarily, there is to be absolutely NO scheduling of school activities on Wednesday evening. This allows the student to participate in the youth activity program in the church of his/her choice. Wednesday evening is commonly referred to as "church night". Students MUST be out of the building by 6:30 p.m. on "Church Night". Any deviation from the established procedure which is outlined above must be cleared through the Superintendent's office.

There will be no Sunday practices unless absolutely necessary or there is a contest scheduled for Monday. If Saturday and Sunday are options, then Saturday must be used. The Sunday practices are not mandatory, but voluntary. Sunday practices have to be approved by the Principal or Superintendent.

### **Section 11 Student Track Policy**

Students are allowed eight days each semester to be used for sickness, dentist or doctor appointments which cannot be scheduled after school or on Saturday (including funerals). They are NOT to be used as eight free days to take off and do as students wish. Once in a while we have a student who may abuse these days and then really gets sick for 2-3 days and goes over the eight-day limit. The student must then make up any time missed over the eight-day limit to assure he/she does not lose any credits.

It is our beliefs that if a student wants to miss a full day of school to attend a track meet; he/she should be on the track squad. Many times students feel that if they have four of their eight days left, they should be able to use these days to attend track meets. This was not the intent of the eight-day policy.

Our policy is that anyone not on the boys/girls track team will not be allowed to miss school to attend a track meet. There will be two exceptions. One exception is when a parent may want to take his/her child to a meet to watch another sibling

## **ARTICLE 13 - EXTRA-CURRICULAR ACTIVITIES - ELIGIBILITY - OTHER INFORMATION**

participate. In this case, the student may go only if the parent picks up the student and takes him/her to the track meet. Please do not send a note saying they may drive and meet a parent at the meet or ride with anyone else including another parent. The other exception involves the district track meet. For this meet only, students will be allowed to attend with a note or a phone call the day before to the office and may ride with anyone they want to the meet. They will not be allowed to leave before 10:00 a.m. Any student that is ineligible will not be allowed to attend the district track meet. Any student checking out of school on the day of a track meet and seen at the meet even after school has been dismissed will be counted as unexcused and will make up the time missed from school.

### **Section 12 Junior High Activities Policy**

Junior high students who are academically ineligible will not be allowed to attend practices or games, as part of the team, whether the contest is at home or on the road.

Secondary students are not to be dismissed to watch any home Junior High activity without prior approval of the administration. Any student failing a class will not be allowed to attend any Junior High activity (home or away). This will be determined by the weekly academic status report.

### **Section 13 Letters**

Students in grades 9 - 12 may obtain a music letter by:

1. Successfully completing the entire year.
2. Participating in all concert and contest performances.
3. Instrumental students must attend all of the pep band performances, unless an excused absence is granted.
4. Special cases will be considered by the music instructor and administration.

Varsity letter in football, volleyball, and basketball:

1. The student must successfully complete the season.
2. He/she must have competed in at least one-half of the total quarters/sets played.
3. Special cases will be considered by the coach and administration.

Varsity letter in track (boy and girl):

1. The student must successfully complete the season.
2. He/she must place first or second in a minor meet (dual or triangular).
3. He/she must score 6 points during the season.
4. All athletes must be academically eligible for 80% of all scheduled meets.
5. Special cases will be considered by the coach and administration.

Lettermen will be given a letter, and medal the first time they letter. Future letters will be awarded with only the bar. Certificates will be awarded each time the student letters.

### **Section 14 Concussions Return to Learn**

Sterling Public Schools will follow the guidelines set forth by the Nebraska Sports Concussion Network. The school's Concussion Management Team will meet about any student who has sustained a concussion and will individualize a plan for each student to return to the classroom.

### **Section 15 School Insurance**

School insurance envelopes for ordering are available in the school office. They need to be filled out and returned to the school office by the last Friday in August. The insurance covers all sports EXCEPT FOOTBALL.

### **Section 16 Sportsmanship, Attitude, and Insubordination**

Failure to comply with directions given by a coach or sponsor or to comply with proper attitude standards as assessed by coaches or sponsors; failure to display appropriate sportsmanship to opposing teams, fellow teammates, coaches, sponsors,

## ARTICLE 13 - EXTRA-CURRICULAR ACTIVITIES - ELIGIBILITY - OTHER INFORMATION

and fans are violations. Any violation(s) may result in suspension from contest or current activities according to sponsors, coaches, or administrative discretion.

### Section 17 Appearance

Participants will always be neat, clean, and well-groomed while participating. All participants will always take pride in their dress and appearance. No outlandish dress or attire will be permitted.

### Section 18 Field Trips

No 7-12 students will be able to attend a class field trip if ineligible or failing the class which is sponsoring the field trip or activity. The student will be required to do a project, paper, etc. assigned at the discretion of the teacher involved to replace missing the field trip.

If any trip or field trip is scheduled during the three-week free period of each quarter, the student must be passing the class in which the field trip or trip is for. After the three-week period the student must be eligible AND passing the class for which the field trip is for. In SkillsUSA, the student must be passing a Computer or Personal Finance class if not in an Industrial Technology class

### Section 19 Sterling School Boosters Organizations

All parents of students attending Sterling Public School are automatically members of the Sterling School Boosters Organization. This organization exists to support the activities of the school. Meetings are usually held once a month. The officers include a president, vice-president, secretary, and treasurer.

### Section 20 Activity Bus

Coaches/Sponsors will make the decisions on students riding the bus to and from the game/activity. A note from their parent/guardian will be required. Coaches/Sponsors decision is final.

### Section 21 Organization Events

The following organizations will sponsor the following functions:

StuCo/S-Club/Committee	Homecoming	Fall
Honor Society	Awards Night	Spring
Junior Class	Prom	Spring

### Section 22 Dances

All dances should be done prior to 12:00 a.m. Out of town dates have to be approved by the administration and under the age of 20.

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. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave. 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.

Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using prohibited substances or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted. 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.

PROM - Only students 9<sup>th</sup> grade and up, from any school, will be allowed to attend.

HOMEcomings - 7<sup>th</sup> and 8<sup>th</sup> graders from Sterling can only attend with a 9<sup>th</sup> through 12<sup>th</sup> date, from our school.

## ARTICLE 13 - EXTRA-CURRICULAR ACTIVITIES - ELIGIBILITY - OTHER INFORMATION

STUDENTS SHALL NOT BE ALLOWED TO LEAVE THE SCHOOL BUILDING DURING A SOCIAL ACTIVITY. ANY STUDENT LEAVING THE BUILDING DURING A SOCIAL ACTIVITY, WITHOUT SPONSOR PERMISSION, SHALL NOT BE ALLOWED TO RE-ENTER.

### Section 23 Dress Code for Dances

Formal attire is to be worn to Prom.

Semi-formal attire is to be worn to any other school sponsored dance. Semi-formal means no blue jeans, blue jean shorts, and clothing with holes in them. ANY EXCEPTIONS MUST BE APPROVED BY THE ADMINISTRATION.

## ARTICLE 14 - INSTRUCTION - CURRICULUM

### Section 1 Registration

Registration of classes for 7-12 students will be done in the spring of the school year. Students who have scheduling conflicts will have the first week of school to drop and add classes. If a schedule change is necessary, the proposed change must be approved by the Guidance Counselor and the Principal. All senior changes will be approved only after consulting the student's permanent record.

### Section 2 Curriculum

All students are required to register for eight (8) classes. Any changes in classes must be made within the first five (5) days in which that class is in session. No changes in classes may be made without referral through the Principal/Guidance Counselor. The Principal in turn will notify the teachers involved with the changes and will act upon a recommendation of teacher and/or parents, and/or students. Dropping a class after the deadline will result in a failing grade, unless special consideration is given by the Principal.

### Section 3 Requirements for Graduation

There are certain minimum requirements that must be met before a diploma may be awarded.

Students will not be awarded their diplomas until all bills are paid and any make-up time is completed. Other arrangements may be made upon administrative approval.

#### High School Graduation Requirements

1. Attendance: Eight Semesters of attendance are required in order to be considered for graduation. Exception to the eight semester requirement may be made in unusual circumstances and only with approval from the Board of Education.
2. Credit:
  - a. Students will earn a minimum of 240 credit hours in grades nine through twelve.
  - b. A credit hour is defined as the successful completion of a course which meets one period per week for one semester of at least eighteen weeks. Equivalent credit is to be awarded for courses or programs offered in other time patterns according to criteria prescribed by the North Central Association of Colleges and Secondary Schools.
  - c. Students must have attended Sterling Public School for at least the last 4 semesters in order to be considered for Valedictorian or Salutatorian.
3. Distribution of Credit – Credits required in the following areas:

English	40 hours
*Speech	5 hours
Social Studies	30 hours
Mathematics (9 <sup>th</sup> , 10 <sup>th</sup> & 11 <sup>th</sup> )	30 hours
Science (9 <sup>th</sup> , 10 <sup>th</sup> & 11 <sup>th</sup> )	30 hours
Health	5 hours

## ARTICLE 14 - INSTRUCTION - CURRICULUM

Physical Education	5 hours
Fine Arts (Art or Music)	10 hours
Career Education (Agriculture, Business or Industrial Technology)	10 hours
Computer Applications	5 hours
Elective Courses	70 hours

The following courses are required by all students with credit hours awarded to meet graduation requirements:

English 9, 10, 11, 12

\*Speech

American History, World History, American Government

Physical Science & Biology & must take a Science class during their Junior Year

Computer Applications

Algebra I or Applied Math I

Physical Education

Two semesters of Fine Arts (music or art)

\*Leadership for a full year will be allowed to be counted for the Speech Requirement.

Students must present evidence of twenty (20) hours of volunteer service completed prior to receiving their diploma. Volunteer service is defined as "unpaid, volunteer time served." Sterling schools will provide and maintain forms for the purpose of accounting.

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

In high school (9-12) a minimum of 80 semester hours per year is required unless special permission is given by the administration. The regular course load should be at least 6 subjects per day (in grades 9-12).

The Board of Education does reserve the right though, to consider a student for early graduation if a special situation warrants such action. NOTE: To be eligible for valedictorian or salutatorian of the senior class, a student must be in attendance two or more years within the Sterling High School. Graduation robes will be maroon, gold, or white.

To be eligible for graduation from high school, a student must have completed 220 credit hours. Of the 220 hours required for graduation, 170 hours of the following classes must be successfully completed:

Students with Special Needs - individual educational plans will be provided for those students who have a special need for a course commensurate with their abilities. Such programs shall provide for those with limited abilities as well as those with exceptional abilities. The professional staff will plan individual courses for students with special needs and will recommend the number of credits to be awarded, which are to be approved by the administration.

### Section 4 Grading System

The following grading system will be used for reporting progress to parents in all subjects.

4.0	A	93-100	3.5	B+	89-92
3.0	B	85-88	2.5	C+	81-84
2.0	C	77-80	1.5	D+	73-76
1.0	D	70-72	0.0	F	0-69

Teacher's Aide will be given credit on a Pass/Fail basis.

Physical Education, Music, and Teachers Aide are not included on the Honor Roll.

## ARTICLE 14 - INSTRUCTION - CURRICULUM

A grade of "I" will be recorded for work incomplete at the end of the quarter. If the incomplete work is not made up within ten (10) school days following the end of the quarter, a grade of zero will be recorded. Exceptions will be considered by the Principal.

Semester grades are derived from a combination of the two 9-week grades plus the semester exam, or equivalent. Semester grades are the only grades appearing on the permanent records and are recorded in percentage.

Questions about grades should be referred to the teacher responsible for giving the grade. Appeals will be handled by both student and teacher through the Principal.

**WARNING:** A student who, for any reason, is absent 6 (six) times from a semester course will be given a verbal warning and letter to parents that there has been excessive absence. At 10 (ten) absences the student will be given a verbal warning and a final letter will be mailed to parents notifying them of excessive absence and the policy concerning excessive absence.

### Section 5 Class Rankings and Grade Point Average

The official grade point average (GPA) of graduating students is based on a minimum of 8 semesters of studies in order to allow students sufficient opportunity for demonstrating achievement. Temporary GPA's will be sent to colleges and universities who request information for admission.

The official GPA will be furnished to post-secondary institutions upon request.

The district will name a Valedictorian based solely upon class rank. The Valedictorian shall be the student earning the highest **GPA, with enrollment in the following coursework: English – 40 credits including English IV and Speech, math and science – 70 credits including 1 year of chemistry and/or physics and 1 year of advanced math and/or pre. Cal./Calculus, foreign language – 20 credits, social sciences – 20 credits including American History and Government, and arts – 30 credits; also having a minimum of four semesters of enrollment in the district. The salutatorian shall be the student with the second highest class rank in the same criteria.**

Legal Reference: Neb. Statue 79-526

Cross Reference 507 Student Records

### Section 6 Failure of Required Courses for Grades 7-12

Any students in grades 7 and 8 shall be expected to pass core credit classes before progressing to the next level of that subject area. Core credits subject shall be Math, Science, Social Studies, and English. If a student does not receive credit, he/she will be given opportunities for credit recovery with the last option being repeating that core subject. All credit recovery will be approved by the Principal or Superintendent.

Any student in grades 9-12, who fails a required course, will take the class over. If there is a conflict in scheduling, or at the discretion of the administration, the student may acquire credits for the failed class from another source outside the classroom. These sources could be a correspondence/online class, night school, or summer school, must be preapproved by the administration. The administration will work with the students and their parent(s) to resolve this problem.

### Section 7 Summer School Eligibility Requirements

Summer school courses will be provided based on the class offerings through a computer or teacher directed program. Students who have failed a course in the current school year will be responsible for both the tuition and fees for enrollment. The school will pay for and retain all textbooks for future use. The timeline to have these courses completed will be an administrative decision, but in most circumstances the course will need to be completed and passed prior to the first day of school for the upcoming school year. Students will work at their own pace at their chosen location, but will have to have the test proctored by a school staff member at school. Prior arrangements for summer school must be made with support from the guidance counselor.

## ARTICLE 14 - INSTRUCTION - CURRICULUM

### Section 8 Reporting Periods

Report cards will be distributed to the students and parents four (4) times per year. These reports will usually be available during the week following the end of any quarter grading period.

The school will also e-mail weekly progress reports to parents of students who are not doing satisfactory work, or are in danger of receiving failing grades for that quarter. All teachers will send mid-quarter reports to parents of students in each class.

### Section 9 Teacher Certification

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teacher. Upon request, Sterling Schools will provide the following information to parents:

- The status of the professional qualifications of the students' classroom teacher in regard to licensing criteria for the grade levels and subject areas taught, as well as the baccalaureate and advanced degrees held, and the field of certification.
- Information concerning where a teacher is teaching under emergency or provisional status through which state qualifications have been waived, and timely notice if their child has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

### Section 10 Books and Supplies

Each student is responsible for textbooks and materials issued to him/her during the year. At the outset, teachers will check your text and note its condition. Should you lose or damage the book, the following will apply:

1. Lost book.....Replacement cost (minus depreciation)
2. Writing in book.....25 cents
3. Torn page(s).....50 cents
4. Missing pages or broken binding.....50 cents per page
5. Returned unusable.....Replacement cost (minus depreciation)

No charging will be permitted and all fines must be paid before report cards are given at the appropriate reporting period. Money collected from fines will be handed into the office.

### Section 11 Home Study

Each student is expected to spend some time on the preparation of studies outside of school hours. The amount of time needed depends upon the student's degree of efficiency. Since the capacity to learn varies, no definite limit can be set for the amount of home study needed except that required for completion of the assignments. If work cannot be completed in a reasonable time, the student should seek the help and advice of his teachers, or consult with the Principal and/or Guidance Counselor. If the student abides by these suggestions he/she should be successful in all his/her course work and happy with school in general.

### Section 12 Special Help

Students who are experiencing difficulty in their academic subjects may be advised to come in before or after school to receive individualized help. If a student is consistently listed on the weekly academic list, he/she may be requested to come in for the added academic help. Parents will be notified and their permission received prior to implementation of this procedure.

### Section 13 Guidance

Guidance services are available for every student in school. These services are intended to aid in development of individual programs best suited to potential and capabilities, as well as discussions of problems of any kind. Teachers will issue passes to see the Guidance Counselor during his office hours.

## ARTICLE 14 - INSTRUCTION - CURRICULUM

The Guidance Department was organized for the purpose of helping each student to adjust to his/her present learning environment, to enjoy all educational opportunities that meet his/her interests and learning capabilities, and to aid the student in becoming self-directed.

The Guidance Counselor, with the cooperation of all other faculty members, carries on the work of this department. Any student may contact the counselor for aid or advice in whatever problem he/she may face. Any faculty member may refer a student to the guidance department for necessary aid and advice.

### Section 14 How to See Your Counselor

If a student is seeking help from the school counselor, an appointment should be made with the counselor for the necessary meeting. Most meetings with the counselor should be made or scheduled during a study hall period if possible. Before school and after school are also good times for appointments with the guidance personnel.

Each year the guidance department will be giving different batteries of tests to the various classes in order to measure interest, achievement, aptitude and academic potential. The test results are used to help each individual student analyze his/her own potential and to help plan the progress of studies best suited to each student. These test results will become a part of the student's permanent record and will be available to the parents and the student for consultation purposes. The dates for these tests will be announced to those students who will take the test.

### Section 15 End of the School Year Checkout

The last week of school each student will receive ONE checkout slip from the Principal. After all books and materials are checked in to the teacher, the teacher will sign the check-out slip. The student must also get the signature of the Principal, head cook, and the office secretary before leaving school for the summer.

## ARTICLE 15 - STUDENT INTERNET AND COMPUTER ACCESS - BOARD OF EDUCATION POLICY #5037

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 e-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/mp4 sharing systems.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
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.

## ARTICLE 15 - STUDENT INTERNET AND COMPUTER ACCESS - BOARD OF EDUCATION POLICY #5037

8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
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 forge 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:
  - a. Loss of computer privileges;
  - b. Short-term suspension;
  - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
  - d. 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. Children's Online Privacy Protection Act (COPPA)

- A. 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.
- B. 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.

### Section 2 Notice to Parents

The Sterling School District wishes to offer your child limited access to the Internet and an electronic mail (e-mail) account. The Internet is a collection of thousands of interconnected computer networks. The vast amount of information contained within the Internet's libraries can provide valuable learning opportunities to students.

Establishing an e-mail address will allow your child to participate in distance learning activities, communicate with other students around the world, ask questions of and consult with experts, and locate specific material to meet the needs of educational projects.

If your child is a minor (under age 18), your authorization is needed before your child may use these resources. The attached regulations for student use of computers, technology and the Internet should be read carefully and understood by all Internet users. As parents/guardians, you should review it in detail with your children before they begin using the Internet and e-mail in their classroom.

## **ARTICLE 15 - STUDENT INTERNET AND COMPUTER ACCESS - BOARD OF EDUCATION POLICY #5037**

A filtering system is in place to prevent access to certain unacceptable sites on the Internet. However, it is important to understand that no solution is perfect and we cannot guarantee that students will only have access to educational materials. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child should follow. To that end, the School District supports and respects each family's right to decide whether or not to authorize Internet and e-mail access.

If you agree to allow your child to have Internet access and an e-mail address, sign the Acceptable Use Agreement (Appendix A) and return it to your school.

### **Title IX, Title VI, Section 504:**

**The Sterling Public School District does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. The following person(s) has/have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination: Dottie Heusman, Superintendent, 250 Main, Sterling, NE 68443 - (402) 866-4761.**

**ACCEPTABLE USE OF COMPUTERS AND NETWORKS - PARENT'S AGREEMENT 2018-2019**

**- Listed on Appendix C**

In order to make sure that all members of Sterling Public School community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Student Internet and Computer Access Policy #5037 adopted by Sterling Public Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Sterling Public Schools responsible for materials acquired or sent via the network.

I agree not to hold the Sterling Public Schools, any of its employees, or any institution providing network access to Sterling Public Schools responsible for the performance of the system or the content of any material accessed through it.

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use. Once signed, it will be applicable for the duration of a student's attendance at Sterling Public Schools.

**REQUEST TO WAIVE STUDENT FEES - 2018-2019**

**- Listed on Appendix C**

The Public Elementary and Secondary Student Fee Authorization Act of 2002 requires school districts waive any fees that the school district may impose on those students who qualify for free and reduced-price lunches under the United States Department of Agriculture child nutrition program. Refer to Board Policy #5045.

Free and Reduced School Meals forms will be mailed to every family at the beginning of August each school year and are available in the school office or on the school website: [www.sterlingjets.org](http://www.sterlingjets.org).

Fee Waiver forms, to request that certain fees or costs of material for items or projects be waived, are available in the school office or on the school website: [www.sterlingjets.org](http://www.sterlingjets.org).

Waiver forms must be submitted **prior** to the time of the event.

**APPENDIX A - 2018-2019**  
**PARENTAL ACKNOWLEDGMENT**

I hereby acknowledge with my signature that

\_\_\_\_\_ has reviewed the student/activity handbook.

*Name of Student*

Signature of Parent/Guardian \_\_\_\_\_

Date: \_\_\_\_\_

**JUNIOR & SENIOR PARENTS ONLY**

We, the parents/guardians, of \_\_\_\_\_, choose not to have our son/daughter name released to Military recruiters.

Signature of Parent/Guardian \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX B - 2018-2019**

**STERLING PUBLIC SCHOOL FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (1974)**

According to the Family Educational Rights & Privacy Act, Sterling School is required to inform parents/legal guardians that standard information in regard to your child can be published unless you wish to restrict information. Examples of publication include district music/sports programs, honor roll, bulletin boards, newspapers, newsletters, student directories, websites, award listings, and birthday/valentine lists. In addition, the press often covers special school events for the newspaper, television or website. If you choose to restrict your child's name or likeness, they will not be included in press coverage or publications, per Board Policy #5017.

If you do not wish to have your child's information released, you may check and sign the exclusion form below and return it to the school your child attends. ***This form will be placed in the student's file and be in effect for the duration of your child's attendance at Sterling Public School.*** It will be up to the parent to contact the school building to redirect any of the items from the preference you have marked below. Thanks for your partnership in your child's education.

It is important to note that Sterling School makes every effort to safeguard the privacy of our students. We do not release student information for unofficial business. If this form is not returned, your student will be placed in the NO RESTRICTIONS category.

**PLEASE PUT AN X IN FRONT OF ONE OF THE FOLLOWING CHOICES:**

A. No Restrictions: I do not wish to restrict the release of any directory information about my child and hereby give consent for publication of the below mentioned items.

B. Restrictions: I hereby direct the school district **NOT TO RELEASE** the following directory information concerning my child:

**--Student Name/Home Address/Telephone Number/Birth date** Restriction will exclude your child from class lists, music or sports programs, newsletter, newspapers, Valentine and birthday lists, bulletin boards, honor roll, award listings, student directories, scholarship listings, graduation listings, etc.

**--Student Photo or Video Release** Restrictions will exclude your child from television, newsletter, newspaper, or website coverage of school events, field trips and classroom activities. (Does not include yearbook or photo ID)

**--Student Work Display** Restriction will exclude your child's schoolwork or art from being posted on the web, published in the paper or on television, and District 33 school displays at public buildings.

Name of Student(s)

_____	Grade _____
_____	Grade _____
_____	Grade _____
_____	Grade _____
_____	Grade _____
_____	Grade _____

No Restrictions       Restrictions

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX C - 2018-2019**

**ACKNOWLEDGMENT OF RECEIPT - STUDENT'S AGREEMENT**

This receipt shall serve to demonstrate that you as parents or guardians of a student attending Sterling Public School, District No. 33 have received notice of the standards of conduct of this district exacted of students concerning the absolute prohibition against the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities as described in board policy or administrative regulations. This notice is being provided to you pursuant to P.L. 101-226 and 34 C.F.R. part 86, both federal legal requirements for the district to obtain any federal assistance. Your signature on this receipt acknowledges that you and your child or children who are students attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any such student.

We are aware of the program offered by the Sterling Public School. We realize the need for the school to provide supervision of students. We have read the rules and regulations adopted by the Board of Education as part of the supervision to help the students successfully complete the program. We have no questions about the adopted rules and regulations (Board policies) at this time.

**We have read and understand the above policies.**

Signature of Student \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date: \_\_\_\_\_

**SCHOOL YEAR: 2018-2019**

**PLEASE SIGN AND RETURN TO SCHOOL BY AUG 31, 2018**

**Page 41-44**

**ACCEPTABLE USE OF COMPUTERS AND NETWORKS - PARENT'S AGREEMENT 2018-2019**

**Page 44**

**REQUEST TO WAIVE STUDENT FEES**

## **STERLING 1-1 LAPTOP ACCEPTABLE USE POLICY 2018-2019**

The policies, procedures and information within this document apply to all laptops used at Sterling Public Schools, including any device considered by the administration to come under this policy. Teachers may set additional requirements for computer use in their classroom.

### **A. DISTRIBUTION AND COLLECTION OF LAPTOPS**

Laptops will be distributed to all students grades 7-12 after the student and parent(s) are oriented on the operation of and rules and regulations of the user of student laptops. Additionally, parents and students must sign and return the "Laptop Computer Protection Plan" and "Acceptable Technology User Agreement Guidelines" before the laptop can be issued to their child. All parents and students are required to meet with administration prior to the laptop being issued to the student. Laptops will be collected at the end of each school year for the entire summer. Maintenance, cleaning and software installation will be done at this time. Students will retain their original laptop each school year while enrolled at Sterling Public Schools. However, laptops will be restored to their original conditions, on an "as needed" basis. Students will need to backup any files they want to keep.

The Sterling Schools will charge a \$50 per year fee for laptop use by the student. This fee will be paid before a laptop is allowed to leave the schoolhouse. This fee is to cover the cost of repairs and is a way to defray costs to students and parents. If your student qualifies as free and reduced, please make arrangements with the principal for a reduced enrollment fee and/or for a payment plan option.

### **B. CARE OF LAPTOPS**

Students are responsible for the general care of the laptop they have been issued by the school. In addition to providing students with expanded learning opportunities, teaching students responsibility is also at the core of this initiative. Laptops that are broken or fail to work properly must be taken to the principal or technology coordinator.

#### **General Precautions**

- No food or drink allowed next to your laptop.
- Cord, cables, and removable storage devices must be inserted and removed carefully from the laptop.
- Students must never loan their laptop to anyone including family members.
- Laptops must remain in an "as received" condition, free of any writing, drawing, stickers, labels or other markings that are not the property of the Sterling Public Schools.
- Laptops must never be left in a car, bus, any vehicle, any unsupervised area, or in locations of extreme heat or cold.
- Students should never carry their laptops while the screen is open.

#### **Carrying Laptops**

- Laptops should be in the protective case AT ALL TIMES! But also when transported (such as moving from room to room). The case should NEVER be removed!
- The laptop must be turned off or in sleep mode.

#### **Screen Care**

The laptop screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not put any type of pressure on the laptop
- Do not pick the laptop up by the screen.
- Do not place the laptop in an unpadded or unprotected bag.
- Do not poke, scratch, draw on, or place magnets near the screen.
- Do not place anything on the keyboard before closing the lid (i.e. pens, pencils, or discs).
- Clean the screen with a soft, dry, antistatic or microfiber cloth or screen cleaning pad.

#### **Laptop Damage Reimbursement by Student/Parents**

Damage to the computer for any reason is the responsibility of the student/parent(s) as follows:

- 1st incident -- 10% student/parent cost of repair
- 2nd incident -- 50% student/parent cost of repair
- 3rd incident -- 100% student/parent cost of repair

**If the student intentionally damages the laptop, the student/parent will be responsible for 100% of damage**

- Repairs will be determined and made by the Sterling Public Schools at a certified repair specialist.

**C. USING YOUR LAPTOP AT SCHOOL**

Laptops are required for use at school each day. Teacher activities, school messages, announcements, calendars, schedules, and assignments will be accessed using the laptop computer. Students will be responsible for bringing their laptop to all classes, unless specifically instructed not to do so by their teacher. Students are encouraged to take laptops home for educational use provided that parents have given permission.

**Laptops Left at Home**

Students leaving their laptops at home will have consequences as determined by each classroom teacher. Students will not be issued a loaner laptop for temporary use.

**Laptop Undergoing Repair**

Loaner laptops may be issued to students when they leave their laptops for repair. This will be at the discretion of the administration and/or technology coordinator.

**Laptop Battery Issues**

It is the student's responsibility to see that their laptop is charged adequately for the next school day. Failure to act responsibly with regard to ensuring battery charge will result in academic consequences as determined by each classroom teacher; students will not be issued a loaner laptop for temporary use. Ideally, students would leave their charger at home and charge their laptop every night at home.

**Laptops Left in Unsupervised Areas**

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, cafeteria, gymnasiums, locker rooms, library, classrooms, and hallways. Any computer left in these areas is in danger of being stolen. Unsupervised laptops may be confiscated by staff and taken to the Office. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

**Default Settings**

The district laptops are preset to optimal settings and standards. Any changes to the settings including the operating systems, BIOS, or hardware settings is prohibited and may result in disciplinary action.

**Storing Your Laptop**

When students are not monitoring laptops, they should be stored in their lockers. Nothing should be placed on top of the laptop when stored in the locker. Students are encouraged to take their laptops home every day after school, regardless of whether or not they are needed. Laptops should not be stored in a student's vehicle at school or at home.

**D. MANAGING FILES, SAVING FILES, PRINTING**

Individual laptops will be used to store student work. Students will be logging on the Sterling Public Schools network to back-up their work, to place documents in specific folders, and accessing assignments. School district employees will not configure laptops for home printing. Only school-related material may be placed on the server for backup purpose.

**E. LAPTOP SOFTWARE**

**Applications Software**

The software originally installed by SPS must remain on the laptop in unaltered condition. From time to time the school may add software applications in a particular course which may have to be deleted at the completion of the course.

**Virus Protection**

The laptop has antivirus protection software. Do not install other antivirus programs as they may conflict with the school's software.

**Filtering Software**

Software programs have been installed to filter inappropriate internet content while the student's laptop is used at school, or anywhere off campus. That filtering software will record websites that students visit while they are using their laptops. Any attempt to circumvent the filter will be grounds for serious consequences.

### **Inspection**

Computers remain the property of the school district whether at school or home, and may be inspected by school staff either directly or remotely at any time. The school has software that allows for remote monitoring of, access to, and control of school laptops. Computers may be confiscated at any time for maintenance or violation checks.

### **Screensavers**

- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

### **Sound**

Sound must be muted at all times unless permission is obtained from the teacher.

### **Personalization**

Any media deemed inappropriate by staff may not be used as a background photo or to personalize the laptop or the protective case given by the school that is attached to the laptop. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures are prohibited and will result in actions as detailed in the student handbook. Students may not use stickers, marker, paint etc. to personalize their laptop itself. Students may decorate the snap-on case that is provided by the school. If the student does NOT elect to purchase the device when they graduate or if they leave the district at any time before graduation, they will be charged a \$20 cleaning fee if the snap-on case provided by the school is NOT free of personalization.

### **Printing**

Printing may only be done at the direction of the teacher. Printing should be kept to a minimum as teaching strategies will facilitate digital copies of homework. Students will only be able to print with the assistance of a teacher who will log into the printer to retrieve the student items they wish to print.

### **Procedures for Reloading Software**

If technical difficulties occur or illegal software is discovered, technology staff will re-image the student laptop. If imaging is necessary, students may be assessed the cost of that repair. The school does not accept responsibility for the loss of any software deleted due to reformatting or imaging.

### **Software Upgrades**

Upgrade versions of licensed software may be necessary from time to time. Students will be instructed of what, if any, action will be required to complete the upgrades.

### **Non-Supported Software**

Only software provided by SPS will be supported. Software installed by students, will be done at their own risk and will not be supported by the school. Students may be responsible for any cost to image the laptop or damage done by software.

## **F. ACCEPTABLE USE POLICY**

### **Educational Purposes Only**

The Sterling Public School District is providing access to its computer network and the internet for educational purposes only.

### **Unacceptable Uses of Network**

Among the uses that are considered unacceptable and which constitute a violation of the policy are the following (But not limited to):

1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; viewing, selling or promotion of substance or inappropriate material prohibited by the school; intrude into the networks or computers or others; and download or transmit confidential, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. Uses that cause harm to others or damage to their property.
3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.

### **Academic Integrity Policy**

The Academic Integrity Policy of Sterling Public Schools is outlined in the Parent-Student Handbook and explains matters related to academic work and honesty. If academic misconduct occurs, sanctions will be imposed against the student according to the policy established in the Parent-Student Handbook.

### **Failing and Ineligible Students**

Students that are on the Ineligible List may be required to follow additional usage rules.

1. If a student is on the Ineligible List, they may be required to check their laptop in the office during the school day.
2. If a student is on the Ineligible List they may not be required to use other personal electronic devices or headphones, earbuds, etc.

### **Net Etiquette**

All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses, which may be offensive to others.
3. Don't assume that a sender of email is giving his or her permission for you to forward or redistribute the message to third parties or to give his or her email address to third parties. Forwarding email without permission is a copyright violation.
4. Be considerate when sending attachments with email. Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

## **G. INTERNET SAFETY**

### **General Warning: Individual Responsibility of Parents and Users**

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials, inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and internet and stay away from these sites.

### **Personal Safety**

Users are always cautioned to be safe. Users should not reveal personal information such as home address or telephone number. Users should not divulge real last names or any other information which might allow a person to locate the user. Students should not, under any circumstances, arrange a face-to-face meeting with someone they "meet" on the computer network or the Internet without their parent's permission.

### **Privacy and Safety**

Do not go into chat rooms or send chain letters without permission. 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 to other people.

### **Confidentiality of Student Information**

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian, or if the student is over 18 years of age, the permission of the student himself or herself.

### **Filtering / Monitoring Measures**

Sterling Public Schools will utilize filtering software in an attempt to prevent students from access to Internet sites that are obscene, pornography, or harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to help ensure that students are not accessing such depictions or any other material that is inappropriate for minors. Internet filtering software or other technology based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of research or other education projects being conducted by students.

### **Student Email**

Students in need of email for academic reasons will be allowed email through an address assigned by the district.

- 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.
- Students should maintain high integrity with regard to email content.
- No private chatting or email during class without permission.
- Sterling Public School email is subject to inspection by the school.

#### **H. PRIVACY**

Network and Internet access is provided as a tool for the education of every student. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District, and no user shall have any expectation of privacy regarding such materials. This includes the schools' laptops while used outside the school setting.

#### **I. FAILURE TO FOLLOW POLICY**

The use of the district's computer network and internet access is a privilege, not a right. Sterling Public Schools has a zero tolerance policy on computer violations. Students who are not responsible digital citizens could receive the following consequences:

- a recommendation of counseling
- restricting the internet
- loss of the laptop
- the district may also take other disciplinary action as deemed necessary

Computer activity will be monitored by the technology coordinator, principal, counselor, superintendent and teachers. If the student has attempted to access pornography or other inappropriate activity, as determined by the principal, the student will lose internet or computer privileges for the remainder of the school year. If the event occurs in the final quarter of the school year, the student's internet or computer privileges will be removed from the first semester of the following school year.

**LAPTOP CONSENT FORM 2018-2019**

**Student Expectations / Property of Sterling Public Schools / User agrees to abide by Federal/State/Local Laws**

- I understand that the MacBook/Bytespeed issued to me belongs to the Sterling School District and that the district has provided it to me only for my educational use.
- I understand that nothing I access, create, or store on the MacBook/Bytespeed is private. The computer may be examined by school staff at any time and without notice to me or my parents.
- The MacBook/Bytespeed is assigned to me and is ALWAYS my responsibility.
- I will use the MacBook/Bytespeed as instructed by teachers, staff or parents.
- I will not bypass or change the MacBook/Bytespeed management settings or network management settings.
- I will come to school with the MacBook/Bytespeed fully charged and in its case every day.
- I will always carry the MacBook/Bytespeed with the lid closed and in the snap-on case provided.
- I will protect the MacBook/Bytespeed from food or beverage spills.
- I will follow all copyright laws while using the MacBook/Bytespeed.
- I understand that everything I post online may be accessed FOREVER.
- I will not remove or alter any markings identifying the laptop as school property.
- I understand that if I violate any of the rules listed above, my technology privileges may be taken away.
- Every effort will be made to filter internet sites off-site, but the **parent understands that they take full responsibility to monitor student** use while at home.

**Laptop Damage Reimbursement by Students/Parents**

Damage to the computer for any reason is the responsibility of the student/parent(s) as follows:

- 1st incident -- 10% student/parent repair cost
- 2nd incident -- 50% student/parent repair cost
- 3rd incident -- 100% student/parent repair cost
- **Intentional damage to the laptop, the student/parent will be responsible for 100% of damage.**
  - Repairs will be determined and made by the Sterling Public Schools through a certified repair specialist.

I, \_\_\_\_\_ (print student name) received a copy of the Acceptable Use Policy and have thoroughly read the guidelines established for Sterling Public Schools (also outlined in the student handbook). I agree to abide by these established guidelines and conditions for the use of the facilities of Sterling Public Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken. I agree not to hold Sterling Public Schools, any of its employees, or any institution providing network access to Sterling Public Schools responsible for the performance of the system or the content of any material accessed through it.

Signature of Student \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_ (print parent name) received a copy of the Acceptable Use Policy and have thoroughly read the guidelines established for Sterling Public Schools (also outlined in the student handbook). I agree to support these established guidelines.

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

MacBook/Bytespeed Serial # \_\_\_\_\_

Sterling Serial # \_\_\_\_\_

Charging Cord Serial # \_\_\_\_\_

\$50 Non-refundable Deposit Check # \_\_\_\_\_ or Cash \_\_\_\_\_

# STERLING EARLY CHILDHOOD PROGRAM

## PARENT HANDBOOK



## **Sterling Early Childhood Program**

### **GOAL**

The goal of the Sterling Early Childhood Program is to provide high quality early childhood education in a positive and nurturing environment for all children. This inclusive preschool program serves children of all races, ethnicities, and abilities whose parents desire a preschool experience for their child. District 33 does not discriminate on the basis of race, color, national origin, sex, marital status, age or handicap in admission or access to, or treatment of, or employment in its programs and activities. All information is confidential. Preschool serves as the first step to help your child grow into a life-long learner and responsible citizen.



# **Sterling Early Childhood Program**

## **Who may attend?**

- \*Children who are eligible for kindergarten may not attend Sterling Early Childhood Program.
- \*Sterling Pre-Kindergarten pre-registration is open to all 3 and 4-year-old children. The Sterling Board of Education determines entrance criterion annually.

## **Where is Sterling Early Childhood located?**

250 Main Street, Sterling.

## **When is Preschool?**

Classes are held 5 days per week for a minimum of 450 hours over the school yr.  
We have one session: 8:00 – 3:37. Families may request half-day for their child.  
We may not be able to honor all or any parent requests.

## **What will my child learn?**

The Sterling Early Childhood program uses Creative Curriculum, a curriculum that is developmentally appropriate, that addresses all areas of development, and is aligned with the standards for learning set by District 33 and the Nebraska Early Learning Guidelines.

We measure the quality of our program through self-assessment procedures using the Early Childhood Environment Rating Scale as well as independent evaluations, completed by the Nebraska Department of Education.

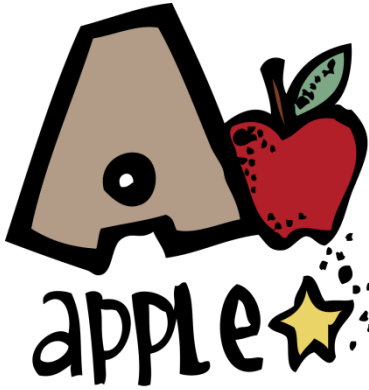
We will measure child outcomes and progress using Teaching Strategies GOLD, an authentic measure that uses daily observations of children, which are used to guide your child's learning.

## **What services does the Sterling Early Childhood Program provide?**

Each class is taught by a teacher who is certified to teach young children and to provide special education services. Support to the teacher and the children is provided by one paraprofessional and other support staff which includes but is not limited to supervisors, elementary principal, superintendent, special education providers, speech language pathologist, occupational therapist, district special education director, and a school psychologist.

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**ABSENCES** - If your child is absent or ill, it is necessary for you to **call 402-886-4761 ext. 100** and inform us of your child's absence and the reason for it. The secretary at this number will let the Early Childhood teacher know your child will be gone. This is for your child's safety. If a child must leave early for a doctor's appointment, go to the office to sign him/her out and the secretary will call him/her to the office.

If your child is not in preschool and the teacher has not been informed of the absence, school personnel will make a reasonable effort to contact the parents or emergency contacts to ensure that your child is safe and where they are supposed to be.

If a child needs to leave early or come late, they need to be signed in or out at the office. Children will then be dropped off or picked up in the office. All half-day children will be picked up in the office.

### **ARRIVAL AND DEPARTURE TIMES**

Full Day—8:00 a.m.- 3:37 p.m.  
Half-Day—8:00 a.m.-12:00 p.m.

**ATTENDANCE** — A key factor in making each child's school experience a success is regular school attendance. However, attendance for our preschool program is not mandatory. Parents/guardians should notify the school before or as early as possible on the morning of the child's absence or late arrival.



**BIRTHDAYS** - Birthdays are special occasions for young children. We will do special, in class, celebrations for each child on his/her birthday. Party invitations will not be allowed to be handed out in school unless they are for the entire class. Birthday treats, if sent, must be purchased and not homemade.

**BIRTH CERTIFICATES** – A certified copy of your child's birth certificate is required to be provided to the school within the first week of class. A copy will be made and the certified copy will be returned to you. Failure to provide this document will lead to your child not being allowed to continue their enrollment in the program.



**CALENDAR** - A calendar has been developed that has all of the important dates for the Early Childhood Program. Any changes to the calendar will be communicated with parents throughout the year.

**CLOTHING** - Your child will spend a great deal of each day on the floor inside, playing outside, painting, and just being very active. Please dress your child for this type of activity each day. Flip-flops aren't allowed during preschool for safety reasons. If you wish, a pair of tennis shoes can be kept at school for your child to change into for the day.

We will play outside each day unless there is precipitation falling, or the temperature is dangerously hot or cold. Your child will need snow boots that he/she can easily pull on and off, shoes to change back into, warm clothing, hats, and mittens when winter arrives. We would ask that you send some type of jacket each day in the fall and spring so your child is prepared for outdoor time.

We know accidents happen to all children. With this in mind we would ask that you send an extra change of clothes to be kept in his/her cubby at school. The wet clothing will be sent home in a plastic bag in your child's backpack. Please replace the change of clothes the following school day.

**CONFERENCES** - Parent/Teacher conferences are held at school twice per year. Conferences are held in the Fall and Spring. The school will send home notes to let you know when your conference is scheduled. We will discuss your child's accomplishments, strengths, and overall progress. Please feel free to schedule additional conferences at any time throughout the year if the need arises.



**DISCIPLINE** - Our classroom is a small community where teamwork and good relationships are expected. We will spend time learning class procedures and practicing them. Each child is expected to act within our standards of behavior. To establish good order and help the children learn self-control, they will be guided to respect themselves and their companions through specific directions, positive reinforcement, suggested new activities, and responsible actions.

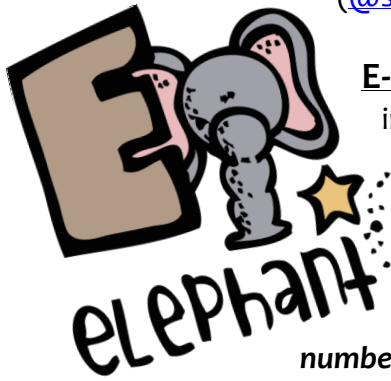
We will talk about what this rule means and what we need to do to follow the above rule. Children who have troubles following this rule will have natural consequences for their behavior.

We will work to establish a relationship with you so that we can call and let you know what is occurring with your child.

**DISMISSAL** — If your child is not picked up after class has dismissed, efforts will be made to contact the parent, or emergency contacts. Children will not be released to people that are not on your child's emergency contact sheet. If the person is unknown to staff, he/she will be asked to show identification. **It is VERY important that the preschool teachers and the office have current phone numbers of parents and emergency contacts.**

**DISTRICT 33 ALERTS-** To provide you the best in school communication for school activities and important school messages, District 33 utilizes Power School and an Automated Messaging Service. Refer to handout on page 20.

If you would like to follow us on Facebook, please visit the following building's Facebook pages: STERLING PUBLIC SCHOOLS ([@spsjets](#)) and STERLING PUBLIC SCHOOLS- PRE-KINDERGARTEN ([@sterlingpublicschoolsapk](#)).



**E-MAIL** - You can contact your child's teacher via their email address: (first initial.last name@sterlingpublicschools.com) which is checked on a daily basis. If you need to discuss something urgent, please call the school or send a note.

**EMERGENCY INFORMATION** - Please update emergency contacts promptly. *If your home or work phone number changes, or your contact numbers change, PLEASE inform the office as soon as possible so you can be located quickly if an emergency occurs.*

**EMERGENCY CLOSINGS** -When school is closed, starts late, or closes early because of inclement weather, information will be shared through the following sources:

- Alert Solutions - phone call, email, or text message from school
- School Webpage and School Facebook page
- KLKN TV - Channel 8 in Lincoln
- KOLN TV - Channel 10/11 in Lincoln
- KETV - Channel 7 in Omaha



**FAMILY** - Families play the central role in their child's development. Engaging families into their child's preschool experience is essential to maximize learning. We will strive to actively partner with parents and guardians. There will be many opportunities for families to work with their preschooler throughout the year. Some ways that we like to build the family-school relationship include but are not limited to the following:

- Communication—we will communicate with you via notes, e-mails, phone calls and conversations.
- Family activities—flyers will be sent home throughout the year to inform you of family activities that will happen at school.
- Early Childhood Advisory Committee - a group of parents collaborate with preschool staff and community providers that meet together and discuss current preschool happenings and events that are relevant to EEC. Two meetings are held each year.

**FIRE DRILLS** - Fire drills are held on a monthly basis throughout the year. All children will participate and are expected to exit quickly and quietly to their designated exit. We will practice and become familiar with procedures before our first scheduled drill. Sometimes these drills cause anxiety for kids, so we spend a lot of time talking about why we do fire drills. We learn that we do them so that we are safe in case there is a real fire.

**FIELD TRIPS** - The Pre-Kindergarten children will have field trips to various points of interest throughout the year. A permission slip with trip information is included on the registration form. Please sign and return this slip promptly.

Parents are invited to help with supervision on these trips as needed. Field trips are special times for the children. Having a parent or family member go along makes it even more special. We ask that younger siblings not attend the trip with the preschool child and parent.

**FOOD ALLERGY** - If a child has identified food or drink allergies, or medical conditions that require a modification in diet, the school may provide food and drink that takes this into account. For the school to provide dietary substitutions in snacks, a doctor's note is required stating the allergy or dietary requirements.



**HEALTH** - Health conditions that could affect your child's safety or well-being at school may be shared with school staff on a need-to-know basis. Examples of health issues that could be shared include diabetes, seizures, peanut allergy, asthma and medications that might have a side effect at school (drowsiness, behavioral changes).

If you do not want Sterling Elementary to share your child's health conditions with school staff without prior written consent you must notify the building principal or his/her designee.

Normal good health practices should be used at all times. The school's goal is to keep your child in school while not putting other children at risk. Children feeling uncomfortable or not well to the extent that the child is unable to accomplish normal activities should not be in school.

First aid will be administered by school personnel with first-aid training whenever possible. If a serious illness or injury takes place at school, the parents will be notified. The Rescue Squad will be called upon parents' request for transportation of a child with a serious injury or illness or if the school believes it is a serious injury.

Children that are ill will not be sent home alone or without parent notification. It is the parents' responsibility to assume the care for their child and make arrangements for care in their absence. If a parent cannot be reached at home or work, the child's emergency contact person will be contacted to assume responsibility. When parents or contacts cannot be reached, the child will be isolated and made as comfortable as possible. Children with health concerns should be evaluated individually to determine if school attendance is appropriate.

The following Nebraska State Health Guidelines will be used:

- Children with a temperature of 100 degrees or more should not be in school. A child may not return until they have been without fever without medication for 24 hours.
- Children with serious communicable/infectious diseases must have a doctor's permission slip to return to school in accordance with State Health Guidelines.

Diseases included are:

- Hepatitis A
  - Tuberculosis
  - Measles
  - Mumps
  - Rubella
- Children with chicken pox will be excluded from school for no less than 6 days (day of onset of specific symptoms is counted as day "0", the day after is day "1") after the appearance of the first crop of vesicles, and the child is without fever and the vesicles are dry.
  - Children with some communicable/infectious diseases cannot remain in school.  
Examples of these diseases are:
    - Streptococcal Infections (strep throat, scar Latina)
    - Pinkeye (conjunctivitis)
    - Scabies

A minimum of 24 hours exclusion and proof of treatment will be required before a child having this type of disease can attend school.

- Children with some diseases must have a doctor's permission slip or evidence of treatment (proof of medication) to re-enter school.

Examples of these diseases include:

- Impetigo
  - Ringworm
- Head Lice, Nits, and Bed Bugs – Children identified as having head lice, nits, and/or bed bugs will be excluded from school and not permitted to ride the bus until they receive appropriate and successful treatment. They will not be permitted to return to school or ride the bus until the district finds that no live lice, nits, and/or bed bugs are detected.
  - Children with an unidentified rash who are without fever (under 100 degrees) and feeling well, may stay in school. When a rash is observed, parents must be notified of the rash. Rashes persisting longer than 3 days require proof of medical evaluation. Some rashes may require immediate exclusion and proof of medical evaluation.
  - Children will be sent home if they are vomiting or have diarrhea regardless of whether or not they have a temperature elevation. A child may not return to school until 24 hours symptom free.
  - In the event it becomes known that a child is infected with a chronic infectious disease not commonly associated with casual transmittal (i.e. hepatitis, rheumatic fever, mononucleosis and HIV) and any changes in the education program of a child is needed, this will be handled on a case-by-case basis, relying on the best scientific and medical advice available.



**ILLNESS** - The question of when to keep your child home from school is often a difficult one, especially when decisions must be made first thing in the morning. It is important, however, to keep your child home if he/she is ill. This helps to make them more comfortable and prevents others from becoming ill. Children function more effectively in the classroom when they are healthy. Please remember that your child may not come to school with a temperature. Children may not come back to school until he/she has been fever free, without medications, for 24 hours. Please see health issues listed – Page 8.

**Immunizations** - Children in Nebraska may only enroll in and attend school if they are protected against communicable diseases and conditions such as measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, and tetanus, by immunization prior to enrollment (Revised Statute, Chapter 79-217). The following are the vaccines children need prior to attending preschool for the 2017-2018 school year:

- 4 doses of DTaP, DTP, or DT vaccine,
- 3 doses of Polio vaccine,
- 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age (Hib not required after child reaches 5 yrs. of age),
- 3 doses of pediatric Hepatitis B vaccine,
- 1 dose of MMR or MMRV given on or after 12 months of age,
- 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age, written documentation (including year) of varicella disease from parent, guardian or health care provider will be accepted.
- 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age (Pneumococcal not required after child reaches 5 years of age).



**LIBRARY TIME** – Children will have library one time per week where they will have story time and be able to check out a book. It's important for the book to be returned each week.



**MANDATORY REPORTERS** - The law requires that every member on staff at the Sterling Early Childhood Program report any sign of child abuse or neglect. This includes proper safety restraints, or leaving younger children in vehicles while picking up your preschooler. If staff sees abuse or neglect they are required under state law to report.

**MEDICATIONS** – Medication products will be used at the discretion of trained personnel. - Over the counter medication products may be used in the school office for personal hygiene, skin care, first aid, or for therapeutic purposes. These products may be used without specific consent and are provided by the school.

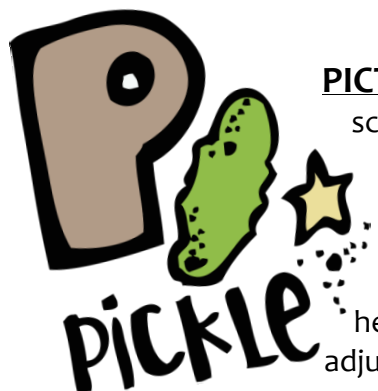


**NEWSLETTER** - Newsletters will be sent home electronically or in paper to keep families informed about what is happening in class. The school also provides a monthly newsletter to all parents.



**OH, WOW!!!!** - You will be constantly amazed at the changes your child will be making this year. We will be learning and growing DAILY! Preschool is the key to kicking off your child’s learning career. It is the year all of their learning beliefs are set in stone. Please help us in making this a very fun, beneficial, exciting, and positive year!

**OUTSIDE** - Children will go outside as long as the weather is appropriate for outdoor play. Please make sure your child has appropriate clothing for cold and warm weather play (coats, ear/head covering, mittens or gloves, and boots when necessary).



**PICTURES** - Sterling Elementary contracts annually to have pictures taken of school children early in the school year. Information regarding prices, times and dates are distributed by notes from the school.

**PRESCRIPTION MEDICATIONS** - The administration of medication at school is strongly discouraged except when necessary for the child’s health or education. The dosage intervals of many medications can be adjusted so the times for taking medication come outside school hours. When

possible, interval adjustment should be considered before administering medication at school. All medications administered by school district personnel shall be administered in accordance with Medication Aide Act. (Board Policy 6815)

- A. **Authorization for Prescription Medications** - Prescription medications which must be administered during school hours may be administered when the following are on file at school:
  1. A caretaker’s signed and dated authorization/permission to administer the medication during school, which included the reason the child is receiving the medication. (Note: all references to “caretaker” in this policy shall also include a parent, foster parent, family member or legal guardian; it shall not include a friend or child provider).
  2. The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, administering physician, strength, dosage, time interval and route to be administered. Two labeled containers may be requested: one for home and one for school. If needed, the physician may be contacted for clarification on medication administration.
- B. **Authorization for Non-Prescription Medications** - If a regular education child must take non-prescription medication during school, procedure 1 above is to be followed before administration, and the medication must be provided in its original container.
- C. **Authorizations** - Medication authorizations must be renewed annually and updated immediately as changes occur.



**QUESTIONS** - We want to make sure that you have a positive year at the Sterling Program. If you have any questions or concerns, please feel free to contact:

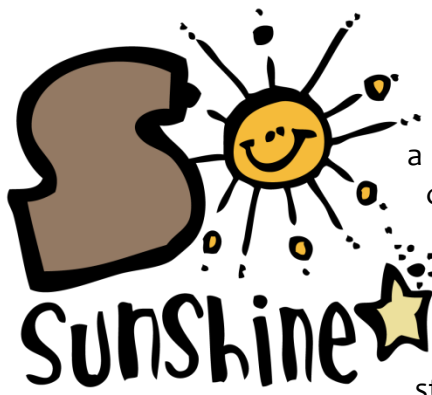
Katie Marshall, Preschool Teacher  
([Kmarshall@sterlingpublicschools.com](mailto:Kmarshall@sterlingpublicschools.com))

Danielle Pleiss, Preschool Teacher  
([dpleiss@sterlingpublicschools.com](mailto:dpleiss@sterlingpublicschools.com))

Scott Harrington, Principal or Dottie Heusman, Superintendent,  
([sharrington@sterlingpublicschools.com](mailto:sharrington@sterlingpublicschools.com) or [dheusman@sterlingpublicschools.com](mailto:dheusman@sterlingpublicschools.com))



**RESTROOMS** - We encourage children to use the restroom and have adults in the room remind children as well. Please continue to work on restroom skills: flushing the toilet, getting dressed and washing hands. We will be working on this throughout the year.



**SNACK** - Children have the chance for a milk break and snack when the class wakes up from their afternoon nap. We ask that you send a one-month supply of snacks for your child to keep at school. They can be pre-packaged (crackers, raisins, granola bar, etc.) or snack portions packaged by you at home in small baggies (cereal, trail mix, gold fish crackers, etc.). When their supply of snacks begins to run low a note will be sent home notifying you to send more.

Each child has a milk card, worth \$10, set up by the kitchen staff and purchased through your child's lunch account. Once the milk card is full (20 cartons) the card will be replaced and another \$10 taken out of your account, but only if there is enough money in the account. If your child doesn't have a milk card, is allergic to milk, or doesn't like milk, they can drink water.

Each child needs to bring a water bottle to keep at school. It will stay in their cubby and be refilled for them so they can get a drink whenever they need to. The water bottles will be sent home each Friday to be washed and we request that you send them back each Monday.

**SUPPLIES** - A suggested supply list will be provided to all families. Special requests may also be made by the classroom teacher for special projects (milk jugs, paper towel tubes, etc.). If you cannot help with these projects, that does not reflect or affect your child at preschool. A new addition this year is a pair of shoes for children to wear in the gym.

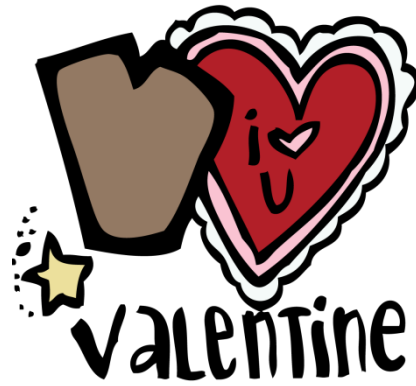
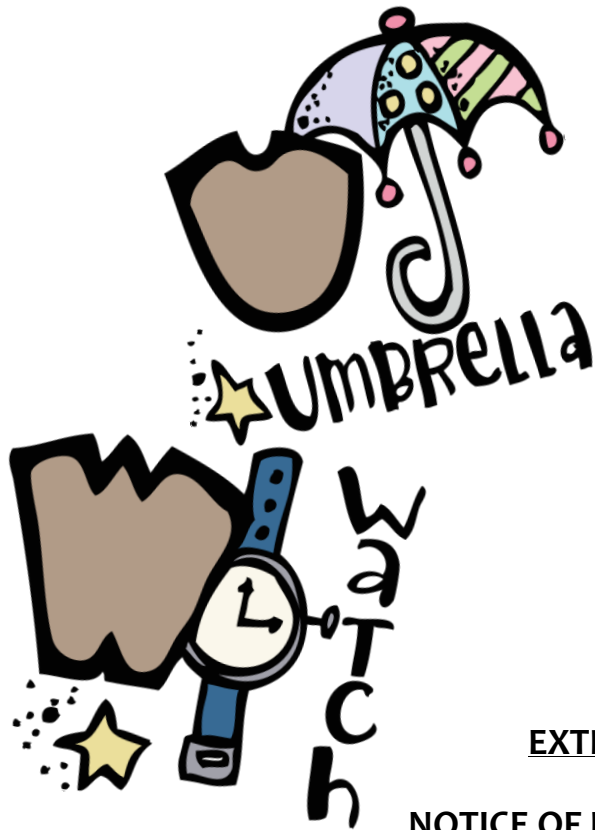
### **Signed Release for Pictures and Video of Your Child**

Pictures (digital) and video of our children, activities, and classroom will be taken and used for various projects from time to time. Pre-Kindergarten children delight in seeing pictures of themselves and these pictures can become a great teaching tool.

These same pictures are positive additions to articles posted on the districts website or submitted to the local paper. You will be given a permission form allowing your child's picture to be taken and to be used as part of an article either online or in the paper, or within the classroom for the class books and other projects. Please indicate on the form your choice in this matter and return it to your child's teacher as soon as possible. Thank you.



**TOYS** - Toys may be brought to school if used for a show and share assignment. Toy weapons shall not be allowed in the preschool setting at any time; please do not allow your child to bring any toy/item that could be perceived as a weapon. Federal law requires the school to expel any child who brings a dangerous weapon to school.



## EXTRA POLICIES

### NOTICE OF NONDISCRIMINATION

School District 33 does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The Sterling Superintendent has been designated to handle inquiries regarding the non-discrimination policies, including Federal Title IX and Section 504 compliance procedures, for students, employees and others:

Dottie Heusman, 250 Main Street, Sterling, NE 68443

For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12<sup>th</sup> Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816)426-3686, (800)537-7697 (telecommunications device for the deaf), [orocr.kansascity@ed.gov](mailto:orocr.kansascity@ed.gov).

### COMPLAINT PROCEDURES

Children (or parents on behalf of a child) or employees who suspect that they have become the victim of a discriminatory act, intentional or unintentional, because of a school employee or policy should:

1. Discuss the grievance with the teacher or the building principal within ten (10) school days of the alleged situation.
2. If the matter is not resolved to the satisfaction of the complainant, the complainant should contact the superintendent of the schools and submit the nature of the grievance in writing to the superintendent of schools within ten (10) school days of receiving an oral response

from the principal or teacher. The superintendent of schools will, within ten (10) school days of receiving the written grievance, interview the complainant, investigate the nature of the grievance, and submit in writing to the complainant a proposed resolution.

3. Submit a written request for a board hearing on the grievance to the Board President within 10 school days of receiving the superintendent's response.
4. The board will convene a hearing on the grievance within twenty (20) school days of receiving a written request for a hearing and reserve the right to solicit evidence and testimony from all pertinent sources.
5. The board will submit a written resolution of the grievance to the complainant within twenty (20) school days of conducting the hearing. The decision of the board will conclude the grievance procedure.



For a school to provide meaningful, positive, learning experiences, the school must have a well-defined organizational program. The purpose of this handbook is to familiarize children and parents with the school system.

Please read this handbook. If you have any questions, please call (402) 866-4761.

## Receipt of Preschool Handbook Form

Please sign below and return to school.

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I hereby acknowledge with my signature that \_\_\_\_\_ received the  
(Child's Name)  
procedures and regulations outlined in this Sterling Early Childhood Handbook, and  
that I, \_\_\_\_\_ have read and understand them.  
(Parent/Guardian Name)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

## Sterling Public School Family Educational Rights & Privacy Act (1974)

According to the Family Educational Rights & Privacy Act, Sterling School is required to inform parents/legal guardians that standard information in regard to your child can be published unless you wish to restrict information. Examples of publication include district music/sports programs, honor roll, bulletin boards, newspapers, newsletters, student directories, websites, award listings, and birthday/valentine lists. In addition, the press often covers special school events for the newspaper, television or website. If you choose to restrict your child's name or likeness, they will not be included in press coverage or publications, per Board of Education Policy #5017.

If you do not wish to have your child's information released, you may check and sign the exclusion form below and return it to the school your child attends. ***This form will be placed in the student's file and be in effect for the duration of your child's attendance at Sterling Public School.*** It will be up to the parent to contact the school building to redirect any of the items from the preference you have marked below. Thanks for your partnership in your child's education.

It is important to note that Sterling School makes every effort to safeguard the privacy of our students. We do not release student information for unofficial business. If this form is not returned, your student will be placed in the NO RESTRICTIONS category.

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### PLEASE PUT AN X IN FRONT OF ONE OF THE FOLLOWING CHOICES:

\_\_\_\_\_ A. No Restrictions: I do not wish to restrict the release of any directory information about my child and hereby give consent for publication of the below mentioned items.

\_\_\_\_\_ B. Restrictions: I hereby direct the school district **NOT TO RELEASE** the following directory information concerning my child:

    --**Student Name/Home Address/Telephone Number/Birth date** Restriction will *exclude* your child from class lists, music or sports programs, newsletter, newspapers, Valentine and birthday lists, bulletin boards, honor roll, award listings, student directories, scholarship listings, graduation listings, etc.

    --**Student Photo or Video Release** Restrictions will *exclude* your child from television, newsletter, newspaper, or website coverage of school events, field trips and classroom activities. (Does not include yearbook or photo ID)

    --**Student Work Display** Restriction will *exclude* your child's schoolwork or art from being posted on the web, published in the paper or on television, and District 33 school displays at public buildings.

Child's Name \_\_\_\_\_

\_\_\_\_\_ No Restrictions

School \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Restrictions

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Sterling Early Childhood Program “Little Jets” Parent Handbook**

### **Attendance page 5:**

Previous: However, attendance for our preschool program is not mandatory.

Changed to: Even though preschool attendance isn't mandatory, in order to keep a spot in the program, regular attendance is expected.

Rational: If we are holding a spot for a child and they are not attending, we would like to free that spot for another child if needed.

### **Snack page 13:**

Previous: Had information about bringing snacks from home.

Changed to: Indicated snacks are provided at school.

Rational: This has been our practice this year and has gone much better with healthier choices for children.

## **Classified Handbook**

### **Pg. 9**

Added: Information about insurance for classified staff members

Rational: Needed if board approves the policy

### **Pg. 23 Care of School Property**

Proposed Change: The borrowing or renting of school equipment for personal use is not permitted due to board policy.

Rational: In BOE Policy but not stated in the handbook.

## **Certified Handbook**

### **Pg. 7:**

Current: School Equipment is not to be taken from the school building per board policy. If you have a personal need to use selected sound or projection equipment, please make any arrangements with the principal or superintendent.

Proposed Change: School equipment is not to be taken from the school building. Borrowing or renting school equipment is not allowed per board policy.

Rational: It's a board policy. Cost to replace if damaged could be excessive.

### **Pg. 10--School Vehicles**

Proposed Changes: Clarified the information about how to request a vehicle (through the Transportation Director.) No mileage reimbursement unless approved through the superintendent's office. Fueling of vehicles at Jet Stop.

### **Pg 11--Field Trips**

Proposed Change: Add the following based on what is being proposed in the JH/HS Handbook. Field trips can be an extension of the academic class or considered an enrichment field trip. Any student on the Eligibility List will not be allowed to attend an enrichment field trip. Any student on the Eligibility List may attend the extension of an academic activity if the following conditions are met: the teacher/sponsor must meet with the principal to discuss the individual student to determine if further steps are needed. If approved, the teacher/sponsor must then complete the Extension of the Academic Class Form and contact the parent(s) to review the plan. Students who have missed consecutive school days directly prior to leaving school for either an enrichment or

extension of the academic class field trip will be reviewed by the principal for eligibility to attend.

Rational: Involves the principal and parents in the matter and deals more with a case by case basis. Allows staff to determine rational and outcome for each trip.

**Pg. 13--Supervision**

Proposed Change: Add a bullet that says, "No students should be in the locker room without an adult present at ALL times.

Rational: Liability reasons

**Pg. 18--Absences & Attendance Record Keeping (Elementary teachers)**

Proposed Addition: All elementary classroom teachers are expected to do attendance within the first 15 minutes of the day and the first 15 minutes after the lunch period. It is imperative that teachers assure this record is accurate. The office staff then uses this information to check on the status of students for their safety.

Rational: Safety of students and record keeping for state purposes

**Pg. 19--Backpacks**

Proposed Addition: For the safety and health of students, backpacks will be placed in students' lockers and will remain there throughout the school day. This means that backpacks will not be allowed in hallways, lunch room, gym lobby, or classrooms. Students can access their backpacks and locker materials during passing periods.

Rational: Safety and Health of students

**Pg. 21--Nondiscrimination Statement**

Changed per attorney recommendation. Uses approved language.

**Pg. 21--School Wellness**

Updated the information per board policy 5417 that was approved in December 2018.

**Pg. 31--Network Access Rule/Policy**

Proposed Addition: Sterling Public Schools maintains private networks that include any wireless connections not designated for use by the general public, all wired networks, and Virtual Private Network (VPN) connections. Only authorized devices are permitted to connect to the Schools private networks. Authorization from Principal or Technology Director is required prior to connecting any device. This includes but is not limited to digital cameras, audio/video mirroring (AppleTV, Chromecast, etc.), wireless access points, or any device that may fall into the "Internet of Things (IoT) category. All access is governed by Sterling Public Schools Board Policies.

**Permissible Use of School Technology Resources (NADC)**

A public official or a public employee may use a telecommunication system, a cellular telephone, an electronic handheld device, or a computer under the control of a government body for email, text messaging, a local call, or a long-distance call to a child at home, a teacher, a doctor, a daycare center, a babysitter, a family member, or any other person to inform any such person of an unexpected schedule change or for other essential personal business. Any such communication shall be kept to a minimum and shall not interfere with the conduct of public business. A public official or public employee shall be responsible for payment or reimbursement of charges, if any, that directly result from any such communication. An agency or government body may establish procedures for reimbursement of charges pursuant to this subsection.

Public officials or public employees may not use public resources or funds for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

Personal use of public resources by a public official or public employee must be incidental or de minimis.

Rational: Per legal advice

### **Elementary Handbook**

#### **Pg. 1--Nondiscrimination Information**

Updated the information per KSB Law for what is appropriate to use.

#### **Pg. 8 Dress Code**

Deleted: Clothes with holes

Rational: If the holes are not in revealing places the clothing is okay.

#### **Pg. 9 Alcohol Beverages, Illegal Drugs, and Nicotine Products**

Added: All the tobacco product examples as included in board policy 3016

Rational: Advice from the attorney's office

#### **Pg. 13-17 Student Discipline**

Replacing all sections to match board policy 5035

Rational: Updated by KSB Law

#### **Pg. 37 Media Restricted Form**

Added a section: High School Students Only: Student Name, Address, telephone number to Military Recruiters & Institutions of Higher Education.

Rational: Federal Requirement. Included this in the elementary handbook because often times parents just complete one form for all their children. They need to be consistent.

#### **Pg. 39--Title I Compact**

Updated it based on recommendations from the parent meeting. Also, eliminated parent, student, and staff signature because it is not needed.

### **Junior High & High School Student/Activity Handbook**

#### **Pg. 1--Nondiscrimination Information**

Updated the information per KSB Law for what is appropriate to use.

#### **School Hours Page 1:**

Changed: 9-12 students will report to the band room, non band students and 7-8 to the cafeteria.

Rational: Band for HS is now 1st period.

#### **Pg. 9 Dress Code**

Deleted: Clothes with holes

Rational: If the holes are not in revealing places the clothing is okay.

**Pg. 14-18 Student Discipline**

Replacing all sections to match board policy 5035

Rational: Updated by KSB Law

**Pg. 19 Miscellaneous**

Propose adding a Section: Backpacks in School.

For the safety and health of students, backpacks will be placed in students' lockers and will remain there throughout the school day. This means that backpacks will not be allowed in hallways, lunch room, gym lobby, or classrooms. Students can access their backpacks and locker materials during passing periods.

Rational: Safety of students; bad backs as well as students having something (vape, weapon, etc) in their backpack.

**Pg. 26 Honor Roll**

Previous: Students receiving an overall average of 90% or better with no grade below 85% will be listed on the honor roll.

Proposed Change: Students receiving an overall average of 93% or above with no grade below 90% will be listed on the honor roll.

Rational: Higher standards for students

**Pg. 26 Honor Roll of Distinction**

Previous: Students receiving an overall grade average of 93% with no grade lower than a 90% will be listed on the honor roll of distinction.

Proposed Change: Students receiving an overall grade average of 96% with no grade lower than a 93% will be listed on the honor roll of distinction.

Rational: High standards for students

**Pg. 30 Sport Physicals**

Previous: Responsibility of student but are eligible for fee waiver.

Changed: Responsibility of student. This is not eligible for a fee waiver.

Rational: I don't believe we want to get into the practice of paying for physicals for students. That could be very costly.

**Pg. 32 Illegal Drugs, Smoking, and Nicotine Products**

Added: All the tobacco product examples as included in board policy 3016

Rational: Advice from the attorney's office

**Pg. 36 Field Trips**

Previous: A 7-12 student will be able to attend a class field trip if eligible or failing the class which is sponsoring the field trip or activity. The student will be required to do a project, paper, etc, assigned at the discretion of the teacher involved to replace missing the field trip.

If any trip or field trip is scheduled during the three-week free period of each quarter, the students must be passing the class in which the field trip or trip is for. After the three-week period the student must be eligible AND passing the class for which the field trip is for. In SkillsUSA, the students must be passing a Computer or Personal Finance class if not in an Industrial Technology class.

Proposed Change: Field trips can be an extension of the academic class or considered an enrichment field trip. Any student on the Eligibility List will not be allowed to attend an

enrichment field trip. Any student on the Eligibility List may attend the extension of an academic activity if the following conditions are met: the teacher/sponsor must meet with the principal to discuss the individual student to determine if further steps are needed. If approved, the teacher/sponsor must then complete the Extension of the Academic Class Form and contact the parent(s) to review the plan. Students who have missed consecutive school days directly prior to leaving school for either an enrichment or extension of the academic class field trip will be reviewed by the principal for eligibility to attend.

Rational: Involves the principal and parents in the matter and deals more with a case by case basis. Allows staff to determine rational and outcome for each trip.

**Pg. 38 Requirements for Graduation**

Add details: At the start of the 2015-16 school year, the Sterling Board of Education adopted revised graduation requirements which now include a community service piece. All incoming 9th grade students will need to perform a minimum of 20 hours of community service in order to fulfill the graduation requirements. These community service hours must be voluntary, but they may also be used in conjunction with other school organizations, so long as that is approved by the sponsors of those organizations. All hours must be approved and signed for by a non-family member. All forms need to be turned in to the Principal.

Rational: Clarifies the Community Service Hours

**Pg. 43 Title IV, Title VI, Section 504:**

Replaced the current wording with the new wording as provided by KSB Law.

**Pg. 45 Media Restricted Form**

Added a section: High School Students Only: Student Name, Address, telephone number to Military Recruiters & Institutions of Higher Education.

Rational: Federal Requirement

**Pg. 51 Failure to Follow Policy**

Laptop/Computer Suspension: Added the following chart however, our days will be 2, 4 & 8.

## Laptop/Computer Suspensions

The following suspension will be in effect for the laptop/computer used by the students. After three suspension periods a repeated offense will result in revoking the computer.

Offense	1 <sup>st</sup> Offense Days Suspended	2 <sup>nd</sup> Offense Days Suspended	3 <sup>rd</sup> Offense Days Suspended	4 <sup>th</sup>
Unattended Laptop	3 days	5 days	10 days	F
Playing inappropriate games				
Inappropriate Music				
Inappropriate Class Use				
Abuse of Laptop				
Printing inappropriately				
Inappropriate Desktop Pictures*				
Inappropriate pictures in history*				

\*If pictures show illegal action, a violation of school rules, etc. you will also be subject to disciplinary actions. Information posted on MySpace, Facebook, or other student-generated sites can lead to discipline and non-school ramifications.

\* Note: Any student who has their laptop suspended will not be allowed to use it for any school-related homework, class work, etc. at home. Desktop computers will be available in the building for all assessments, assignments, and class projects.

Rational: School Wide Procedure that teachers have indicated would be good to have.

# Apple Inc. Education Price Quote

**Customer:** Scott Harrington  
STERLING PUBLIC SCHOOL  
Phone: 14028664761  
email:  
sharrington@sterlingpublicschools.com

**Apple Inc:** Greg Lemen  
5505 W Parmer Lane  
Bldg 7  
Austin, TX 78727-6524  
Phone: +1-512-6746891  
email: glemen@apple.com

**Apple Quote:** 2205567440

**Quote Date:** Tuesday, June 11, 2019

**Quote Valid Until:** Sunday, July 07, 2019

## Quote Comments:

Please reference Apple Quote number on your Purchase Order.

#	Product Description	Qty	Unit List Price	Discount per Unit	Unit Discounted Price	Extended Discounted Price
1	<b>13-inch MacBook Air</b> Part Number Z0WH <b>Configuration:</b> <ul style="list-style-type: none"><li>065-C63L 1.8GHz Intel Dual-Core Core i5, Turbo Boost up to 2.9GHz</li><li>065-C63N Intel HD Graphics 6000</li><li>065-C63P 8GB 1600MHz LPDDR3 SDRAM</li><li>065-C63W 256GB PCIe-based SSD</li><li>065-C64P KEYBOARD/USER'S GUIDE, 5-PK</li><li>065-C64N Accessory Kit</li></ul>	15	\$1,029.00	\$75.00	\$954.00	\$14,310.00
2	<b>AppleCare+ for MacBook/MacBook Air</b> Part Number S6125LL/A	15	\$183.00	\$0.00	\$183.00	\$2,745.00
3	<b>MacBook Air 5-pack (13-inch/1.8GHz i5/8GB/128GB SSD storage/Intel HD Graphics 6000)</b> Part Number MQD62LL/A <b>Configuration:</b> <ul style="list-style-type: none"><li>065-C63L 1.8GHz Intel Dual-Core Core i5, Turbo Boost up to 2.9GHz</li><li>065-C63N Intel HD Graphics 6000</li><li>065-C63P 8GB 1600MHz LPDDR3 SDRAM</li><li>065-C63V 128GB PCIe-based SSD</li><li>065-C64P KEYBOARD/USER'S GUIDE, 5-PK</li><li>065-C64N Accessory Kit</li></ul>	5	\$829.00	\$0.00	\$829.00	\$4,145.00
4	<b>AppleCare+ for MacBook/MacBook Air</b> Part Number S6125LL/A	5	\$183.00	\$0.00	\$183.00	\$915.00

5	<b>iPad Wi-Fi 128GB – Space Gray (10-pack)</b> Part Number BN432LL/A	2	\$3,940.00	\$0.00	\$3,940.00	\$7,880.00
	<b>iPad Wi-Fi 128GB – Space Gray</b> Part Number: MR8E2LL/A Quantity: 20					

6	<b>Brenthaven Edge™ 360 Case for 9.7-inch iPad (5th &amp; 6th Gen) – Gray – Special 10-Pack Pricing</b> Part Number BNBW2LL/A	2	\$349.50	\$0.00	\$349.50	\$699.00
	<b>Brenthaven Edge™ 360 Case for 9.7-inch iPad (5th &amp; 6th Gen) – Gray</b> Part Number: HM722VC/A Quantity: 20					

<b>Extended EDU List Price Total</b>	<b>\$31,819.00</b>
<b>Total Discount</b>	\$1,125.00
<b>Extended Discounted Price Subtotal</b>	<b>\$30,694.00</b>
- Additional Tax	\$0.00
- Estimated Tax	\$0.00
<b>Extended Discounted Total Price*</b>	<b>\$30,694.00</b>

\*In most cases Extended discounted Total price does not include Sales Tax  
 \*If applicable, eWaste/Recycling Fees are included.  
 Standard shipping is complimentary

Complete your order by one of the following:

- This document has been created for you as Apple Quote ID 2205567440. Please contact your institution's Authorized Purchaser to submit the above quote online. For account access or new account registration, go to <https://ecommerce.apple.com>. Simply go to the Quote area of your Apple Education Online Store, click on it and convert to an order.
  - For registration assistance, call 1.800.800.2775
- If you are unable to submit your order online, please send a copy of this Quote with your Purchase Order via email to [institutionorders@apple.com](mailto:institutionorders@apple.com). **Be sure to reference the Apple Quote number on the PO to ensure expedited processing of your order.**
  - For more information, go to provision C below, for details.

THIS IS A QUOTE FOR THE SALE OF PRODUCTS OR SERVICES. YOUR USE OF THIS QUOTE IS SUBJECT TO THE FOLLOWING PROVISIONS WHICH CAN CHANGE ON SUBSEQUENT QUOTES:

- A. ANY ORDER THAT YOU PLACE IN RESPONSE TO THIS QUOTE WILL BE GOVERNED BY (1) ANY CONTRACT IN EFFECT BETWEEN APPLE INC. ("APPLE") AND YOU AT THE TIME YOU PLACE THE ORDER OR (2), IF YOU DO NOT HAVE A CONTRACT IN EFFECT WITH APPLE, CONTACT [contracts@apple.com](mailto:contracts@apple.com).
- B. ALL SALES ARE FINAL. PLEASE REVIEW RETURN POLICY BELOW IF YOU HAVE ANY QUESTIONS. IF YOU USE YOUR INSTITUTION'S PURCHASE ORDER FORM TO PLACE AN ORDER IN RESPONSE TO THIS QUOTE, APPLE REJECTS ANY TERMS SET OUT ON THE PURCHASE ORDER THAT ARE INCONSISTENT WITH OR IN ADDITION TO THE TERMS OF YOUR AGREEMENT WITH APPLE.
- C. YOUR ORDER MUST REFER SPECIFICALLY TO THIS QUOTE AND IS SUBJECT TO APPLE'S ACCEPTANCE. ALL FORMAL PURCHASE ORDERS SUBMITTED BY EMAIL MUST SHOW THE INFORMATION BELOW:
  - APPLE INC. AS THE VENDOR
  - BILL-TO NAME AND ADDRESS FOR YOUR APPLE ACCOUNT
  - PHYSICAL SHIP-TO NAME AND ADDRESS (NO PO BOXES)
  - PURCHASE ORDER NUMBER

- VALID SIGNATURE OF AN AUTHORIZED PURCHASER
  - APPLE PART NUMBER AND/OR DESCRIPTION OF PRODUCT AND QUANTITY
  - TOTAL DOLLAR AMOUNT AUTHORIZED OR UNIT PRICE AND EXTENDED PRICE ON ALL LINE ITEMS
  - CONTACT INFORMATION: NAME, PHONE NUMBER AND EMAIL
- D. UNLESS THIS QUOTE SPECIFIES OTHERWISE, IT REMAINS IN EFFECT UNTIL {QuoteExpirationDate} UNLESS APPLE WITHDRAWS IT BEFORE YOU PLACE AN ORDER, BY SENDING NOTICE OF ITS INTENTION TO WITHDRAW THE QUOTE TO YOUR ADDRESS SET OUT IN THE QUOTE.
- APPLE MAY MODIFY OR CANCEL ANY PROVISION OF THIS QUOTE, OR CANCEL ANY ORDER YOU PLACE PURSUANT TO THIS QUOTE, IF IT CONTAINS A TYPOGRAPHIC OR OTHER ERROR.
- E. THE AMOUNT OF THE VOLUME PURCHASE PROGRAM (VPP) CREDIT SHOWN ON THIS QUOTE WILL ALWAYS BE AT UNIT LIST PRICE VALUE DURING REDEMPTION ON THE VPP STORE.
- F. UNLESS SPECIFIED ABOVE, APPLE'S STANDARD SHIPPING IS INCLUDED IN THE TOTAL PRICE.

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Document rev 10.6.1

Date of last revision – June 20th, 2016

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**Proposal for Repair Services**

**Date:** 6-11-19  
**Customer:** Sterling Public Schools  
**Attention:** Joe Zeager  
**Location:** Sterling Public Schools

**Project:** Replace HP #4

We propose to provide the following services/products as described:

**Quote: \$12,343.25**

**Clarifications:**

- Remove suspended ceiling.
- Remove ductwork from two systems in room to make access.
- Remove conduit in room to make access.
- Upgrade electrical to unit.
- Install heat pump blower section.
- Make connections.
- Install electrical back to room.
- Install suspended ceiling.
- Start up and check out system.

**IES Commercial, dba  
Shanahan M&E**

**Customer**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Acceptance includes all Terms Conditions of Sale (attached)

**2017**  
**Indemnification and Liability Insurance**

In addition to circumstances where it is obligated to provide indemnity or procure insurance, the school board has broad authority to purchase insurance or otherwise indemnify school board members, officers, employees, or agents of the school district. The school board will purchase liability insurance and provide indemnification at its discretion and review its current coverages and indemnification obligations when it deems appropriate.

In the event the school district's current insurance, indemnification agreements, contract obligations, or other promises to indemnify do not cover a situation which the school board can agree to cover, the school board may authorize indemnification. The school board may elect to indemnify any board member, officer, agent, or employee if he or she is a party or is threatened to be made a party in any pending or completed suit, proceeding, or any other action, whether criminal, civil, administrative, or investigative, if the individual is involved because of current or past service on the board, employment, or agency relationship with the school district. However, the indemnification and defense will only be considered if such person acted in good faith and in a manner he or she reasonably believed to be in the best interests or not opposed to the best interests of the school district, including in a criminal proceeding if he or she had no reasonable cause to believe the conduct was unlawful.

In circumstances involving employees, the board delegates to the Superintendent the authority to provide the indemnification to the extent the Superintendent is authorized to procure legal services, as long as the indemnification is otherwise consistent with the authority granted under the law.

Adopted on: 7-15-19

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_



property damage, personal injury, premises, operations, products, completed operations, independent contractors, and contractual liability. These coverage limits may be achieved through a combination of underlying policies and umbrella/excess policies, if preferred. There shall be no exclusions for contracted liability. All governmental users shall provide evidence of insurance or self-insurance to the limits set forth in NEB. REV. STAT. § 13-926.

5. All users are subject to the fee schedule established by the school board, and all Applicants by signing below verify that they have authority to sign this application on behalf of the listed Organization, and all individuals and agents of organizations certify that they have financial means and authorization to pay for the required fees and deposits, if any.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***For District Use Only***

Application

- Denied
- Approved, subject to the following

Insurance

- User has provided sufficient proof of insurance.
- User must obtain proof of insurance and list district as additional insured.
- Insurance requirements are waived.

Additional Services Requested/Required

- Custodial: \$ \_\_\_\_\_
- Kitchen: \$ \_\_\_\_\_
- Technology: \$ \_\_\_\_\_
- None

Total Fee Required to Grant Use: \$ \_\_\_\_\_ Signature \_\_\_\_\_

**"Option A"**

**3016**

**Smoking**

Smoking, including the possession or use of 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.

**"Option B"**

**3016**

**Use of Tobacco Products**

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.

**"Option C"**

**3016**

**Smoking**

Smoking, including the use of 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 permitted by non-students on school property only in specifically designated areas.

Adopted on: 7-15-19

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3028**  
**Sex Offenders**

The safety of the students attending school is very important to the board of education. School employees, parents, and students should be aware of dangers posed by sex offenders living within the school district, and should be vigilant in providing protection against these dangers.

[NOTE TO BE DELETED: This paragraph is not required but is recommended]. The Nebraska Legislature has enacted the Nebraska Sex Offender Registration Act. The Act requires sex offenders to register with the local county sheriff where they reside. The school district shall notify staff members, parents, and students of any registered sex offenders residing in the school district. Such notice shall contain information about the availability of further information on the State Patrol's web page, and shall inform the recipient of the prohibition against using the information for any retaliatory purpose against the sex offender, the offender's family, or the offender's employer. Only information deemed non-confidential pursuant to NEB. REV. STAT. §§ 29-4006 and 29-4009 will be disclosed in the aforementioned notification.

The board does not generally permit registered sex offenders on school grounds, at any school sponsored activity, or on any property under the control of the school district. The superintendent or his/her designee is hereby empowered to notify sex offenders of this policy and to grant limited permission to attend certain activities on a case-by-case basis.

Students who are registered sex offenders shall not be precluded from receiving a free education from the school district on that basis. The school district will consider a student's status as a registered sex offender in determining the student's educational placement and program.

Adopted on: 7-15-19

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **3046 Animals at Schools**

Animals are not allowed in school district buildings or on school district property without the written permission of the superintendent or his or her designee except as provided in this policy or as otherwise required by law.

### **I. USE OF ANIMALS FOR INSTRUCTIONAL PURPOSES**

Animals that support a district program or curriculum or that are used for instructional purposes are allowed in school district buildings or on school district property with the written permission of the superintendent or building principal.

### **II. SERVICE ANIMALS**

The school district does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. An individual with a disability is permitted to be accompanied by his/her service animal on school property when required by law, subject to the conditions of this policy.

**Service Animal.** A "service animal" is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Work or tasks **do not** include the crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship. The work or tasks performed by a service animal must be directly related to the handler's disability or necessary to mitigate a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. **See also**, Miniature Horses below.

**School District Inquiries.** School officials **may** ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do **unless** the answers to these inquiries are readily apparent. School officials **may not** ask about the nature or extent of a person's disability and may not require documentary proof of certification or licensing as a service animal.

**Procedural Requirements.** The following requirements must be satisfied **before** a service animal will be allowed in school buildings or on school grounds:

**Request.** A person who wants to be accompanied by his/her service animal must submit a written request form to a principal or superintendent. The request form is attached to this policy. These requests must be renewed each school year or whenever a different service animal will be used.

**Health and Vaccination.** The owner or handler must have proof of current licensure from the local licensing authority including proof of the service animal's current vaccinations and immunizations required by law.

Service animals will not be allowed in school buildings or other school property until the school has approved the request.

**Control.** A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack, vest identifying the dog as a trained service dog, leash, or other tether. If the handler is unable to use a harness, backpack, vest, leash, or other tether, because of a disability or the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, the use of these items is not required. However, the service animal must be otherwise under the handler's control.

**Exclusion or Removal from School.** A service animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the service animal;
- (2) The service animal is not housebroken;
- (3) The service animal presents a direct and immediate threat to others in the school; or
- (4) The animal's presence fundamentally alters the nature of the service, program, or activity.

The handler or the student's parent or guardian shall be required to remove the service animal from school premises immediately upon such a determination. If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

**Allergic Reactions.** If any student or school employee assigned to a classroom or mode of transportation in which a service animal is permitted suffers an allergic reaction to the service animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by an administrator. The school will arrange a meeting

between school personnel, the individual with the disability, and the parents or guardian(s) of the person with the disability if that person is a student to develop an alternate plan.

**Supervision and Care of Service Animals.** The owner or handler of a service animal is solely responsible for the supervision and care of the animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The student's parent or guardian is responsible for providing for the supervision and the care of the animal in the event that his or her student is not able to do so. The school district is not responsible for providing any care, supervision, or assistance for a service animal.

**Extra Charges.** The owner or handler of a service animal will not be required to pay an admission fee or a charge for the animal to attend events for which a fee is charged.

**Damage to School Property and Injuries.** The owner or handler of a service animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the animal.

**Miniature Horses.** Requests to permit the use of a miniature horse by an individual with a disability will be addressed on a case-by-case basis by considering the following factors:

- (1) The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- (2) Whether the handler has sufficient control of the miniature horse;
- (3) Whether the miniature horse is housebroken; and
- (4) Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, shall apply to miniature horses.

**Service Animal in Training.** This policy shall also be applicable to service animals in training that are accompanied by a bona fide trainer.

**Denial of Access and Grievance.** If a school official denies a request for access of a service animal, the disabled individual or parent or guardian can file a written grievance with the school's Section 504 Coordinator.

**[NOTE TO BE DELETED: There are 2 options below. The first option allows therapy animals brought by school employees as approved by the administration. The second does not allow therapy animals "except as required by law." YOU MUST PICK AN OPTION AND DELETE THE OTHER.]**

**[OPTION 1]**

**III. THERAPY ANIMALS**

The school district supports the use of therapy animals by teachers or other qualified school personnel ("Owner") for the benefit of its students subject to the conditions of this policy.

**Therapy Animal.** A "therapy animal" is an animal that has been individually trained and certified to work with its Owner to provide emotional support, well-being, comfort, or companionship to school district students. Therapy animals are not "service animals" as that term is used in the American with Disabilities Act. The animal must be well behaved and have a temperament that is suitable for interaction with students and others in a public school. Therapy animals are personal property of the Owner and are not owned by the school district.

**Therapy Animal Standards and Procedures.** The following requirements must be satisfied *before* a therapy animal will be allowed in school buildings or on school grounds:

**Request.** An Owner who wants to bring a therapy animal to school must submit a written request form to a principal or superintendent. The request form is attached to this policy. The request must be renewed each school year or whenever a different therapy animal will be used.

**Training and Certification.** The Owner must submit training and certification information requested by the Superintendent or his or her designee. Any certification required by the school district must remain current at all times.

**Health and Vaccination.** The therapy animal must be clean, well groomed, in good health, house broken, and immunized against diseases common to such animals. The Owner must submit proof of current required licensure from the local licensing authority and proof

of the therapy animal's current vaccinations and immunizations from a licensed veterinarian, if applicable.

**Control.** A therapy animal must be under the control of the Owner at all times.

**Identification.** The therapy animal must have appropriate identification identifying it as a therapy animal.

**No Disruption.** The therapy animal must not disrupt the educational process by any of its behaviors.

**Health and Safety.** The therapy animal must not pose a health and safety risk to any student, employee, or other person at school.

**Supervision and Care of Therapy Animals.** The Owner is solely responsible for the supervision and care of the therapy animal, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for a therapy animal.

**Authorized Area(s).** The Owner shall only allow the therapy animal to be in areas in school buildings or on school property that are authorized by school district administrators.

**Insurance.** The Owner must submit a copy of an insurance policy that provides liability coverage for the therapy animal while on school property.

**Exclusion or Removal from School.** A therapy animal may be excluded from school property and buildings if a school administrator determines that:

- (1) A handler does not have control of the therapy animal;
- (2) The therapy animal is not housebroken;
- (3) The therapy animal presents a direct and immediate threat to others in the school; or
- (4) The animal's presence otherwise interferes with the educational process.

The Owner shall be required to remove the therapy animal from school premises immediately upon such a determination.

**Allergic Reactions.** If any student or school employee assigned to a classroom in which a therapy animal is permitted suffers an allergic reaction to the therapy animal, the Owner of the animal will be required to remove the animal to a different location designated by an administrator.

**Damages to School Property and Injuries.** The Owner of a therapy animal is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy animal.

**Other Therapy Animals.** Therapy animals (1) owned by students, patrons, or other non-school employees or (2) owned by school employees for their own benefit will not be allowed on school grounds or school property except as otherwise required by law.

**[OPTION 2]**

**III. THERAPY ANIMALS**

A “therapy animal” is an animal that has been individually trained and certified to work with its owner to provide emotional support, well-being, comfort, or companionship. Therapy animals are not “service animals” as that term is used in the Americans with Disabilities Act.

Therapy animals will not be allowed on school grounds or school property except as otherwise required by law.

Adopted on: 7-15-19

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **3050 Technology in the Classroom**

### **I. In General**

The district desires to use technology in a way that aides in the education of students. New devices and applications offer a number of helpful tools that can improve the student experience and increase learning. Many of these devices and applications also create concerns about student privacy. It is the goal of the district to embrace the helpful elements of technological advancement while remaining mindful of potential student privacy issues.

### **II. Devices**

A. Non-district issued electronic devices may be provided by teachers for use in their classroom, so long as the use of such devices is supervised by a staff member and subject to the conditions set forth below.

Teachers who wish to bring a device into the classroom should inform the principal before deploying the device. The building principal may at his or her discretion prohibit the use of such devices or otherwise limit their use. The building principal may at any time direct that a teacher discontinue use of a given device.

1. Smart speakers such as Google Home, Amazon Echo, Apple HomePod, and similar devices may be approved for use in the classroom. The device must be registered to an account linked to the classroom teacher's school email address. The district will not maintain any records created by use of the smart speaker device. Any record of use will be considered non-record communications pursuant to Nebraska's Records Management Act, and not be maintained by the district.
2. All other electronic devices that connect to the internet that a staff member wishes to use for the education of students should be disclosed to the administration prior to use.

B. Assistive technology may be used in district classrooms. Any assistive technology, such as an AngelSense device, that actively

or passively create or transmit audio or video recordings must have that function disabled while the student uses the device in a district classroom unless required by law. No assistive technology devices will be permitted to record or transmit the classroom activity of other students unless required by law.

- C. Any classroom recordings made by a staff member will be made pursuant to district policy.

### III. Applications

- A. School as Agent. The school will serve as an agent for parents/guardians in the collection of information within the school context. The school's use of student information is solely for education purposes.

- B. District Applications. The district uses various software applications to record, track, and store student data. Each application selected by the district is in compliance with federal and state law, to the best of the administration's knowledge. Should the district become aware that an application used by the district has suffered a data breach, or been found to be out of compliance with federal or state law, the district will investigate the scope of the violations and notify students, parents, and staff in accordance with district policy.

- C. Staff-Selected Applications.

- 1. Staff are permitted to select applications for use in the classroom.

- 2. Staff must perform basic due diligence to ensure that the application is safe for students and serves a pedagogical purpose. Staff must notify their supervising administrator of the application they plan to use as part of their lesson plan prior to their use in the classroom. The district may at any time direct that a teacher discontinue use of a given application. The district will provide training on the relevant student privacy laws to staff members who are selecting and deploying applications in the classroom.

Adopted on: 7-15-19

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **3051 Opioid Overdose Prevention and Response**

The district will maintain an opioid antagonist in its schools, specifically naloxone, otherwise known by its brand name Narcan. Pursuant to Nebraska law and the Naloxone Standing Order issued by the Nebraska DHHS, Division of Public Health, the board will permit school nurses, trained school staff, or other individuals qualified by law to administer naloxone to any person at school or a school event displaying symptoms of an opioid overdose.

This policy shall not create a duty on the part of the school district and/or its personnel to administer naloxone. School representatives will not administer naloxone under the following circumstances:

- a. Naloxone is not available during the overdose emergency;
- b. There is no individual available who is qualified to administer naloxone; or
- c. School representatives are uncertain as to whether an opioid overdose is occurring.

Nothing in this policy is intended to regulate, restrict or otherwise deter a law enforcement officer, emergency medical technician, volunteer fire fighter, licensed medical professional or other authorized individual from administering his/her own supply of naloxone when responding in good faith to a suspected drug overdose occurring on school district property or at a school-sponsored event.

**Procurement and Storage.** The superintendent, in consultation with the school's nursing staff, will make the necessary arrangements to obtain naloxone. The naloxone will be stored unlocked in the nurses' office(s). The superintendent, in consultation with the school's nursing staff, will reorder naloxone.

Naloxone that is nearing its expiration date will be replaced. The school nurse shall maintain a log of naloxone supplies consistent with the district's practices for logging other medications.

**Training.** Licensed health care professionals and school resource officers employed on the high school and middle school levels shall all complete an approved naloxone training prior to carrying and/or administering naloxone. Other school staff members may be trained as determined by the administration. Once trained, staff members

shall review the DHHS standing order and applicable naloxone administration protocols as needed.

**Recordkeeping and Reporting.** Any individual who administers naloxone on behalf of the school district will promptly notify the building principal and superintendent of the facts and circumstances surrounding the drug overdose incident. The administration of naloxone to any student will be documented in his/her cumulative health record. The administration of naloxone to any staff member will be documented in his/her personnel file.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **3053 Nondiscrimination**

The School District does not discriminate on the basis of prohibited factors in employment and educational programs/activities. The School District affirmatively strives to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40

The Equal Pay Act of 1963 as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions

The Uniformed Services Employment and Reemployment Rights Act (USERRA) - provides job protections and reemployment rights to

military reservists and National Guard members called to active duty

The Boy Scouts of America Equal Access Act which prohibits discrimination against groups that wish to access district facilities

The Nebraska Fair Employment Practice Act (FEPA) – prohibits employment discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), disability, marital status, and retaliation

Nebraska Age Discrimination in Employment Act (Age Act) – prohibits employment discrimination on the basis of age for those individuals who are over 40 years of age

The Equal Pay Act of Nebraska – prohibits discriminatory wage practices based on sex

The Nebraska Equal Opportunity in Education Act – prohibits discrimination on the basis of sex (including pregnancy) by any educational institution

Veterans Preference Law (NEB. REV. STAT §§ 48-225 to 48-231) - stipulates categorical preferences for employment for military veterans and for the spouses of disabled veterans

Additional School Board policies prohibit harassment and/or discrimination against students, employees, or patrons on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a complaint using the district's complaint procedures.

Inquiries regarding compliance with any of the laws referred to in this policy may be directed to the superintendent or to the district's Title IX and/or Section 504/ADA Coordinator.

Adopted on: 7-15-19

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4048**  
**Assessment Administration and Security**

The purpose of all testing and assessments is to measure students' knowledge, skills or abilities in the area tested. All staff members are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement. This policy applies to all national, state, and local assessments, including both standardized and general classroom assessments.

**1. Assessment Responsibilities**

- a. Each building principal, in consultation with the Superintendent and classroom teachers, will be responsible for:
  - overseeing the scheduling of state administered assessments, training all staff who administer assessments, and ensuring that all assessments, including make-up testing, is completed within required testing windows;
  - obtaining Standards, Assessment and Accountability Updates from the Department of Education and circulating the relevant portions of those updates to other staff members;
  - informing the board of education of changes to the Nebraska Student-Centered Assessment System Security Procedures; and
  - signing and enforcing the Nebraska Student-Centered Assessment System Security Agreement.
- b. Every classroom teacher or other staff member who administers assessments is responsible for:
  - complying with the Nebraska Student-Centered Assessment System Security Procedures;
  - taking all reasonable and prudent steps to ensure the accuracy and integrity of all academic testing, including statewide assessments; and

- ensuring the security of all test materials.

## **2. Security Violations and Cheating**

### **a. Classroom assessments**

Staff members who suspect students of having cheated on a classroom assessment should conduct a reasonable inquiry and impose consequences on the student consistent with classroom rules and the student handbook.

### **b. State Accountability Tests**

Staff members who suspect a breach of security on State Accountability Tests, must promptly report their suspicions to the building principal or superintendent. The superintendent must notify the Department of Education's Statewide Assessment Office and follow the Department's protocol for Reporting and Investigating Test Security Violations.

Staff members who engage in or enable students to engage in academic dishonesty in any testing or assessment will be subject to discipline up to and including the immediate cancellation of their employment contract.

Adopted on: 7-14-14

Revised on: 7-15-19

Reviewed on: \_\_\_\_\_

## **5001.1 Admission of Students**

Students shall be admitted to the school district who are:

- legal residents of the school district or otherwise entitled by Nebraska law to attend the schools of the district tuition-free;
- approved for option enrollment pursuant to policy;
- approved as foreign exchange students pursuant to policy;
- legal residents of a district that has contracted with this district for their educational services;
- statutorily entitled to attend the schools of the district on a part-time basis pursuant to policy; or
- out-of-state students who have been enrolled pursuant to policy.

Students who have been placed in a foster home within the school district are not residents of the district and will not be permitted to enroll unless the district has received a written determination from the Nebraska Department of Health and Human Services that it is in the best interests of the student not to attend his or her district of residence.

Prior to enrolling any student who is a ward of the state of Nebraska or a ward of any court, the district will ask to review a completed copy of the "Education Court Report Form" promulgated by the Nebraska Supreme Court's Commission on Children and Families in the Courts – Education Sub-Committee. If there is no such completed form, district staff will offer assistance to the appropriate responsible individual in securing the information necessary to complete the form as part of the district's enrollment process.

Except in adult education classes or when otherwise required by law, no student who is of 21 years of age or older, or who has earned a high school diploma or its equivalent will be allowed to be enrolled in or continue to attend school in the district.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their

situation. Grade level placement will be determined in accordance with district policy.

Adopted on: 7-15-19

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **5017 Routine Directory Information**

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Name of parent and/or guardian
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Social media usernames or handles
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.

Directory information does not include a student's social security number.

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses, and telephone numbers of high school students unless a student's parents have notified the district in writing that they do not want this information disclosed without their prior written consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Within 30 days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within 30 days following such enrollment, the district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given an opportunity to prevent the release of this directory information by filing a written objection with the district.

When a student reaches 18 years of age, the permission or consent required of and the rights accorded to the parents or guardians of such student under this policy shall only be required of and accorded to such student. Within 30 days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within 30 days following such enrollment, each school district shall notify each student who is at least 18 years of age or who will reach 18 years of age during such school year of (1) the option to make a written request to the school district that routine directory information for such student not be released in response to a request made by a military recruiter without such student's written consent and (2) that any such request made previously by a parent or guardian for such student expires upon the student reaching 18 years of age.

Adopted on: 10-15-14

Revised on: 6-18-18, 7-15-19

Reviewed on: \_\_\_\_\_

## **5035 Student Discipline**

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, 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. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, 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 policy 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 policy 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.

### **Short-Term Suspension**

The Principal may exclude students 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, that occur on or off school grounds, if such conduct interferes

with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

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 or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal 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/will not** be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: **\_\_\_\_\_**.

### **Emergency Exclusion**

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

### **Weapons and/or Firearms**

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

### **Long-Term Suspension**

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

## **Expulsion**

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

4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

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

The following conduct constitutes 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 which 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 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, gender, 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, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or 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, 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 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 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; branding; physical beatings; 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 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;
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon; and

- m. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The 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, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity

of the witnesses to appear at the hearing and the substance of their testimony; and

- f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
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. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline

Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

### **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 the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

Adopted on: 6-6-14

Revised on: 8-20-18, 7-15-19

Reviewed on: \_\_\_\_\_

## **5063 Audio and Video Recording**

Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used by students for personal academic purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy “recording” includes still photographs, video, audio, and other similar data captured in any medium.

**Recordings Made by The District.** The district may use cameras or other devices for purposes of making security, safety, or other recordings without a specific purpose or for a specific purpose when such recordings are deemed necessary or appropriate by the administration. The district will not maintain the recordings unless the recording is purposefully copied and saved, and the recordings will only be available for review for a limited time based on the district’s then-current recording capacity. The district administrators estimate that this is approximately 10 days but may change at any time.

**Classroom Recordings by Staff.** Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator.

**Prohibited Recordings by Students.** Unless otherwise authorized by this 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, this policy does not prohibit students from making recordings of an athletic event for their personal use similar to a parent or other patron, 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.

**Permitted Classroom Recordings by Students.** Students may make audio or video recordings of classroom lectures or discussions:

- (1) For their convenience after providing notice to the classroom teacher and receiving the teacher's permission;
- (2) For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher's permission;
- (3) If recording is necessary to accommodate the student's disability and is required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

Staff may revoke permission to record if the recording distracts from or disrupts the classroom environment, unless the recording is necessary to accommodate a student's disability.

**Permitted Non-classroom Recordings.** Students may make audio or video recordings otherwise prohibited by this policy outside the classroom only with the permission of a teacher or school administrator, provided that such recordings otherwise comply with any applicable state and federal laws and district policy. 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.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**CLASSIFIED STAFF RANGES**

<b>POSITION</b>	<b>RANGE</b>
<b>District Bookkeeper</b>	<b>\$16.00 - \$25.00</b>
<b>District Secretary</b>	<b>\$10.50 - \$16.00</b>
<b>Head Cook</b>	<b>\$12.50 - \$17.00</b>
<b>Cook</b>	<b>\$10.50 - \$15.00</b>
<b>Maintenance</b>	<b>\$13.00 - \$18.00</b>
<b>Outside Maintenance</b>	<b>\$11.00 - \$15.00</b>
<b>Custodian</b>	<b>\$13.00 - \$17.00</b>
<b>Para-Professional</b>	<b>\$10.50 - \$15.00</b>

<b>Bus Driver/Activity Driver</b>	<b>Set amount</b>
<b>Regular Route</b>	<b>\$37.00 per route</b>
<b>Special Education Van</b>	
<b>Route</b>	<b>\$14.00 per hour</b>
<b>Activity Route</b>	<b>\$12.75 per hour</b>
<b>Maintenance &amp; Cleaning</b>	<b>\$11.00 per hour</b>

<b>Substitutes</b>	<b>\$110.00 per day</b>
<b>Same Position 1-9 days</b>	<b>\$110.00 per day</b>
<b>Same Position 10-19 days</b>	<b>\$120.00 per day</b>
<b>Same Position 20 days +</b>	<b>\$135.00 per day</b>
<b>In-House Sub</b>	<b>\$120 - \$140</b>

Reviewed by the BOE June 18, 2018