

MULLEN BOARD OF EDUCATION

August 12, 2019

Regular Board Meeting Agenda

7:30 PM

1. Call to order, roll call, and excuse board member absences.

Speaker(s): President Bryan Starr

2. Approval of the July 8, 2019 Hearing for Policy 5045 Minutes, the July 8, 2019 Hearing for Policy 5018 minutes, and the July 8, 2019 Regular Board Meeting minutes.

3. Approval of the Agenda.

4. Approval of the following August claims: Payroll \$204,243.42, General Fund \$216,766.40, Lunch Fund \$19,665.45, Special Building Fund \$7,098.49, and Depreciation Fund \$71,110.00.

5. Requests to address the Board

6. Discuss, consider and take all necessary action to approve option enrollment for Chase Rundback.

7. Discuss, consider and take all necessary action to approve option enrollment for Abigail Grooms.

8. Discuss, consider and take all necessary action to approve option enrollment for Brenner Ambrosek.

9. Discuss, consider and take all necessary action to approve Mullen School Board membership to Nebraska Rural Community Schools Association (NRCSA) for the 2019-2020 school year for the price of \$850.00.

10. Discuss, consider and take all necessary action to approve the 2019-2020 Mullen Public Schools student handbook.

11. Discuss, consider and take all necessary action to approve 2019-2020 Mullen Public Schools staff handbook.

12. Discuss, consider and take all necessary action to approve the 2019-2020 Mullen Public Schools activities handbook.

13. Discuss, consider and take all necessary action to approve the 2019-2020 Mullen Public Schools student computer loan agreement.

14. Discuss, consider and take all necessary action to approve the 2019-2020 Bus Routes.

15. Discuss, consider and take all necessary action to approve the sale of excess items and equipment.

16. Discuss, consider and take all necessary action to approve revised Policy 4039 Employment of Classified Staff and revised Policy 5044 Safe Pupil Transportation.

17. Discuss and review the Mullen Public Schools Gym/Weight Room membership use agreement/contract.

18. Nebraska Association of School Board Monthly Update

Speaker(s): Chris Kuncl

19. Administrative Reports

a. Mr. Moore- Elementary Principal Report

Speaker(s): Justin Moore

b. Mr. Kvanvig- High School Principal Report

Speaker(s): Mike Kvanvig

c. Mr. Kuncl- Superintendent Report

Speaker(s): Chris Kuncl

d. Activities Director Report

20. Board Reports

21. Next Meeting - August 26, 2019- Budget Workshop

September 9, 2019- Budget Hearing & Regular Meeting

22. Adjournment

The Mullen Board of Education reserves the right to go into Closed Session for purposes in accordance with LB 84-1410(1)

MULLEN BOARD OF EDUCATION
REGULAR MEETING MINUTES
July 8, 2019

The regular meeting of the Mullen School Board was called to order at 7:12 a.m. by Vice President Jason Coble. He announced that the Open Meetings Act is posted on the west wall. Board members in attendance were **Present:** Jason Coble, Travis Hampton, Liza Simonson, Barb Svoboda, **Absent:** Mike French, Bryan Starr. **Present:** Bryan Starr arrived at 7:20 a.m.

Also present were Superintendent Chris Kuncl, two teachers, and two patrons.

Motion by Barb Svoboda, second by Liza Simonson to approve the minutes from the June 10, 2019 Regular Board Meeting. Motion carried.

Barb Svoboda: yes, Bryan Starr: Absent, Jason Coble: yes, Liza Simonson: yes, Mike French: Absent, Travis Hampton: yes
yes: 4, no: 0, Absent: 2

Motion by Liza Simonson, second by Travis Hampton to approve the agenda, and verify that notice of the meeting was published in the Hooker County Tribune, and posted according to board policy. Motion carried.

Barb Svoboda: yes, Bryan Starr: Absent, Jason Coble: yes, Liza Simonson: yes, Mike French: Absent, Travis Hampton: yes
yes: 4, no: 0, Absent: 2

Motion by Barb Svoboda, second by Liza Simonson to approve the following July claims: Payroll \$216,041.77, General Fund \$72,638.76, Lunch Fund \$220.36, Special Building Fund \$86.51, and Depreciation Fund \$4,020.00. Motion carried.

Barb Svoboda: yes, Bryan Starr: Absent, Jason Coble: yes, Liza Simonson: yes, Mike French: Absent, Travis Hampton: yes
yes: 4, no: 0, Absent: 2

Motion by Liza Simonson, second by Travis Hampton to approve Policy 5054 Student Bullying for the 2019-2020 school year. Motion carried.

Barb Svoboda: yes, Bryan Starr: yes, Jason Coble: yes, Liza Simonson: yes, Mike French: Absent, Travis Hampton: yes
yes: 5, no: 0, Absent: 1

Motion by Barb Svoboda, second by Liza Simonson to approve the propane bid from Sandhills Oil for .899 cents per gallon for 37,500 gallons to pre-pay in September 2019. Motion carried.

Barb Svoboda: yes, Bryan Starr: yes, Jason Coble: yes, Liza Simonson: yes, Mike French: Absent, Travis Hampton: yes
yes: 5, no: 0, Absent: 1

Motion by Barb Svoboda, second by Bryan Starr to approve the purchase of a 2017 Ford Transit Passenger Van from Schalk Auto based on quality inspection by Mr. Kuncl. Motion carried.

Barb Svoboda: yes, Bryan Starr: yes, Jason Coble: yes, Liza Simonson: yes, Mike French: Absent, Travis Hampton: yes
yes: 5, no: 0, Absent: 1

Motion by Travis Hampton, second by Bryan Starr to approve the bid from Elkay to install the bottle filling stations at the high school. Motion carried.

Barb Svoboda: yes, Bryan Starr: yes, Jason Coble: yes, Liza Simonson: yes, Mike French: Absent, Travis Hampton: yes
yes: 5, no: 0, Absent: 1

Motion by Liza Simonson, second by Barb Svoboda to approve policies: 2017 Indemnification on and Liability Insurance, 3046 Animals in School, 2054 Law Enforcement Unit, and 6036 Reading Instruction and Intervention Services. Motion carried.

Barb Svoboda: yes, Bryan Starr: yes, Jason Coble: yes, Liza Simonson: yes, Mike French: Absent, Travis Hampton: yes
yes: 5, no: 0, Absent: 1

The Nebraska Association of School Board provides the Mullen Public Schools with a monthly update on new happenings throughout Nebraska.

Superintendent Kuncl provided a report to the board on education on HVAC installation, kitchen staff interviews, and activities account budget.

Secretary Barb Svoboda provided the board of education with the date of August 20, 2019 for the local Nebraska Association of School Board back to school meeting that will be held in Valentine.

Vice President Jason Coble declared the meeting adjourned at 8:00 a.m.

An agenda is kept continually current and is available for public inspection in the Superintendent's office during regular office hours.

Chris Kuncl, Recording Secretary

**MULLEN BOARD OF EDUCATION
HEARING FOR POLICY 5018
MINUTES
July 8, 2019**

The regular meeting of the Mullen School Board was called to order at 7:09 a.m. by Vice President Jason Coble. He announced that the Open Meetings Act is posted on the west wall. Board members in attendance were **Present:** Jason Coble, Travis Hampton, Liza Simonson, Barb Svoboda, **Absent:** Mike French, Bryan Starr.

Also present were Superintendent Chris Kuncl, two teachers, and two patrons.

Motion by Liza Simonson, second by Barb Svoboda to approve the agenda, and verify that notice of the meeting was published in the Hooker County Tribune, and posted according to board policy. Motion carried. Barb Svoboda: yes, Bryan Starr: Absent, Jason Coble: yes, Liza Simonson: yes, Mike French: Absent, Travis Hampton: yes
yes: 4, no: 0, Absent: 2

Vice President Jason Coble opened the Parent Involvement Policy Hearing at 7:09 a.m. Superintendent Kuncl provided a brief review of the policy. No additional testimony was offered.

Vice President Jason Coble declared the meeting adjourned at 7:12 a.m.

An agenda is kept continually current and is available for public inspection in the Superintendent's office during regular office hours.

Chris Kuncl, Recording Secretary

**MULLEN BOARD OF EDUCATION
POLICY 5045 STUDENT FEES
MINUTES
July 8, 2019**

The regular meeting of the Mullen School Board was called to order at 7:00 p.m. by Vice President Jason Coble. He announced that the Open Meetings Act is posted on the west wall. Board members in attendance were **Present:** Jason Coble, Travis Hampton, Liza Simonson, Barb Svoboda, **Absent:** Mike French, Bryan Starr.

Also present were Superintendent Chris Kuncl, one teacher, and one patron.

Motion by Travis Hampton, second by Liza Simonson to approve the agenda, and verify that notice of the meeting was published in the Hooker County Tribune, and posted according to board policy. Motion carried. Barb Svoboda: yes, Bryan Starr: Absent, Jason Coble: yes, Liza Simonson: yes, Mike French: Absent, Travis Hampton: yes
yes: 4, no: 0, Absent: 2

Vice President Jason Coble opened the Student Fees Policy Hearing at 7:03 a.m. Superintendent Kuncl provided information regarding the changes in the policy. No other testimony was offered.

Motion by Travis Hampton, second by Liza Simonson to approve revised Policy 5045 Student Fees. Motion carried. Barb Svoboda: yes, Bryan Starr: Absent, Jason Coble: yes, Liza Simonson: yes, Mike French: Absent, Travis Hampton: yes
yes: 4, no: 0, Absent: 2

Vice President Jason Coble declared the meeting adjourned at 7:09 AM

An agenda is kept continually current and is available for public inspection in the Superintendent's office during regular office hours.

Chris Kuncl, Recording Secretary

Mullen Public Schools

August Claims 8/12/2019

PAYROLL

Fund	Description	Amount
01	GENERAL FUND	\$203,795.80
06	LUNCH FUND	\$447.62
Sub Total		\$204,243.42

GENERAL FUND

Check Number	Payee	Description	Amount
18552	3P Learning Inc	SPED software	\$100.00
18553	Al's Lock & Safe	HS outside door keys	\$8.65
18554	Amazon.com	supplies; books	\$1,998.93
18555	Apple Computer Inc	supplies	\$69.00
18556	ASI	Admin Fees cafeteria plan	\$25.00
18557	At&t	long distance phone service	\$166.93
18558	B & H Professional Source	media class supplies	\$606.53
18559	Blick Art Materials	art supplies	\$55.97
18560	ByteSpeed	projectors; supplies	\$9,129.00
18561	Chris Kunch	monthly cell phone reimb	\$100.00
18562	Consolidated	phone service	\$518.77
18563	CTL Corporation	chromebooks;screens	\$14,741.41
18564	Delphi Glass	art supplies	\$721.79
18565	E.s.u. #16	Internet/DL fee 2019-20;workshops	\$23,150.00
18566	Garrett Tires & Treads	tires	\$414.24
18567	General Fund-petty Cash	misc reimb	\$2,601.90
18568	Hampton Agency	notary bond	\$65.00
18569	Handyman Hardware	carpet tiles; supplies	\$3,325.22
18570	Hometown Leasing	copier lease	\$743.55
18571	Hometown Lumber	guidance office door	\$193.00
18572	Ideal LInen Supply	custodial supplies	\$136.62
18573	Illuminate Education	educlimber program	\$5,900.00
18574	JourneyEd	Adobe license	\$500.00
18575	K&S Electric Inc	electrical elementary	\$4,900.00
18576	Kwik Stop	gas	\$275.64
18577	Lee French Bleacher Repair	bleacher part	\$25.00
18578	Lucy's	supplies	\$12.48
18579	Macke's	supplies	\$31.64
18580	Menards - North Platte	supplies	\$106.17

18581	Midwest Door and Hardware	custodial supplies	\$230.00
18582	Monument Inn & Suites	NAEP conf lodging Ginkens/Forsen	\$178.00
18583	Mullen Auto & Diesel LLC	vehicle maint	\$134.90
18584	Mullen Schools Activity Fund	Natl FCCLA sponsor expense	\$1,582.25
18585	Mullen Schools Depreciation	transfer-vehicle purchase/HVAC upgrades	\$107,000.00
18586	Nebr Assoc Of School Boards	NAEP membership Ginkens/Forsen	\$60.00
18587	PowerSchool Group LLC	2019-2020 support/maint/host	\$3,430.12
18588	Presto X	pest general main/treatment	\$121.00
18589	Rodeway Inn Norfolk	Library workshop/Licking	\$79.99
18590	Sandhills Family Medicine	bus driver physical	\$145.00
18591	Scholastic Magazine	Grade 1 Scholastic News	\$69.58
18592	Sleep Inn & Suites	Coach's clinic lodging	\$948.00
18593	State Fire Marshal Agency/Boiler	boiler inspections/certified	\$60.00
18594	Strive, Inc	Striv New Media Platform	\$1,975.00
18595	Student Assurance Services Inc	student catastrophic insurance	\$502.50
18596	Swank Movie Licensing USA	public performance site license/Elem	\$429.00
18597	U.S. Bank	travel expense; Prime renewal, vehicle maint	\$1,162.59
18598	Village Of Mullen	utilities	\$3,036.03
18599	Mullen Schools Activity Fund	transfer	\$25,000.00
		TOTAL	\$216,766.40

LUNCH FUND

2897	Mid Nebraska Ice Inc	walk in cooler 2nd half payment	\$19,635.61
2898	Walmart Community/SYNCB	propane tanks for grill	\$29.84
		TOTAL	\$19,665.45

SPECIAL BUILDING FUND

1212	Hooker Truck & Trailer	FB concession building blocks	\$6,635.00
1213	Menards - North Platte	fence supplies fb concession stand	\$326.95
1214	Village Of Mullen	teacherage utilities; fb concessions site plan	\$136.54
		TOTAL	\$7,098.49

DEPRECIATION FUND

1329 * JULY	Schalk Auto Inc	2017 White Transit Van	\$25,600.00
1330	Rutt's Heating and Air	HVAC HS science, music & SPED rooms	\$45,510.00
		TOTAL	\$71,110.00

*vehicle purchase approved at July meeting; actual purchase was after meeting

Mullen Public Schools

Budget Summary Of Funds Report

Accounting Cycle: FY18-19; End Date: 08/31/2019; Account Type: Expenditure; Show Prior Year Accounts: No; Created On: 8/11/2019 5:44:43 PM

Fund	Description	Current	YTD Actuals	Budget Balance	Percent Remainin
01	GENERAL FUND	\$4,527,452.00	\$3,723,035.78	804,416.22	0.18
02	DEPRECIATION FUND	\$535,740.00	\$205,329.97	330,410.03	0.62
06	LUNCH FUND	\$117,490.00	\$122,825.17	(5,335.17)	(0.05)
07	BOND FUND	\$434,330.00	\$103,415.00	330,915.00	0.76
08	SPECIAL BUILDING FUND	\$617,066.00	\$72,610.44	544,455.56	0.88
09	QUALIFIED SCHOOL CONSTRUCTION	\$480,541.00	\$21,037.50	459,503.50	0.96
	ACTIVITY FUND	\$181,701.00	\$204,119.46	(22,418.46)	(0.12)

Mullen Public Schools

Cash Summary Report YTD (August 12, 2019)

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance	August Transfer In	Aug Receipts not posted/expected	Available
01	GENERAL FUND	\$906,735.43	\$3,368,462.18	(\$3,723,035.78)	\$0.00	\$552,161.83	\$0.00	\$23,963.20	\$576,125.03
02	DEPRECIATION FUND	\$285,832.87	\$3,357.16	(\$205,329.97)	\$0.00	\$83,860.06	\$107,000.00	\$0.00	\$190,860.06
03	EMPLOYEE BENEFIT	\$71,555.67	\$431.98	\$0.00	\$0.00	\$71,987.65	\$0.00	\$0.00	\$71,987.65
06	LUNCH FUND	\$41,523.56	\$93,940.67	(\$122,825.17)	\$0.00	\$12,639.06	\$0.00	\$1,227.00	\$13,866.06
07	BOND FUND	\$297,021.08	\$103,427.71	(\$103,415.00)	\$0.00	\$297,033.79	\$0.00	\$646.35	\$297,680.14
08	SPECIAL BUILDING FUND	\$392,809.74	\$108,104.92	(\$72,610.44)	\$0.00	\$428,304.22	\$0.00	\$620.66	\$428,924.88
09	QUALIFIED SCHOOL	\$372,017.62	\$86,664.71	(\$21,037.50)	\$0.00	\$437,644.83	\$0.00	\$403.42	\$438,048.25
	CAFETERIA PLAN	\$5,728.91	\$3,795.57	\$4,095.38	\$0.00	\$5,429.10	\$0.00	\$341.50	\$5,770.60
	ACTIVITY FUND	\$181,070.59	\$231,417.93	\$204,119.46	\$0.30	\$208,369.36	\$25,000.00	\$0.00	\$233,369.36
	PETTY CASH FUND	\$23,968.90	\$506,774.34	\$528,277.46	\$0.00	\$2,465.78	\$2,601.90	\$0.00	\$5,067.68

Mullen Public Schools

Cash Summary Report July 2019

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance
01	GENERAL FUND	\$1,229,669.08	\$31,718.74	(\$288,663.79)	\$0.00	\$972,724.03
02	DEPRECIATION FUND	\$158,894.16	\$95.90	(\$29,620.00)	\$0.00	\$129,370.06
03	EMPLOYEE BENEFIT	\$71,938.87	\$48.78	\$0.00	\$0.00	\$71,987.65
06	LUNCH FUND	\$32,825.21	\$164.02	(\$237.10)	\$0.00	\$32,752.13
07	BOND FUND	\$296,468.72	\$565.07	\$0.00	\$0.00	\$297,033.79
08	SPECIAL BUILDING FUND	\$434,392.81	\$1,096.41	(\$86.51)	\$0.00	\$435,402.71
09	QUALIFIED SCHOOL	\$437,119.33	\$525.50	\$0.00	\$0.00	\$437,644.83
	CAFETERIA PLAN	\$5,912.95	\$345.60	(\$829.45)	\$0.00	\$5,429.10
	ACTIVITY FUND	\$225,389.92	\$3,246.00	(\$9,521.52)	(\$35.00)	\$219,079.40
	PETTY CASH FUND	\$6,150.49	\$3,373.05	(\$6,256.68)		\$3,266.86
		\$2,898,761.54	\$41,179.07	(\$335,215.05)	(\$35.00)	\$2,604,690.56

Projections for August

Fund	Description	Ending Balance July 31	August Encumber to date	Aug Transfer In	Aug Receipts to date and expected	Available to date
01	GENERAL FUND	\$972,724.03	(\$420,562.20)	\$0.00	\$23,963.20	\$576,125.03
02	DEPRECIATION FUND	\$129,370.06	(\$45,510.00)	\$107,000.00		\$190,860.06
03	EMPLOYEE BENEFIT	\$71,987.65	\$0.00	\$0.00		\$71,987.65
06	LUNCH FUND	\$32,752.13	(\$20,113.07)	\$0.00	\$1,227.00	\$13,866.06
07	BOND FUND	\$297,033.79	\$0.00	\$0.00	\$646.35	\$297,680.14
08	SPECIAL BUILDING FUND	\$435,402.71	(\$7,098.49)	\$0.00	\$620.66	\$428,924.88
09	QUALIFIED SCHOOL	\$437,644.83	\$0.00	\$0.00	\$403.42	\$438,048.25
	CAFETERIA PLAN	\$5,429.10	\$0.00	\$0.00	\$341.50	\$5,770.60
	ACTIVITY FUND	\$219,079.40	(\$11,261.04)	\$25,000.00	\$551.00	\$233,369.36
	PETTY CASH FUND	\$3,266.86	(\$4,113.58)	\$2,601.90	\$3,312.50	\$5,067.68
		\$2,604,690.56	(\$508,658.38)	\$134,601.90	\$31,065.63	\$2,261,699.71

August 12, 2019

	GENERAL		BOND		SPECIAL BUILDING		QUALIFIED CAPITAL		TOTAL
HOOKER	\$9,604.48		\$175.90		\$168.48		\$109.51		\$10,058.37
CHERRY	\$13,786.38		\$467.82		\$448.04		\$291.23		\$14,993.47
THOMAS	\$572.34		\$2.63		\$4.14		\$2.68		\$581.79
TOTAL	\$23,963.20		\$646.35		\$620.66		\$403.42		\$25,633.63

ACTIVITY FUND

7/1/2019 thru 7/31/2019

#	Activity Name	Beginning C	Receipts	Disbursements	Adjustments	Cash Balance
100	ATHLETICS	-2,700.66	0.00	29.58	0.00	-2,730.24
120	Hill Top Gym & Weight Room	14,303.88	120.00	0.00	0.00	14,423.88
125	Weight Room	0.00	0.00	0.00	0.00	0.00
175	Doug Young Memorial	8,279.19	0.00	0.00	0.00	8,279.19
180	Dan Brost Memorial	12,401.56	0.00	0.00	0.00	12,401.56
185	Chuck Hafer Memorial	690.00	0.00	0.00	0.00	690.00
190	Keith Saults Memorial	61,821.10	0.00	498.26	0.00	61,322.84
250	Banking	1,250.40	152.49	0.00	-900.00	502.89
300	Media	1,389.03	0.00	0.00	0.00	1,389.03
345	Play Production	439.95	0.00	0.00	0.00	439.95
350	Speech	1,500.18	0.00	0.00	0.00	1,500.18
400	CONCESSIONS	4,682.08	3.07	140.00	0.00	4,545.15
425	Pepsi Cola	2,009.62	0.00	0.00	0.00	2,009.62
430	Vending Machine	3,137.37	0.00	0.00	0.00	3,137.37
450	Wellness	4,206.30	0.00	0.00	0.00	4,206.30
500	FCCLA--LOCAL	10,809.57	0.00	252.00	0.00	10,557.57
520	FCCLA--NATIONAL	4,792.10	430.44	5,377.12	0.00	-154.58
719	Class of 2019	1,070.30	0.00	854.00	-216.30	0.00
720	Class of 2020	2,542.62	0.00	0.00	0.00	2,542.62
721	Class of 2021	1,731.37	0.00	0.00	216.30	1,947.67
722	Class of 2022	2,176.43	0.00	0.00	0.00	2,176.43
723	Class of 2023	1,456.64	0.00	0.00	0.00	1,456.64
724	Class of 2024	420.75	0.00	0.00	0.00	420.75
800	ANNUAL	6,565.76	0.00	0.00	0.00	6,565.76
825	Digital Yearbooks	1,138.21	0.00	0.00	0.00	1,138.21
850	Computer/Technology	2,462.43	0.00	0.00	0.00	2,462.43
900	MUSIC	327.87	0.00	0.00	0.00	327.87
950	BAND/MUSIC CLUB	1,449.05	0.00	0.00	0.00	1,449.05
1000	SHOP	4,449.92	0.00	0.00	0.00	4,449.92
1010	PlasmaCam/Power Drive	2,251.31	35.00	0.00	-35.00	2,251.31
1050	FFA	6,713.30	0.00	0.00	0.00	6,713.30
1100	SUMMER & YOUTH RECREATION	6,547.04	70.00	262.66	65.00	6,419.38
1150	PLAYGROUND	5,760.16	0.00	0.00	0.00	5,760.16
1300	CHEERLEADERS	2,992.28	0.00	0.00	0.00	2,992.28
1400	SPANISH CLUB	3,249.55	0.00	0.00	0.00	3,249.55
1500	NATIONAL HONOR SOCIETY	443.70	0.00	0.00	0.00	443.70
1520	Quiz Bowl	1,694.52	0.00	0.00	0.00	1,694.52
1550	FLORIDA SCIENCE	981.97	0.00	0.00	0.00	981.97
1600	ART CLUB	4,241.54	0.00	553.60	0.00	3,687.94
1700	STUDENT COUNCIL	837.09	0.00	39.97	500.00	1,297.12
1800	M CLUB	3,483.27	0.00	0.00	0.00	3,483.27
1801	Broncos Cross Country	194.27	0.00	0.00	200.00	394.27
1802	Bronco Football	1,347.84	0.00	0.00	269.75	1,617.59
1805	Lady Bronco Volleyball Club	2,389.96	1,365.00	606.00	-874.25	2,274.71
1806	Bronco Lady Basketball	684.24	10.00	0.00	269.75	963.99
1807	Bronco Basketball	4,524.08	60.00	272.81	269.75	4,581.02
1808	Bronco Wrestling	319.94	0.00	0.00	200.00	519.94
1809	Bronco Track Team	786.15	0.00	0.00	0.00	786.15
1811	Boys Golf	3,729.80	0.00	0.00	0.00	3,729.80
1950	Scholarships	1,595.62	1,000.00	250.00	0.00	2,345.62
1955	Marilyn Downing Scholarship	8,884.78	0.00	0.00	0.00	8,884.78
2200	TURNER FOUNDATION	40.83	0.00	0.00	0.00	40.83
3000	MATH-SCIENCE COALITION	5,181.78	0.00	385.52	0.00	4,796.26
3100	STEM	1,711.88	0.00	0.00	0.00	1,711.88
		225,389.92	3,246.00	9,521.52	-35.00	219,079.40

Check Summary Report

Date: 07/01/2019 thru 07/31/2019

Check Number	Check / Status	Void Date	Vendor Name	PO Number	Description	Amount
036840	V	07/29/2019	Maxwell Boys Basketball		BBB camp 6/27/19	-150.00
036851	C	07/10/2019	4J Designs		Bronco Youth Camp	286.00
036852	V	07/11/2019	ANSELMO MERNA PUBLIC		VB team camp 2 teams	0.00
036853	C	07/11/2019	Synchrony Bank/Amazon	219250	sports supplies	29.58
036854	C	07/11/2019	THE GRAPHIC EDGE		warm ups (4)	122.81
036855	C	07/11/2019	MENARDS		outdoor classroom mulch	544.96
036856	C	07/11/2019	Midwest Grads		caps/gowns/tassels/stoles	854.00
036857	C	07/11/2019	U.S. Bank		BB camps	6,764.17
036858	C	07/11/2019	Katie Hoblyn		VB Team Camp (2 teams)	120.00
036859	O	07/15/2019	BRIDGEPORT PUBLIC		BBB 2 day camp registration	300.00
036860	C	07/15/2019	Hastings College Financial Aid		Zachary Sweet-Have Faith	250.00
036861	C	07/15/2019	Nebraska FCCLA		Newport Beach Cruise - Bus	200.00
036862	O	07/26/2019	Jesse Coble		Hitting/Blocking Camp	50.00
036863	O	07/26/2019	Ally Ginkens		Hitting/Blocking Camp	150.00

Report Total: 9,521.52

JS

ALL Data

Check Summary Report

Arranged by:
Check Number

Date: 07/01/2019 thru 07/31/2019

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
006915	C	07/01/2019	Blue Cross Blue Shield		L Vinton	732.10
006916	C	07/01/2019	BLUE CROSS BLUE SHIELD		9 month classified	3,152.08
006917	C	07/11/2019	20/20 Technologies LLC		security camera wiring	2,362.50
006918	C	07/15/2019	HOOKER COUNTY		2017 Passenger Van license	10.00

Report Total:

6,256.68

SELECTED Data

Activity Detail Report

Arranged by:

Date Range: 07/01/2019 thru 07/31/2019

Group ID, Activity Number

Group ID and Description	Activity Number and Name	Reporting ID and Description	Sponsor
--------------------------	--------------------------	------------------------------	---------

A GENERAL FUND

210 MISCELLANEOUS

Receipts

Date	Receipt	Deposit From	Description	Amount
07/15/2019	000000	MSD	misc reimb	57.00

Expenditures

Date	PO Number	Check Vendor	Description	Amount
07/11/2019		006917 20/20 Technologies LLC	security camera wiring elementary	2,362.50
07/15/2019		006918 HOOKER COUNTY TREASURER	2017 Passenger Van license	10.00
			Expenditures Total:	<u>2,372.50</u>

Activity and Budget Totals

Beginning Balance	-57.00
Receipts	57.00
Expenditures	2,372.50
Adjustments	0.00
Cash Balance	<u>-2,372.50</u>
Outstanding POs	0.00
Unencumbered Balance	<u>-2,372.50</u>

Group Totals

Beginning Balance	-57.00
Receipts	57.00
Expenditures	2,372.50
Adjustments	0.00
Cash Balance	<u>-2,372.50</u>
Outstanding POs	0.00
Unencumbered Balance	<u>-2,372.50</u>

SELECTED Data

Activity Detail Report

Arranged by:

Date Range: 08/01/2019 thru 08/07/2019

Group ID, Activity Number

Group ID and Description	Activity Number and Name	Reporting ID and Description	Sponsor
--------------------------	--------------------------	------------------------------	---------

A GENERAL FUND

210 MISCELLANEOUS

Expenditures

Date	PO Number	Check Vendor	Description	Amount
08/02/2019		006921 Belinda Coble	reimb 2 evening meals coach's clinic	25.26
08/07/2019		006922 CASH (PAM GINKENS)	replenish Elementary postage petty cash	33.34
08/07/2019		006922 CASH (PAM GINKENS)	replenish HS postage petty cash	45.80
08/07/2019		006923 Trevor Ginkens	reimb gas ESU NTA @ NP	15.00
08/07/2019		006924 POSTMASTER	2 rolls stamps	110.00
Expenditures Total:				229.40

Activity and Budget Totals

Beginning Balance	-2,372.50
Receipts	0.00
Expenditures	229.40
Adjustments	0.00
Cash Balance	-2,601.90
Outstanding POs	0.00
Unencumbered Balance	-2,601.90

Group Totals

Beginning Balance	-2,372.50
Receipts	0.00
Expenditures	229.40
Adjustments	0.00
Cash Balance	-2,601.90
Outstanding POs	0.00
Unencumbered Balance	-2,601.90

APPLICATION FOR STUDENT TRANSFER NEBRASKA ENROLLMENT OPTION PROGRAM _____ SCHOOL YEAR

SECTION 1: TO BE COMPLETED BY THE PARENT, LEGAL GUARDIAN, OR STUDENT (if an emancipated minor or age 19 or older) requesting a transfer to attend a school district other than the district of residence.

- Between September 1 and March 15, this application must be sent, postmarked) or delivered to the **Option School District**.
 - If after March 15, this application **MUST** be accompanied by a **WRITTEN** release (waiver) from an authorized official of the Resident District or Section 2 must be completed by the resident school district, unless the student relocated after February 1st.
- Learning Community Open Enrollment Option Students - See Information for Completing Form note;

Student Name: (Last, First, M.I.) <i>Roadback Chase O</i>	
Student Birthdate: mm/dd/yyyy <i>5-18-2006</i>	Sex: F _____ M <i>X</i>
Parent/Guardian Name: (Last, First, M.I.) <i>Roadback La Wanda L.</i>	
Mailing Address: <i>84672 N. Seneca Rd</i>	
Residence Address: (if different)	
City: <i>Seneca NE</i>	Zip Code: <i>68916</i>
Telephone Number: (home/work/mobile) <i>308-310-1742</i>	Email:
Expected Grade Level at Time of Enrollment: K 1 2 3 4 5 6 7 <u>8</u> 9 10 11 12	
Does Student Require Special Education Services? (check one) Yes _____ No _____	
If Yes, Does the Student Have an Individualized Education Program (IEP)? Yes <i>X</i> No _____	
Is the Applicant a Sibling of a Current Option Student? Yes _____ No <i>X</i>	
Has the Applicant Attended Option District for the Immediately Preceding 2 Years? Yes _____ No <i>X</i>	
Did the Student Relocate After February 1 st ? Yes _____ No <i>X</i>	
Does Applicant Qualify for Free or Reduced Price Lunches? Yes <i>X</i> No _____	
Resident District Name: <i>Theftord Public School</i>	Building Currently Attending:
Option District Name: <i>Mullen Public School</i>	Building Preference:
My signature below acknowledges that I am the person with legal or actual charge or control of the above-listed student, I am completing this Application for Student Transfer pursuant to Sections 79-232 through 79-246 R.R.S., understand enrollment option is available only once to each student prior to graduation unless the option meets one of the exclusion criteria (see note on instructions), and have read the related materials provided on the Department of Education's Enrollment Option Program website at https://www.education.ne.gov/fos/enrollment-option-application-instructions-faqs/	
Signature of Parent: <i>La Wanda Roadback</i>	Date: <i>8-6-2019</i>

Application must be sent or delivered to the Option School District

SECTION 2: TO BE COMPLETED BY THE RESIDENT SCHOOL DISTRICT (only if this application is submitted by the parent, legal guardian or student after the March 15 deadline, and the student has not relocated after February 1st).

<input checked="" type="checkbox"/> The resident district waives deadline dates	<input type="checkbox"/> The resident district will <u>not</u> waive deadline dates. Reason for Denial (required):
Name and Title of Authorized Official: <i>Blake Dahlberg, Superintendent</i>	
Signature: <i>[Signature]</i>	Date: <i>8-6-19</i>

SECTION 3: TO BE COMPLETED BY THE OPTION SCHOOL DISTRICT. Whether approved or denied, send photocopies to the Applicant and the Resident District.

OPTION SCHOOL DISTRICT NAME: <i>Mullen Public Schools</i>		
Date this Application Received: <i>8-6-2019</i>		
County: <i>Hooker</i>	County-District Number: <i>46-001</i>	Phone Number: <i>308-546-2223</i>
The Option School District: <input checked="" type="checkbox"/> Approves this application		<input type="checkbox"/> Denies this application. Reason for Denial (required):
If district approves this application, date student will begin attending Option District: <i>8/14/2019</i>		
Name and Title of Authorized Official: <i>Chris Kuncel, Superintendent</i>		
Date Application Accepted/Rejected: <i>8-6-2019</i>	Signature: <i>Chris Kuncel</i>	

CHANGE OF STATUS

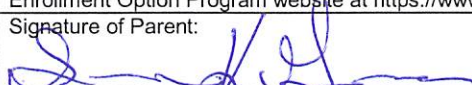
To be completed by an authorized official of the Option District (or parent) when the Option student quits the option, withdraws the application prior to attending or if the Option student's Resident District changes for any reason and the student continues attending the Option District (original resident). **Send photocopies to the Applicant and the Resident District.**

The Status of This Student is Changed for the Following Reason(s):		
<input type="checkbox"/> Withdrawal of the application prior to attending the present school year.		
<input type="checkbox"/> Cancellation of Enrollment Option during the present school year (Both Superintendents must sign below).		
<input type="checkbox"/> Has completed the grades offered in the Option District.		
<input type="checkbox"/> Attending High School in a district which is affiliated with the resident District.		
<input type="checkbox"/> Discontinuation of school attendance (moved away, deceased, etc.).		
<input type="checkbox"/> Other (Specify):		
Date Change of Status:		
New Mailing Address:		
City:	Zip Code:	
Telephone Number (home/work/mobile):		
Resident School District Name:		
County:	County District Number:	Telephone Number:
Name and Title of Option and Resident District Officials (or parent):		
Signature:	Date:	
Signature:	Date:	

**APPLICATION FOR STUDENT TRANSFER
 NEBRASKA ENROLLMENT OPTION PROGRAM**
2019-2020 SCHOOL YEAR

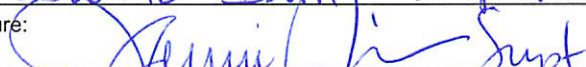
SECTION 1: TO BE COMPLETED BY THE PARENT, LEGAL GUARDIAN, OR STUDENT (if an emancipated minor or age 19 or older) requesting a transfer to attend a school district other than the district of residence.

- Between September 1 and March 15, this application must be sent, postmarked) or delivered to the **Option School District**.
- If after March 15, this application **MUST** be accompanied by a **WRITTEN** release (waiver) from an authorized official of the Resident District or Section 2 must be completed by the resident school district, unless the student relocated after February 1st.
 Learning Community Open Enrollment Option Students - See Information for Completing Form note.

Student Name: (Last, First, M.I.) Grooms, Abbigail, L	
Student Birthdate: mm/dd/yyyy 06/02/00	Sex: F <input checked="" type="checkbox"/> M <input type="checkbox"/>
Parent/Guardian Name: (Last, First, M.I.) Grooms, Sheila, K	
Mailing Address: 311 W. 7th St	
Residence Address: (if different)	
City: Valentine, Ne	Zip Code: 69201
Telephone Number: (home/work/mobile) 402-322-3010	Email: sheilacn1179@gmail.com
Expected Grade Level at Time of Enrollment: K 1 2 3 4 5 6 7 8 9 10 11 12	
Does Student Require Special Education Services? (check one) Yes _____ No <input checked="" type="checkbox"/>	
If Yes, Does the Student Have an Individualized Education Program (IEP)? Yes _____ No <input checked="" type="checkbox"/>	
Is the Applicant a Sibling of a Current Option Student? Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>	
Has the Applicant Attended Option District for the Immediately Preceding 2 Years? Yes _____ No <input checked="" type="checkbox"/>	
Did the Student Relocate After February 1 st ? Yes _____ No <input checked="" type="checkbox"/>	
Does Applicant Qualify for Free or Reduced Price Lunches? Yes <input checked="" type="checkbox"/> No _____	
Resident District Name: Valentine Community Schools	Building Currently Attending: Middle School
Option District Name: Mullen	Building Preference:
My signature below acknowledges that I am the person with legal or actual charge or control of the above-listed student, I am completing this Application for Student Transfer pursuant to Sections 79-232 through 79-246 R.R.S., understand enrollment option is available only once to each student prior to graduation unless the option meets one of the exclusion criteria (see note on instructions), and have read the related materials provided on the Department of Education's Enrollment Option Program website at https://www.education.ne.gov/fos/enrollment-option-application-instructions-faqs/	
Signature of Parent: 	Date: 8-5-19

Application must be sent or delivered to the Option School District

SECTION 2: TO BE COMPLETED BY THE RESIDENT SCHOOL DISTRICT (only if this application is submitted by the parent, legal guardian or student after the March 15 deadline, and the student has not relocated after February 1st).

<input checked="" type="checkbox"/> The resident district waives deadline dates	<input type="checkbox"/> The resident district will <u>not</u> waive deadline dates.
Reason for Denial (required):	
Name and Title of Authorized Official: Jamie Isom Superintendent	
Signature: 	Date: 8/5/19

SECTION 3: TO BE COMPLETED BY THE OPTION SCHOOL DISTRICT. Whether approved or denied, send photocopies to the Applicant and the Resident District.

OPTION SCHOOL DISTRICT NAME:		
Date this Application Received:		
County:	County-District Number:	Phone Number:
The Option School District: <input type="checkbox"/> Approves this application		<input type="checkbox"/> Denies this application. Reason for Denial (required):
If district approves this application, date student will begin attending Option District: ____/____/____		
Name and Title of Authorized Official:		
Date Application Accepted/Rejected:	Signature:	

CHANGE OF STATUS

To be completed by an authorized official of the Option District (or parent) when the Option student quits the option, withdraws the application prior to attending or if the Option student's Resident District changes for any reason and the student continues attending the Option District (original resident). **Send photocopies to the Applicant and the Resident District.**

The Status of This Student is Changed for the Following Reason(s):	
	Withdrawal of the application prior to attending the present school year.
	Cancellation of Enrollment Option during the present school year (Both Superintendents must sign below).
	Has completed the grades offered in the Option District.
	Attending High School in a district which is affiliated with the resident District.
	Discontinuation of school attendance (moved away, deceased, etc.).
	Other (Specify):
Date Change of Status:	
New Mailing Address:	
City:	Zip Code:
Telephone Number (home/work/mobile):	
Resident School District Name:	
County:	County District Number:
Telephone Number:	
Name and Title of Option and Resident District Officials (or parent):	
Signature:	Date:
Signature:	Date:

604 308-544-
 2209

**APPLICATION FOR STUDENT TRANSFER
 NEBRASKA ENROLLMENT OPTION PROGRAM**
19-20 SCHOOL YEAR

SECTION 1: TO BE COMPLETED BY THE PARENT, LEGAL GUARDIAN, OR STUDENT (If an emancipated minor or age 19 or older) requesting a transfer to attend a school district other than the district of residence. Between September 1 and March 15, this application must be sent, (postmarked) or delivered to the Option School District. If after March 15, this application MUST be accompanied by a WRITTEN release (waiver) from an authorized official of the Resident District or Section 2 must be completed by the resident school district, unless the student relocated after February 1st. ~~Section 2 must be completed by the resident school district, unless the student relocated after February 1st.~~ ~~Section 2 must be completed by the resident school district, unless the student relocated after February 1st.~~ See information for Completing Form Note.

Student Name (Last, First, M.I.) Ambrasek Brenner W		Birthdate: Month <u>01</u> Day <u>29</u> Year <u>2001</u>	
Parent/Guardian Name (Last, First, M.I.) Wade Ambrasek B		Mailing Address P.O. Box 921	Residence Address (if different)
City: Imperial NE 6		Zip Code 68033	Telephone Number (home/work) 402-322-1644
Expected Grade Level at Time of Enrollment: K 1 2 3 4 5 6 7 8 9 10 11 <u>12</u>			
Does Student Require Special Education Services? (check one)		Yes <u>X</u>	No _____
If Yes, Does the Student Have an Individualized Education Program (IEP)?		Yes _____	No _____
Is the Applicant a Sibling of a Current Option Student?		Yes _____	No _____
Has the Applicant Attended Option District for the Immediately Preceding 2 Years?		Yes _____	No _____
Did the Student Relocate After February 1 st ?		Yes _____	No _____
Does Applicant Qualify for Free or Reduced Price Lunches?		Yes _____	No _____
Signature of Parent: Stednie M Ambrasek		Date: 8-12-19	
Resident District Name and Number: Chase County 15-0010		Building Currently Attending:	
Option District Name and Number: Mullen		Building Preference:	

Application must be sent or delivered to the Option School District

SECTION 2: TO BE COMPLETED BY THE RESIDENT SCHOOL DISTRICT (only if this application is submitted by the parent, legal guardian or student after the March 15 deadline, and the student has not relocated after February 1st).

The resident district waives deadline dates: <u>X</u>	The resident district will not waive deadline dates: _____
Reason for Denial (required):	
Name and Title of Authorized Official: Randall Hooz	Signature: Randall Hooz superintendent
Date: 8/12/19	

SECTION 3: TO BE COMPLETED BY THE OPTION SCHOOL DISTRICT. Whether approved or denied, send photocopies to the Applicant and the Resident District.

OPTION SCHOOL DISTRICT NAME: _____	Date this Application Received: _____
County: _____	County-District Number: _____ Phone Number: _____
The Option School District: Approves _____ (or) Denies _____ this application.	
Reason for Denial (required):	
If district approves this application, date student will begin attending Option District: Month _____ Day _____ Year _____	
Name and Title of Authorized Official:	
Date Application Accepted/Rejected: _____	Signature: _____

CHANGE OF STATUS

To be completed by an authorized official of the Option District (or parent) when the Option student quits the option, withdraws the application prior to attending or if the Option student's Resident District changes for any reason and the student continues attending the Option District (original resident). Send photocopies to the Applicant and the Resident District.

The Status of This Student is Changed for the Following Reason(s):		
<input type="checkbox"/> Withdrawal of the application prior to attending the present school year.	<input type="checkbox"/> Has completed the grades offered in the Option District.	<input type="checkbox"/> Attending High School in a district which is affiliated with the resident District.
<input type="checkbox"/> Cancellation of Enrollment Option during the present school year (Both Superintendents must sign below).	<input type="checkbox"/> Discontinuation of school attendance (moved away, deceased, etc.).	
<input type="checkbox"/> Other (Specify) _____		
Date Change of Status: Month _____ Day _____ Year _____		
New Mailing Address: _____		
City: _____ Zip Code: _____ Telephone Number (home/work): _____		
Resident School District Name: _____		
County: _____ County District Number: _____ Phone Number: _____		
Name and Title of Option and Resident District Officials (or parent): _____		
Date: _____ Signature: _____ Date: _____ Signature: _____		



--YOUR ANNUAL MEMBERSHIP PROVIDES SUPPORT FOR --
Nebraska Rural Community Schools Association

<p><u>STATE LEGISLATIVE ADVOCACY</u> NRCSA is active in representing rural public schools in the Unicameral. The Executive Director is the main spokesperson for NRCSA, but is also represented by the lobbying firm of Nowka and Edwards. NRCSA's Legislative Committee includes 23 Superintendents from member schools and helps to direct the legislative efforts of the organization. NRCSA is also represented in the "Nebraskans United for Property Tax Reform and Education" and the "Education Association Coalition", both of whom serve as coalitions that work to speak on behalf of public education interests.</p>	<p><u>RURAL ADVOCACY</u> NRCSA is the only organization that speaks solely on behalf of public rural schools in the State of Nebraska.</p>	<p><u>NATIONAL ADVOCACY</u> NRCSA is a member of the National Rural Education Advocacy Consortium (NREAC), which represents the interests of rural public schools in national forums where education issues are decided.</p>
<p><u>PLANNING WORKSHOPS</u> The NRCSA Planning Support Service is an elective service that assists districts in planning and goal-setting. The service is conducted by veteran Superintendents whose professional lives were involved in rural education in Nebraska.</p>	<p><u>SUPERINTENDENT SEARCHES</u> NRCSA's Superintendent Search Service is conducted by veteran Superintendents whose professional lives were involved in rural education in Nebraska. The service is available to all Nebraska school districts, with member districts paying a lower rate than non-member districts. A professional cost effective proposal and fee structure is available upon request.</p>	<p><u>LEGISLATIVE FORUM</u> During each legislative session NRCSA offers a forum for Board members and administrators. The forum provides the opportunity to hear from Senators as to what is happening in the Unicameral, as well as to provide input to Senators. The forum is held in Lincoln.</p>
<p><u>COMMUNICATIONS</u> NRCSA provides regular updates from the Executive Director to member schools. A more in-depth update is provided to all members just prior to monthly Board of Education meetings. The NRCSA webpage is www.nrcca.net. NRCSA also has a social media presence on Twitter (@NRCSA1980) and on Facebook (www.facebook.com/nrccahome).</p>	<p><u>SPRING CONFERENCE</u> NRCSA offers an annual conference in Kearney in March. The conference targets issues and interests of rural schools. An opportunity is created to network with other rural school districts and to interact directly with policymakers and NRCSA leaders.</p>	<p><u>GARY FISHER FINE ARTS SCHOLARSHIPS</u> NRCSA awards two \$1,000 scholarships to high school seniors from NRCSA-member schools who are entering college with the plan to major in a fine arts field.</p>
<p><u>DISTRICT MEETINGS</u> Each fall NRCSA conducts a meeting in each of the six membership districts. These meetings provide an opportunity for rural schools to connect with NRCSA leadership on a face-to-face basis.</p>	<p><u>US BANK ONE CARD PROGRAM</u> NRCSA has partnered with US Bank to provide this unique purchase card program for school districts. Individual school districts decide which staff members receive purchase cards. The district has control over where purchases can be made and for what amounts. This can be especially helpful when sending sponsors out with student groups.</p>	<p><u>NRCSA AWARDS</u> NRCSA annually recognizes individuals who are outstanding at serving member districts. At the Spring Conference each year NRCSA recognizes an Outstanding Elementary Teacher, Secondary Teacher, ESU Staff Member, Music Teacher, Principal, Board of Education Member, and Superintendent/ESU Administrator.</p>
<p><u>NRCSA EXECUTIVE BOARD</u> The 10-member Executive Board provides leadership and direction for the organization. Each of the six NRCSA districts is represented by at least one Superintendent from a district within the district.</p>	<p><u>NRCSA SCHOLARSHIPS</u> NRCSA annually awards 14 \$1,000 scholarships to high school seniors from NRCSA-member schools who are entering college with the goal of becoming school teachers.</p>	<p><u>GLOBAL TELETHERAPY</u> Global Teletherapy is a partner with NRCSA that provides elective services such as Speech, Behavioral, and Occupational Teletherapies. Global provides services that are sometimes difficult to fill.</p>
<p><u>NEBRASKANS UNITED</u> NRCSA is a strong member of this group which includes most education and Ag-related organizations in the State. The purpose is to work to provide property tax relief, as well as to protect and promote funding to public education.</p>	<p><u>ADMINISTRATOR FOREIGN TRAVEL</u> NRCSA will help sponsor administrators from member schools who take part in selected foreign educational tours. This fall NRCSA will help sponsor administrators who participate in the America-Israel Friendship League's Superintendent tour of Israel.</p>	<p><u>LEADERSHIP OPPORTUNITIES</u> Each year there are over 50 leadership positions on the Executive Committee or other NRCSA committees that provide opportunities for member Superintendents.</p>
<p><u>EDUCATION ASSOCIATIONS COALITION</u> NRCSA is an active member of this group that is comprised of all of the major education associations in the state. The purpose of the group is to work together on legislative issues facing public education.</p>	<p><u>NATIONAL RURAL EDUCATION ASSOCIATION</u> NRCSA is a strong member of the NREA. The NREA provides leadership on issues facing rural education on the national level. Dr. Jon Habben, former NRCSA Executive Director of NRCSA, will serve as the President of NREA in the coming year.</p>	<p><u>TEACHER CERTIFICATION/TEACHER RECRUITMENT</u> NRCSA is working with representatives from Wayne State College and Peru State College on issues affecting both teacher certification and recruitment.</p>

MULLEN PUBLIC SCHOOLS STUDENT HANDBOOK



2019-2020 Edition

404 N. Blaine
P.O. Box 127
Mullen, NE 69152

Phone: (308) 546-2223 (HS)
(308) 546-2292 (Elementary)
Fax: (308) 546-2209

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FORMS TO SIGN AND RETURN TO OFFICE PG 62-67

WELCOME

Dear Students and Parents/guardians:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents/guardians are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms at the end of this handbook that you must read, sign, and return no later than August 23.

This handbook contains information of value to every student and parent/guardian. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Chris Kuncel

Chris Kuncel
Superintendent

Intent of Handbook

This handbook is intended to be used by students, parents, guardians, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents/guardians must become familiar with the handbook, and parents/guardians should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents/guardians” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

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

Notice of Non-Discrimination

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district’s compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Chris Kuncel in writing at 404 N. Blaine, P.O. Box 127, Mullen, NE 69152 or by telephone at (308) 546-2223. For further assistance, you may also contact the Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov. Also see the “Discrimination and Harassment” section below.

NOTICE TO PARENTS/GUARDIANS AND STUDENTS

Mullen Public Schools have been inspected for friable asbestos and asbestos containing material (ACM). All friable asbestos has been removed from the buildings. ACM has been identified and a management plan is in place. This plan is available for public inspection in the Superintendent's office.

NOTICE TO VISITORS

All Visitors to Mullen High School are to report to the office. Solicitors and friends will not be permitted to visit students during school time. Parents/guardians are welcome and encouraged to come and visit the school at any time after first stopping and notifying the office. Students wishing to bring guests must obtain approval from the principal prior to doing so.

Academic Credits and Graduation

The district shall accept credits toward graduation that were awarded by an accredited school district, and shall award a diploma to an option student if the student meets the district's graduation requirements at the discretion of the superintendent.

To qualify for Mullen High School Diploma, two hundred fifty (250) total credit hours are required. Starting with the class of 2023, required courses and credit hours that students must complete in order to qualify for Mullen High School Diploma are (*Personal Finance requirement is effective with the class of 2022):

TO GRADUATE FROM MULLEN HIGH SCHOOL EACH STUDENT SHALL COMPLETE:

COURSE REQUIREMENTS	CREDIT HOURS
English (English I and II required).....	40
Social Science (American History and American Government required).....	30
Mathematics (Algebra I required).....	30
Science (Physical Science, Biology and Earth Science required).....	30
Business Education / Computer Science (Info Technology and Personal Finance* required) ...	20
Practical Arts (Family Consumer Science or Vocational Agriculture).....	20
Fine Arts (Art, Pottery, Ceramics, Chorus, Band, Speech* required)	20
Physical Education and Health (PE I* required).....	10
Foreign Language (Spanish I required).....	10
Core Electives (English, Math, Science, Dual Credit Courses).....	20
Electives.....	20
Total Credits.....	250

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at Mullen High School at the discretion of the administration. Students may take as many hours above 250 as desired. Students are required to attend Mullen High School for 8 semesters or show credits from a credit bearing institution to be eligible for graduation. Should a student wish to graduate prior to 8 semesters, all requirements must be met and a **WAIVER FROM THE BOARD OF EDUCATION MUST BE SOUGHT THROUGH AN APPLICATION PROCESS.** (see policy 5066)

Students who receive special education services are mainstreamed into the regular education curriculum, when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multidisciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma and these classes will be so marked on the student's transcript. Students who may have a disability not allowing them to complete the requirements may be given a certificate of attendance for their accomplishment.

Prior to the day of graduation, the total number of required hours as well as the minimum hours required in specific subject areas must be completed. Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year, or as soon as the situation develops during the student's time in high school.

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Announcements

Daily announcements from the office will be read each morning. The sponsor of the organization or the principal must approve announcements from organizations. Announcements to be posted in the hallways must have the approval of the office.

Attendance

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 18 Year Old Students

Only children who are at least 18 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Attendance Policy

1. Students will get 5 unexcused absences per Semester. These will NOT carry over from each semester.
2. If a student receives more than 5 unexcused in any semester they will have to make up time in Saturday school. (total of 3 hours for each day missed over 5 days)
3. Each quarter the count will reset for the student and the school (Example: end of Semester 1, student is at 5 days, starting Semester 2 they are at 0 days)
4. Yes we understand that students will be sick and often they do not have a doctor's visit. This will count toward one of their 5 days as this is often the reason students miss over the 5 day limit.
5. On the same note it is very difficult to educate a student who is not in school. So we feel this make up time would ultimately benefit the students education and prepare them for expectations after highschool.

Excused Absences - these will never count toward a student's unexcused totals.

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Severe weather
2. Physical illness appointments, Mental Illness appointments and Medical appointments for the student or for a child whom the student is parenting. Must provide a note from a medical professional (i.e. orthodontist, dentist, optometrist, chiropractor, doctor, counselor, psychiatrist etc.) (Verification is REQUIRED)
3. Death or serious illness of the student's immediate family member (Communicated with building principal & communicated to the office)
4. Bereavement- attending a funeral (Communicated with building principal & communicated to the office)
5. Appearance at court/Legal matters (Communicated with building principal & communicated to the office)
6. College planning visits (Must be communicated to the office)
7. Job Shadow (Must be set up by the school counselor or principal and communicated to the office)
8. Granted absences- previously worked out with the principal
9. Any school activity the student is participating in. (sports, academics, organizations, etc)

Parents/guardians are obligated to:

- 1) Notify the appropriate building office to inform the school of the reason for each absence.
- 2) Submit a doctor's statement for each period/day of absence due to illness.

Excessive Absenteeism

When a student receives 80 periods or 10 days absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.

When a student is absent more than 20 days per year or the hourly equivalent the Attendance Officer is required by law to file a report with the county attorney of the county in which the student resides. For

example, if the student accumulates 20 days of excused absences due to documented illness, the Attendance Officer must file a report with the appropriate county attorney.

Absences due to illness

The school district will contact parents/guardians if a student becomes ill at school. Parents are expected to contact the school if their student is ill and will not attend school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

Planned absences

Parents/guardians who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents/guardians should make every attempt to schedule medical and other appointments after school hours when possible.

For Planned absences, students are obligated to:

- 1) Complete all class work in advance for any absence that can be anticipated.
- 2) Attend school a 1/2 day before attending practice or participating in a scheduled student activity except in cases of family emergencies or pre-arranged absences, unless approved by administration.
- 3) Check out of school at the office if leaving school during the school day and sign out on the computer.
 - a) If students do not sign out on the computer, they will be given a consequence of after school 9th hour.
- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Pregnant and Parenting Students

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extracurricular activities.

Band

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 7-8 may participate in the middle school band; grades 9-12 may participate in the high school band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policies.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Mullen Public Schools unless otherwise instructed. Pursuant to board policy, the district may assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Books

Students are responsible for the textbooks issued to them. The teacher will note the condition and the author of the textbooks when they are checking out books to the students. If a student should lose a book, he/she should check with the office and the issuing teacher to see if it has been found. Students will be fined for damage to textbooks at the time they check them in. Fines are based on the following criteria:

- Lost Book - Purchase price minus 20% depreciation for each year since purchase.
- Missing Both Covers - \$5.00
- Missing One Cover - \$2.50
- Torn Page - \$.25/PAGE
- Ink Blots and Non-Erasable Marks - \$.25/PAGE
- Water Damage – 50% of the replacement cost

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to pump or breastfeed in a place, other than a bathroom, that is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible. In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

Students are prohibited from engaging in any form of bullying. "Bullying" means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events. The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Cafeteria Rules

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray on to the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed.
7. Parents/guardians who wish their child to eat lunch away from school must provide a written authorization to the student's elementary building principal.
8. Students must treat lunch personnel with respect.
9. Students who violate the above rules will be disciplined.

Cell Phones and Other Electronic Devices

Each Teacher will adopt their own policy that is appropriate for their classroom. The use of electronic devices (cellular telephones, iPods, tablets, pagers, etc) may be approved by certified personnel and only during approved times. They can be used during the lunch periods, in between classes with permission, and after the school day is completed.

Cameras and other image capturing devices are strictly prohibited in all areas of the Locker Rooms both at the high school and at the gymnasium. A student's failure to follow these guidelines may result in suspension or expulsion. Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately and delivered to the office. The first time the phone is confiscated it will stay in the office until the end of the day and the phone will be returned to the student. On the second and third offense, the phone will be kept and a parent/guardian will be called and the parent/guardian must pick up the phone from the principal. After the fourth offense a student will be required to attend Saturday School. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy to Child Protective Services at 1-800-652-1999. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1)

placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; or (5) sexually abused.

Class Dismissal

Classes are in session from the start of the class until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher. Each teacher will have their own tardy policy that students will be required to follow.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

Closed Campus

Students may not leave the building without signing out of the main office. Students may leave campus to go to open campus lunch pursuant to school policy.

Coats and Boots

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear over shoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guidelines for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition, please call the school office.

Communicating with Parents/guardians

Parents/guardians shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents/guardians if their students are failing or close to failing. The school district will endeavor to notify parents/guardians of failing students prior to entry of the failing grade on the student's report card. Parents/guardians will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents/guardians by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students, and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent/guardian who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.

- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. A complainant who is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint may appeal the decision to the superintendent.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
 5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.
 6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Computer Network Use by Students

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. Student Expectations in the Use of the Internet

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use school computers to participate in online auctions, online gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
4. Students shall not disclose personal information, such as their name, school, address, or telephone numbers outside the school network.
5. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
6. 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.
7. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
8. 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.
9. 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.
10. 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.
11. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
12. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
13. Students shall not falsify electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage, and patterns of

Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.

2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - 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. Protection of Students

A. Children's Online Privacy Protection Act (COPPA)

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents/guardians in the collection of information within the school context. The school's use of student information is solely for education purposes.

B. Education About Appropriate Online Behavior

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
 - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - b. Cyberbullying awareness and response.
3. The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy.

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences at the end of the first quarter and during the third quarter.

In addition to formal conferences, classroom teachers will communicate with parents/guardians as necessary. Parents/guardians are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dating Violence

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

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

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

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

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

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

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

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially

or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Megan Andersen at 308-546-2223, megan.andersen@mullenpublicschools.org or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Chris Kuncl at 308-546-2223, chris.kuncl@mullenpublicschools.org or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Principal: Mike Kvanvig at 308-546-2223, mike.kvanvig@mullenpublicschools.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it onto the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards. Dress code violations are under the discretion of the administration and designated staff members.

Students are prohibited from wearing the following attire at Mullen Public Schools:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans deemed inappropriate by administration and/or guidance counselor.
2. Clothing that advertises or displays alcohol, tobacco, any illegal substance or is not deemed appropriate by administration and/or guidance counselor.
3. Caps, hats, or bandanas indoors during the school day.
4. Bare feet (some type of footwear must be worn)
5. Short-shorts, biker shorts, spunks, or cut-off jean/sweat shorts that expose inappropriate areas of skin will be deemed inappropriate at the discretion of the administration and/or school counselor.
6. Hairstyles, deemed inappropriate by the administration, which distract from the learning process.
7. Any clothing that could cause damage to others or school property
8. Shirts, blouses, or other clothing worn unbuttoned and unzipped, or otherwise purposely unfastened that expose inappropriate areas of skin will be deemed inappropriate at the discretion of the administration and/or school counselor.
9. "Grubby clothes," those which are purposely dirty or disheveled or are a disruption to students or staff.
10. Tops that expose inappropriate areas of skin. This may include bare "midriff" (belly button) styles, see-through and low cut blouses, halter tops, and thin-strapped tops if the fit of the shirt is deemed inappropriate at the discretion of the administration and/or school counselor.
11. Pants and shorts worn below the waist so as to expose undergarments. No "sagging" will be allowed.
12. Chains hanging or attached to pants or shorts
13. Clothing with tears or holes that expose inappropriate areas of skin will be deemed inappropriate at the discretion of the administration and/or school counselor.

Students who violate the dress code guidelines will be required to correct the violation by changing into something appropriate at school or other clothing may be brought to school for them to wear. A detention or suspension may be given to make up the time away from school. Repeated dress code violations may result in more severe consequences at the discretion of the administration.

Graduation

Students will not be permitted to participate in the graduation exercise unless they are properly attired. All graduates must wear shoes during the entire ceremony. Male graduates are to wear long pants, not shorts. There is to be no other adornment on the graduation gown except for flowers and those given to the student for honor/scholastic purposes as approved by the administration.

Driving and Parking Personal Vehicles

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students are to park in one of the designated parking areas near the school and leave the vehicle in that place until school is dismissed for the day. Students shall not park their vehicles on private property.
2. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. This includes the lunch period. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
3. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
4. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Emergency Contact Information

Parents/guardians must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents/guardians or a responsible adult can be located, and any necessary emergency instructions. Parents/guardians must promptly inform the school if this contact information changes during the school year.

Entering the Building

Students are to report at 7:50AM to their first period class. Students should report directly to their first period class upon arrival in the morning. The doors will be open at 7:30AM for students, unless the weather is inclement. Alternative arrangements may be made in the event a student must enter the building to take care of school business or receive assistance from faculty members.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

Tornado Drill

In the event of a tornado warning for the community of Mullen, students will be notified by the intercom. Students are to report to the shelter area, sit on the floor with their heads between their legs, covering their heads with their arms and hands. During a drill or the real thing, students are to walk, leave books, and be orderly.

Bomb Threat

Evacuation procedures in case of a bomb threat will be immediate and exactly like those of a fire drill, except the students will be notified to evacuate by intercom. Students will be expected to leave the building in an orderly fashion and leave behind books and wraps. Authorities will be notified of the incident and the matter will be turned over to them to determine when the school is safe for return. Time missed as a result of the evacuation and search will be made up unless the evacuation lasts less than 15 minutes.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Food Service Program

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

Breakfast

The school will serve breakfast daily from 7:30AM until 7:50AM. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students \$2.25 and adults \$2.50 for breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-6 is \$3.00. Lunch for 7-12 is \$3.25 for students and \$3.75 for adults.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

If a student has no funds available to pay for a meal, the student will be provided and charged for a meal.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

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

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The Superintendent or his or her designee will contact households about unpaid meal charges and notify them of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, email, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law.

Collection efforts may continue into a new school year.

Unless arrangements are made with administration families with a lunch bill in excess of \$200.00 will be subject to debt collection by a collection agency along with suspension of gym and weight room memberships. Families may also be prohibited from purchasing activity tickets if they have an outstanding lunch balance.

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, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider

Field Trips/Learning Adventures

Classes occasionally take field trips/learning adventures off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a learning adventure by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend learning adventures. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Head Lice

Students found to have head lice, lice eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, 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 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 will not be allowed to ride the school bus until the district has cleared the student to return to school.

Health Problems Limiting Activities

Parents/guardians who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents/guardians should notify the principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

Homebound Instruction

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine .

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Chris Kuncl, who may be contacted at 308-546-2223.

Illness or Injury at school

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents/guardians to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents/guardians cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents/guardians must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents/guardians or a responsible adult can be located, and any necessary emergency instructions.

Immunizations

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

Provisional Enrollment Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of “hazing” as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caress the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Library

Books may be checked out for a period of two weeks and may be renewed as needed. Books are to be checked out at the circulation desk and returned to the book drop in the library. Books are bar coded and students have each been assigned a library patron number. Upon checkout, a student’s books are scanned and his/her patron number is entered into the computer. When returned, the items are rescanned and checked back via computer.

If a student needs a book and the library is unmanned, he/she MUST sign the card inside the book and leave it on the desk. If students are discovered to have removed library materials without checking them out first, they will be subject to severe disciplinary action and will lose library privileges.

Lockers and Other School Property

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

administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

If a student wishes to place a lock on their locker, they must furnish the lock. In the event a lock is placed on a locker, a key or the combination must be filed in the principal's office. Only school-related items and personal clothing are to be kept in the lockers.

Lost and Found

A lost and found department is maintained in the office of the school secretary. Lost items should be reported to the teacher and/or the office immediately once the absence is discovered. Any item found by a student must be turned in to the teacher where it was found or the office. Items not claimed at the end of the school year will be discarded.

Lunch

High School students will be allowed 35 minutes for lunch. Students are expected to eat lunch at the cafeteria or eat at home. Students are welcome to bring a sack lunch and eat it at the cafeteria. No loitering on private lawns, etc. will be permitted. Throughout the year, students are not to congregate on the school lawns, as excessive traffic will damage the grass. School rules and policies, especially those governing student conduct, are in full effect and will be enforced during the noon hour.

Students who are riding to lunch must ride legally and with a responsible adult. **At no time will students drive to hot lunch or drive over the noon hour**, unless approved through the office. Students are to be respectful of cooks, teachers, and elementary students. Cafeteria privileges may be lost or restricted as a result of misconduct.

The meals are served in the lunchroom of the elementary school. Weekly menus will be published in the bulletin and posted in each building.

Students will not be able to eat at the high school during the noon hour unless a sponsor or an organization calls a lunch meeting. Students will not be able to store lunches in or by the refrigerator in the Family & Consumer Sciences Room. The equipment in the Family & Consumer Sciences Room (i.e. microwave, forks, ketchup, plates, etc.) will not be available other than for classroom use.

If a student wishes to return to the building immediately after their lunch to study or tend to school business, they must ask a faculty sponsor to be present to supervise them.

Elementary students are allotted 30 minutes for lunch, followed by a 30 minute recess.

Medications

Whenever possible, parents/guardians should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by the physician.

Motor Vehicles

Students who drive motor vehicles to school are to park in one of the parking areas near the school and leave the vehicle in that place until school is dismissed for the day. AT NO TIME SHALL STUDENTS PARK THEIR VEHICLES ON PRIVATE PROPERTY OR DRIVE DURING THE SCHOOL DAY INCLUDING THE NOON HOUR UNLESS ADMINISTRATIVE APPROVAL IS RECEIVED. Violators will be disciplined and may be required to leave their keys in the Principal's office.

Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools.

Open Campus Lunch for 6-12 Students

Students in grades 6-12 are allowed to eat lunch off campus by either walking to the grade school cafeteria, Macke's Grocery store, or walking to a residence to eat. AT NO TIME SHALL STUDENTS DRIVE THEIR VEHICLES OVER THE LUNCH HOUR UNLESS ADMINISTRATIVE APPROVAL IS RECEIVED.

Students can ride with a non-student friend or non-student family member for off campus lunch. Violators will be disciplined and may be required to leave their keys in the Principal's office.

Parental Involvement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parental involvement in the Title I program. Parental Involvement in the Title I Program shall include:

1. An annual meeting to which all parents/guardians of participating children will be invited. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parent's/guardian's' participation, including but not limited to: curriculum objectives, type and extent of participation, parental input in educational decisions, coordination, and integration with other district programs, and evaluations

of progress. This information may be included in the annual Title I Individual Education Plan (IEP) for the student.

3. Opportunities for parent/guardian involvement activities, such as training on ways to support children's learning. This opportunity may include, but is not limited to, attendance at the annual Nebraska State Title I Parent/Guardian Involvement Conference. The goal of these parent/guardian activities is to provide parents/guardians with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents/guardians of limited English proficiency, parents/guardians with disabilities, and parents/guardians of migratory children with opportunities for involvement in the Title I Program. Communication to parents/guardians about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent/guardian concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents/guardians or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.

Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents/guardians or as deemed necessary by school district staff.

Parties

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties.

Personal Items

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

Physical Education

The school district requires students in grades 6-9 to take Physical Education unless they have a medical excuse from a physician to release them from this requirement. A note from a parent/guardian presented to the instructor can temporarily excuse a student from physical education for reasons of injury or illness.

Students are responsible for providing their own physical education clothing, which should consist of tennis shoes, sweat socks, shorts, shirt or blouse. There are no particular requirements governing this clothing. Students are to take their clothing home frequently to be washed. It is expected that students will have their clothing for physical education each day. Failure to bring clothing will affect the physical education grade. Students are also expected to shower following strenuous exercise.

Elementary students are required to have appropriate shoes for physical education classes. Students must wear tennis shoes and they will not be allowed to participate barefoot, in socks, in boots of any kind, or in sandals of any kind. It is encouraged that the student have a pair of tennis shoes at the school designated as their "PE" shoes so they do not miss PE class.

Physical Exam

Students entering kindergarten and seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents/guardians will be notified of the date. Included in the individual packet is a class composite. Parents/guardians who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Playground Rules

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, or clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents/guardians when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Protection of Student Rights

The Board of Education respects the rights of parents/guardians and their children and has adopted a Protection of Pupil Rights policy in consultation with parents/guardians to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents/guardians may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil

Rights policy is scheduled as follows: Parents/guardians may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

Public Displays of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Rights of Custodial and Non-Custodial Parents

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

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

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

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

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

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

School Day

The school day typically begins at 7:45AM(HS) 7:55AM(Elem) and ends at 3:34PM(HS) and 3:30PM(Elem) Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 15 (HS) 25 (Elem) minutes before the school day begins and 30 minutes after the school day ends. **There will be no supervision provided by the school before or after these times.** Parents must arrange for their children to leave school promptly at the end of the day.

School Safety

The administration has the right to do whatever is necessary to insure the safety of students at school and school activities.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

Self Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact the school office.

Smoking, Juuling, Vaping, and Tobacco

The use or possession of any tobacco product, including the use of vapor products such as Juuls, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Snowballs

Mullen Public School students are NOT allowed to throw snowballs at any time during the school day. Violators will be disciplined.

Standardized Testing

The NWEA MAP (Measurement of Academic Progress) is administered bi-annually in grades K-12 to determine the student's achievement probability for individual success. Tests are administered in the fall and the spring, and the results are sent home. Students in grades 3-8 will be required to take the NSCAS assessments required by the state of Nebraska and the 11th grade students are required to take the ACT assessment.

Student Assistance

Parents/guardians who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fee Policy

The school district shall provide free instruction in accordance with the Nebraska State Constitution and Nebraska state law. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.

2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.

3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

Listing of Fees Charged by this District.

- 1. Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses, or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course, or activity.
- 2. Technological Devices.** The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be **\$25.00**. As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required to purchase insurance coverage for the devices on their own personal policies. Additionally, the district may allow students to purchase technological devices by arranging for the students to purchase these devices through a single, or series of payments. Students must meet the required amount to purchase their technological device.
- 3. Safety Equipment and Attire.** The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.
- 4. Personal or Consumable Items.** The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.
- 5. Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.
- 6. Extracurricular Activities.** The school district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to

this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment, and/or clothing are required for the activity.

- 7. Post-Secondary Education Costs.** Some students enroll in postsecondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.
- 8. Copies of Student Files or Records.** The school district may charge a fee for making copies of a student's files or records for the student's parents or guardians. The superintendent or the superintendent's designee shall establish a schedule of student record fees. Students' parents/guardians have the right to inspect and review the student's files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district may charge a fee of 10 cents per page for reproduction of student records.
- 9. Participation in Before-School, After-School or Pre-Kindergarten Services.** The district will charge reasonable fees for participation in before-school, after-school or pre-kindergarten services offered by the district pursuant to statute.
- 10. Charges for Food Consumed by Students.** The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machines, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.
- 11. Charges for Musical Extracurricular Activities.** Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:
 - Band students must provide their own instruments or may rent them.
 - Swing choir students may be required to purchase outfits and shoes selected by the sponsor/group.
- 12. Contributions for Class Extracurricular Activities.** Students are eligible to participate in a number of extracurricular activities during their years in Middle/ Senior High School, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund beginning in sixth grade. This contribution is completely voluntary. Students who choose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$10 to \$30 per year.

Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without

charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Students are not required to participate in the free or reduced-price lunch program to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Technological device fees are not covered under the waiver. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal. Application forms are available in each school building office.

Voluntary Contributions to Defray Costs.

When appropriate, the district will request donations of money, materials, equipment, or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements, and staff members of the district are directed to communicate that fact clearly to students, parents, guardians, and patrons.

Fund-Raising Activities

Students may be permitted or required to engage in fundraising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fundraising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents/guardians and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s)/guardian(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s)/guardian(s) regarding treatment for the child. If the parents/guardians cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Council

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student council shall be administered by the superintendent or designee.

Student Records

The Family Education Rights and Privacy Act ("FERPA") provides parents/guardians certain rights with respect to their student's education records. These rights include the right to inspect and review the student's

education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents/guardians believe one of their student's records are inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents/guardians of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information. FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

name and grade, address, telephone number, including the student's cell phone number, email 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 and 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.

Directory information about students may be disclosed to outside organizations without a parent's/guardian's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents/guardians have notified the school district that they do not want this information disclosed without prior written parental/guardian consent.

Parents/guardians who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents/guardians do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 1 of the current school year.

Non-Directory Information

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's/guardian's written instructions.

Transfer of Records Upon Student Enrollment

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Schedule Changes

All desired schedule changes are to be referred to the counselor or principal. After notification, the student will complete a drop and add form with parental/guardian approval. Students will have 5 days from the beginning of the semester to change courses for that semester. Changes in the schedule for the second semester must be made prior to the start of the second semester following the same procedure.

Tardiness

Students who are tardy are to stop at the school office and obtain a pass to class. Parents/guardians will be notified of students who are chronically tardy and have no justifiable reason. Students may be asked to make up time after school.

Students who are tardy will be required to make up time after school if there is no justifiable reason for their tardiness. Teachers detaining students and causing them to arrive late to the next class will issue the student a pass to enter the next class. If the student misses the entire period, it will be an absence from class with the same effect as any absence.

Telephone Calls

A telephone is located in the hallway next to the HS office. This phone is for student use and is to be used between classes if necessary. In an emergency, a student may request the use of the office phones. Students will not be called from class to answer the phone except in an emergency and only if the phone call is from a parent or guardian. The school phone number is 546-2223 HS or 546-2292 Elem.

Threat Assessment & Response

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

1. Obligation to Report threatening Statements or Behaviors.

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

2. Threat Assessment Team

The threat assessment team shall consist of the superintendent of schools, building principal(s), and local law enforcement. It also could include the school nurse, guidance counselor, or other members of the mental health profession who would be willing to work with the school. It should not include parents or board members. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response.

3. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking, or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the team determines to be reasonable and useful.

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

4. Communication with the Public about Reported Threats

To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence, if that individual is a minor.

Transportation Services

The district operates school buses as a convenience for students and parents/guardians. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they may be charged a fee to be established by the board of education. The superintendent will schedule bus routes, and questions concerning them should be directed to that office.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed bus services

a) Rules of Conduct in School Vehicles:

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Students must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) Consequences

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) **Records**

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the administration.

Students who are not regular route riders may ride the bus with the approval of the route driver.

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle unless approved through the office. Students who wish to take private transportation home from a school event must submit a request to administration that has been signed by that student's parent/guardian and receive approval. Alternately, a parent/guardian present at the event may sign the student off the bus list.

Video Surveillance and Photographs

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

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. For example, students making recordings of an athletic event for their personal use similar to a parent/guardian or other patron are permitted, but students are still subject to the district's appropriate use and student discipline policies. An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced on Weather Threat, Thrillshare, School Website, and School Social Media. Parents/guardians should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents/guardians who do not believe it is safe to transport their students to school may keep their students home after contacting the district office. *If schools are closed due to severe weather conditions, all after-school activities will be canceled.*

Withdrawal From School

Any time it is necessary for a student to withdraw from school permanently or for an extended period of time, they must bring a statement from their parents/guardians giving the reason, their intentions, and their signatures. Upon receipt of such statement, the office will issue the student a checkout sheet to be signed by the entire faculty having that student in class or an activity. Transcripts will be sent upon written request by new schools.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

9th Hour

9th hour takes place on regular school days, Monday through Thursday, from 3:30 PM to 4:00PM. This period is recovery time for students to make-up work, work ahead, or finish any work that must be done. All teachers will be present in their rooms during this time to provide any help needed. This period may be used by all students, but is **required** for all 9-12 students on the down list. The down list will be in effect starting with the first grade check of each quarter, about 8-10 days into the quarter. Before the first grade check, extra-curricular practices may begin at 3:30PM. After the first grade check, extra-curricular practices will begin at 4:15PM. As long as a student is eligible for participation, they will be allowed to miss 9th hour for games.

For students required to attend 9th hour, absences must be approved by the administration or the following consequences will be imposed:

First offense - Parents/guardians contacted. 1 week on the ineligible list. Time missed will be made up after school or during an In School Suspension.

Second offense - Parents/guardians contacted. 2 weeks on the ineligible list. Time missed will be made up after school or during an In School Suspension.

Third offense - Parents/guardians contacted. In-school suspension. 2 weeks on the ineligible list.

Fourth offense - Parents/guardians contacted. In-school suspension. Ineligible for all remaining school activities,

Fifth offense - Parents/guardians contacted. Short term out of school suspension. Ineligible for all remaining school activities.

Sixth offense - Parents/guardians contacted. Long term out of school suspension. Ineligible for all remaining school activities.

No "0" (Zero) Procedure

The No "0" Procedure is designed to have all students required to turn in all of their assignments by the due date imposed by each teacher. If an assignment is due to be turned in, the student is responsible for completing the work. If the student does not turn in the required assignment, the teacher will be required to consequence them with 9th hour and possibly before school or lunch detention. Students will be required to serve a consequence until their work has been completed and handed in. Teachers also reserve the right to dock points for late work as mentioned in their required class syllabi. If a student does not turn in the required assignment by 3:30 PM on the required day, the student will not be allowed to practice in any extra-curricular activity until that assignment has been turned in to the assigning teacher. Students will not be allowed to practice until their required assignments are turned in to the assigning teacher and may be required to serve a Saturday school if the behavior continues..

SECTION TWO

ACADEMIC INFORMATION

Academic Integrity, Cheating and Plagiarism

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades that 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.

Contributing to academic integrity violations means to participate in, or assist another, in cheating or plagiarism. It includes, but is not limited to, allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration. Sanctions will be imposed against students who engage in such conduct. When duplicate papers are received, and neither party takes responsibility, both parties will face the same sanctions.

Cheating

Cheating means intentionally misrepresenting the source, nature, or other conditions of academic work so as to receive undeserved credit, or to cooperate with someone else in such a misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others.

In the context of tests, quizzes, oral examinations, and other examinations or academic performances, cheating includes, but is not limited to:

- 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.
- 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, phones, iPods, or the textbook during the test.
- 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.

In the context of papers, daily assignments, essays, lab projects, and other similar academic work, cheating includes, but is not limited to:

- 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 specific knowledge and permission of the instructor.
- 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.

- 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/guardian or sibling, and the essay is substantially rewritten by the student's parent/guardian or sibling. Assistance from home is encouraged, but the work must remain the student's.
- Failing to Contribute to Group Projects: Accepting credit for a group project in which the student failed to contribute a fair share of the work.
- Alteration of Assigned Grades: Alteration of assigned grades is any unauthorized alteration of assigned grades by a student in the teacher's grade book or school records.

Plagiarism

Plagiarism is to take and present as one's own a material portion of the ideas, words, or work 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:

- Failure to Credit Sources: Copying work (words, sentences, paragraphs, 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 quotation marks and/or give a citation to the outside source.
- 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.

Academic Lettering

A student in grades 9-12 is eligible for an academic letter if he/she achieves Honor Roll status any three of the four quarters in a year.

Algebra

All eighth grade students will have the opportunity to accelerate to Algebra I depending on required criteria. To qualify for Algebra I there are three (3) criteria of which the students must meet in order to accelerate:

1. NWEA MAPS assessment math score at the 85th percentile or above on the previous three (3) NWEA MAPS Math assessments
2. Grade average in math for Quarter 1, Quarter 2, and Quarter 3 of > 95%
3. A positive recommendation from the 7th grade math teacher and the Algebra I teacher

Class Rank

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each core curriculum class in which he/she was enrolled. For the purposes of this policy, core curriculum shall include all courses in the areas of language arts, mathematics, science, and social studies.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in the middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for the last two semesters.

Credit for Non-Academic Work

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc. However, all such activities in which the student participates, as well as honors earned, are noted on the student's permanent record.

Dual Credit & Project Challenge Courses

Students taking courses where they receive postsecondary credit will pay for tuition and related costs, including textbooks.

Enrichment Courses

If the school offers an elective that a student cannot take, he/she should speak to the guidance counselor. If the guidance counselor feels this course is necessary and would be beneficial to the student, an enrichment course may be set up and paid for by the school. Enrichment courses offered at school expenses will necessitate a deposit of tuition plus costs. This deposit will be refunded to the student upon successful completion of the course.

Extension Courses

Students needing credit courses to graduate, due to having failed a class offered by the District, may take extension courses approved by the Site-based Administration. The student will pay for all costs incurred.

Grades

Students will receive letter grades for their academic core classes.

The middle and high school grading system is as follows:

A	100% - 93%
B	92% - 85%
C	84% - 78%
D	77% - 70%
F	Below 70% actual number grade will be given.
I	Incomplete

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

Graduation Awards

Graduating seniors will be awarded for their academic achievements during the annual commencement activities. The winners of these awards will be determined on the basis of student academic achievement in the core curriculum: English, mathematics, science, social studies, business education, foreign language, and computer science.

The valedictorian and salutatorian of the graduating class shall be the students with the highest and second highest cumulative percentage grade point averages respectively in core curriculum course work completed in grades nine through twelve. These students will receive their awards during commencement exercises. Grade percentages within .02 percent will be considered equivalent for purposes of these calculations.

Graduation and Academic Load Requirements

Each student in grades 6-12 will be required to register and attend class for 8 subjects. Based on the 8 period schedule of Mullen High School, a Junior or Senior will be allowed to utilize one period for supervised study and/or additional courses such as dual credit college courses.

The district shall accept credits toward graduation that were awarded by an accredited school district, and shall award a diploma to an option student if the student meets the district's graduation requirements at the discretion of the superintendent.

To qualify for Mullen High School Diploma, two hundred fifty (250) total credit hours are required. Starting with the class of 2023, required courses and credit hours that students must complete in order to qualify for Mullen High School Diploma are (*Personal Finance requirement is effective with the class of 2022):

TO GRADUATE FROM MULLEN HIGH SCHOOL EACH STUDENT SHALL COMPLETE:

COURSE REQUIREMENTS	CREDIT HOURS
English (English I and II required).....	40
Social Science (American History and American Government required).....	30
Mathematics (Algebra I required).....	30
Science (Physical Science, Biology and Earth Science required).....	30
Business Education / Computer Science (Info Technology and Personal Finance* required)	20
Practical Arts (Family Consumer Science or Vocational Agriculture).....	20
Fine Arts (Art, Pottery, Ceramics, Chorus, Band, Speech* required)	20
Physical Education and Health (PE I* required).....	10
Foreign Language (Spanish I required).....	10
Core Electives (English, Math, Science, Dual Credit Courses).....	20
Electives.....	20
Total Credits.....	250

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at Mullen High School at the discretion of the administration. Students may take as many hours above 250 as desired. Students are required to attend Mullen High School for 8 semesters or show credits from a credit bearing institution to be eligible for graduation. Should a student wish to graduate prior to 8 semesters, all requirements must be met and a WAIVER FROM THE BOARD OF EDUCATION MUST BE SOUGHT THROUGH AN APPLICATION PROCESS. (see policy 5066)

Students who receive special education services are mainstreamed into the regular education curriculum, when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multidisciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma and these classes will be so marked on the student's transcript. Students who may have a disability not allowing them to complete the requirements may be given a certificate of attendance for their accomplishment.

Prior to the day of graduation, the total number of required hours as well as the minimum hours required in specific subject areas must be completed. Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year, or as soon as the situation develops during the student's time in high school.

Homework

Classroom teachers will often assign homework. Parents/guardians who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. Normally, at least an hour a day should be spent in preparing for an average assignment.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

Honor Roll

Mullen Public Schools will publish a list of those students on the honor roll at the end of each quarter and at the end of each semester of study. To qualify for the honor roll, students must earn a grade point average of ninety (90) percent and cannot have any grades less than eighty-five (85).

Mid-Term Graduation

Students are generally required to attend four years of high school (minimum of seven semesters) to be eligible to receive a diploma from the school district.

The Board of Education, upon receiving administrative recommendation, may grant midterm exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents or guardian should apply during the first quarter of the student's senior year and must follow all stipulation in Board Policy 5066 Early Graduation. The Board of Education will act on all requests. Any student who is granted midterm exit from high school forfeits all privileges of high school enrollment (detailed in Policy 5066), except the right to participate in commencement exercises.

Report Cards

Report cards are sent home the week following the end of the nine-week reporting period. Mid-quarter reports are also sent to parents/guardians of students who are having difficulty in an academic subject.

SECTION THREE

STUDENT DISCIPLINE

General Discipline Philosophy

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

The school district's discipline is guided by the following principles:

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

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

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

Forms of School Discipline

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

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity 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.

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents/guardians may make plans to pick up the student the following day.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.
- Detentions are 30 minutes, served in the central office or the detention room designated by the building principal.

Saturday School

Saturday School has been initiated to offer a different method for struggling students who are frequently on the fail list for grades below a 70% or for those students who refuse to complete the required assignments that have been given by a teacher. It will also be used as a method to make up time when a student has been absent over the eight times allowed for each class per semester so that those students can maintain their credits, and used for those students who are not meeting the expectations of the conduct code.

The concept of Saturday School is very simple. The school wishes to provide each student every opportunity to earn credit for graduation, complete necessary work required by each academic area, and develop positive work habits. On the day of Saturday School, a ratio of 1 instructor to 5 students will be available to help students with the specific problem areas.

Saturday School Purpose

Group A -- Attendance: Absences / Tardies

- Students who have accumulated excessive absences and/or tardies. Each student's case is different and will be evaluated on a case-by-case basis by the principal.
- Tardies – Excessive tardies at the discretion of the principal.

Group B -- Conduct:

- Students with excessive office-referrals and/or unacceptable conduct.
- Refuses to attend required lunch or after school detentions given by a teacher or administrator.

Group C -- Academic Concerns

Students appearing on the fail list (under 70%) for 3 out of the past 4 weeks in the same subject area will be required to attend Saturday School. Teachers will also have the ability to refer students to Saturday School if they have not been meeting the expectations by not completing assignments. Teachers will provide a written explanation on why the student is either on the down list or why the student has received a referral. Teachers will meet with the student to explain what work the student needs to complete to get out of Saturday School.

In-School Suspension

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

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Short-Term Suspension

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

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

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the principal ordering the short-term suspension before or at the time the student returns to school. The principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations.

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 such other consequences which the school district deems appropriate.
- 4. Alternative School or Pre-expulsion Procedures.** The school shall provide either 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 that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;

- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance, regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
- i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual stimulation and sexual assault;
- j. 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 an email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks, 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;
- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- l. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

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

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

1. 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 charges.
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 parents/guardians, 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/guardians with copies of the relevant statutes upon request.

STAFF DIRECTORY

High School Phone 308-546-2223
Elementary Phone 308-546-2292
404 N Blaine st.
PO Box 127
Mullen, NE 69152
(fax 308-546-2209)

Members of the Board of Education:

..... President- Bryan Starr
..... Vice-President-Jason Coble
..... Secretary-Barb Svoboda
..... Treasurer- Liza Simonson
.....Member- Travis Hampton
..... Member-Mike French

Administrative Staff:

..... Superintendent/AD- Chris Kuncel
.....High School Principal/AD- Mike Kvanvig
..... Elementary Principal- Justin Moore

Office Staff:

.....Business Manager-Pam Ginkens
..... HS Principal’s Secretary-Kris Forsen
.....ES Principal’s Secretary-Lauren Hollenbeck/Carolyn Hoyt

Certified Teachers:

..... Agriculture- Trevor Ginkens
..... Art- Kyle Hoyt
..... Business/Tech-Mellissa Donohoe
.....English/Weights- Russ Monette
.....English/Guidance Counselor-Megan Andersen
.....FCS/Business/Pre Algebra-Diana Brost
..... First Grade-Donalee Barner
..... Fifth Grade-Amber Zimmerman
..... Fourth Grade- Melody McDowell
..... Kindergarten-LeAnne DeKay
..... Library/Media- Bobbie Licking
..... Math- Ron Taylor
..... Music- Heather Walls
.....Physical Education/Math-Jennifer Moore
..... Second Grade- Emily Brown
..... Science/Biology-Tawnee Jewell
..... Science/Physical-Sarah Hardin

..... Social Studies- Trisha Vest
Spanish- Dominique Werner
Special Ed (ES)-JoElle Williams
 Special Ed (HS)-Lori Vinton
 Third Grade- Beth Rice
Title/Data Manager- Stacey Vinton

Please sign and return to school office by August 19, 2019

RECEIPT

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: “Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment...”

STUDENT HANDBOOK - PARENT/STUDENT AGREEMENT

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

Student’s Signature

Date

Parent/Guardian’s Signature Date

 Parents/guardians

Cell Phone Number (Optional)

 Parent’s/guardian’s Email Address (Optional)

 Parent’s/guardian’s Email Address (Optional)

If needed Please sign and return to school office by August 19,2019

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

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

(name of the student)

It is necessary that the student receives (name of drug) _____, a physician-prescribed drug, during school intervals beginning on (date) _____ and continuing through _____ (date)

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

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this ____ day of _____, 20__.

Parent/Guardian

If needed Please sign and return to school office by August 19,2019

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

DATE _____

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

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

Dosage and time _____

Date administration of drug is to begin _____

Possible adverse reactions to be reported to physician _____

_____ Special instructions for the administration and storage of the drug _____

I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self administration plan or emergency care plan, and deemed to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee _____

_____ Print or Type

_____ Primary Phone Number

_____ Secondary Phone Number

_____ Signature of Physician

If needed Please sign and return to school office by August 19,2019

**RECORD OF THE ADMINISTRATION OF
SELF-ADMINISTRATION OF MEDICATION**

Parent's/guardians Phone _____

Student Name _____ Grade _____

Date to Begin _____ Date to End _____

Name of Medication _____

Dosage of Medication _____ Time _____

Doctor _____ Phone #1 _____

Phone # _____

Possible Adverse Reaction: _____

_____ gives permission for _____ our son/daughter to self-administer specific medications at school. This medication cannot be taken at any other non-school time.

DATED this _____ day of _____, 20__.

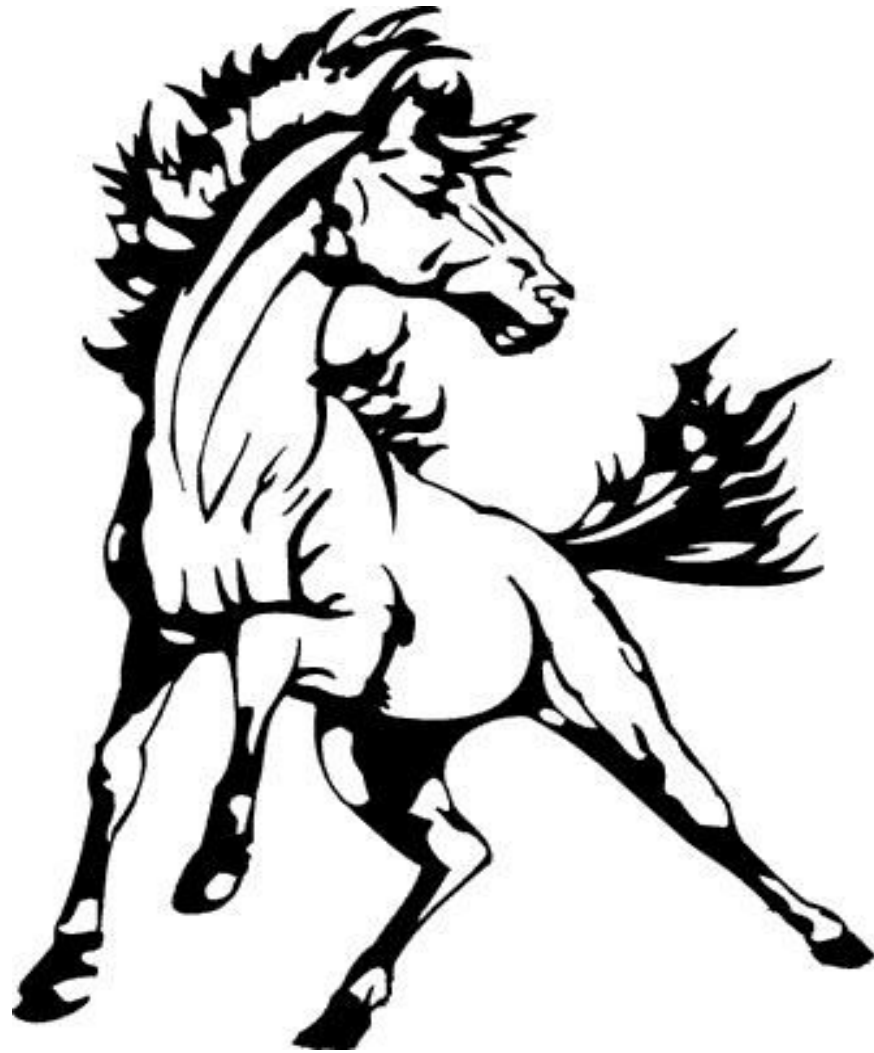
Students who are able to self-administer specific medication may do so provided:

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent/guardian provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administering the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physician's designee has (1) evaluated the situation and deemed it to be safe and appropriate; (2) documented this on the physician's authorization for the student's cumulative health record, and (3) approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervising self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

Doctor's Signature _____

Mullen Public Schools Staff Handbook

2019-2020



INTRODUCTION

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns, or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a "contract" of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, military or veteran status, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Chris Kuncl at 308-546-2067. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov.

DRUG-FREE WORKPLACE REQUIREMENTS

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance during working hours is prohibited by personnel of the school district. The use of such substances by the personnel of the school district during working hours poses a danger to the students and other school personnel.

Prohibited drug activity on school premises or at any school-sponsored activity or event shall include engaging in the unlawful possession, selling, or dispensing of look-alike drugs, controlled substances, or alcoholic liquor. Look-alike drugs are those drugs that are not controlled substances but are represented as such, including chemicals that elicit the same effect such as K2 or spice. Personnel who are guilty of drug abuse violations in the workplace shall be given a list of agencies for drug counseling and rehabilitation. Employees of the school district shall have appropriate personnel action taken against them, up to and including immediate cancellation of their employment, in the event of drug use, as defined herein, on school premises or at any school-sponsored activity or event.

Each employee of the school district shall have available to them a copy of this policy relating to a drug-free work environment. It shall be a condition of employment with the district that all employees abide by the terms of this policy. Any employee of the school district shall notify the administration of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Within 30 days of receiving notice from an employee of the school district who has been convicted of any criminal drug statute violation occurring in the workplace, appropriate personnel action against such an employee, up to and including termination, or requiring such employee, at the employee's expense, to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency, shall occur.

The purpose of this policy is to prohibit the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by any employee of the school district during that employee's working hours or while that employee is on duty. Accordingly, the term "workplace" includes every location where a school district employee may be found during his or her working hours or while he or she is on duty, whether or not such location is on school district property or within the geographic limits of the school district.

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form that is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

Accidents should only be discussed with the administration and those authorized by the administration.

Activity Accounts and Fundraising

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from the superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.** The administration is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

Activity Tickets

All staff considered to be full time along with their spouses, and their school-age children will be admitted to home games free of charge. Activity tickets will be issued to staff through the building offices.

When attending home activities, if needed staff members should remember that they may possibly be needed to help with crowd control and supervision of students as the need arises.

Agents, Salesmen and Other Business Representatives

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

Announcements

Elementary

Bulletins will be prepared as needed. Announcements may also be posted on the office room cupboards.

Secondary

Announcements will be read in the office by a selected student. All announcements need to be turned in to the secretary by 8:15 a.m. each morning in order to be heard.

Bell Schedule

The bell schedule will be set by the building administrator. A regular schedule, a 2:00 Friday schedule, an early out schedule, and a late start schedule will be constructed and given to the staff.

Board Policies

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modify existing policies. In particular, the 4000 series deals with policies that affect personnel. **By signing below, you agree that you have read and understood those policies, their application to you, and that you have had an opportunity to**

discuss any questions with the administration.

Care of Room

In order to ensure a positive and proper learning environment, teachers must maintain an orderly, secure classroom. When leaving for the evening, each teacher should:

1. Shut and lock all windows.
2. Turn off classroom lights, computers, and any non-essential electrical devices.
3. Return chairs to the regular classroom setting or to one desired by the custodian.
4. Lock the door.

Child Abuse

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately.
2. The principal and the school nurse and/or the school guidance counselor shall, whenever possible, investigate the concern within 24 hours of receiving the initial report. The school staff shall endeavor to conduct this investigation in a manner that does not interfere with any current or future investigation by law enforcement. When the principal determines that a report should be made through the district, he or she shall make a report to the office of social services or law enforcement. The principal shall inform the employee(s) who made the initial report whether he or she has made a report to the office of social services or law enforcement. If no such report has been made, the employee(s) shall file such a report if he, she, or they have reasonable cause to believe that a child has been abused or neglected.
3. Any doubt or question in reporting such cases shall be resolved in favor of reporting suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students, and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a

classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;

- 3) The action or solution which the complainant seeks.
- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. A complainant who is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint may appeal the decision to the superintendent.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Computers and the Internet: Acceptable Use by Staff

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. Staff members must refer to and comply with Board Policy regarding Staff Internet and Computer Use. Staff should also refer to the district's policy on Staff and District Social Media Use.

Conflict of Interest

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

Copyright and Fair Use

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district.

Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal.

Corporal Punishment

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Crisis Response Team

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member's ability to perform the tasks required by board policy.

Disability Leave (Short-Term)

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Megan Andersen 308-546-2223 or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Chris Kuncl 308-546-2223 or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Chris Kuncl 308-546-2223 or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it onto the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Driving (both school and personal vehicles)

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Driving a personal vehicle for student transport is discouraged by the district but can be used when absolutely necessary. Staff members will need to provide a Driver's license to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including the use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

Dress Code

Staff should dress in a manner that reflects the honorable profession of education. All staff members, both certified and classified, are expected to dress appropriately to convey a professional image. On **Fridays and designated days**, staff may wear jeans in combination with Mullen Bronco apparel or other authorized apparel.

Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing. **Ag/Shop, Art, and Physical Education staff** should dress in attire appropriate for their work conditions for the day.

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees. During high temperature days, professional dress shorts may be allowed in rooms that do not have air conditioning. Jeans and casual dress may be worn only on learning adventures, if appropriate and on announced casual days. Specialized areas such as industrial tech, art, and PE will be allowed to wear clothing to fit their instructional plans for that day. For example, on demolition days it will be more conducive to wear jeans due to the nature of the lesson. Any violation of school policy and rules may result in disciplinary action.

Drug and Alcohol Testing

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in the Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to emails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

Expenses

The board of education will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense, and credit course reimbursement fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal car use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Business Manager for approval.

School District will not reimburse sales tax.

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's email system. Each staff member must check his or her email account frequently throughout the school day. Staff members are allowed to use their school email accounts for a moderate amount of personal email correspondence. However, sending or receiving personal email during instructional time is prohibited, regardless of whether that personal email is received on the staff member's school email account or a personal account.

Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

Jury and Witness Duty Leave

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses. An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors and windows are locked when they enter or leave the building other than regular school hours and are responsible for setting the security system after hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

Maintenance & Cleaning Request Forms

Staff members should fill out maintenance requests forms just as soon as they need or see a maintenance problem. These forms must be turned into the superintendent.

Meals Program

Staff may take advantage of meals offered through the district's food program. Staff may purchase lunch from the school cafeteria for \$3.75 per day. The lunch price includes one carton of milk. Extra cartons cost 35 cents. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members are discouraged to run a deficit in their lunch accounts. Staff members required to supervise lunch will receive a lunch paid for by the school district.

Military Leaves of Absence

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

Milk Expression

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers, students, and the public for one year after the child's birth.

News and Press Releases

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

Communicating with the public, keeping the public informed, and public relations with the community are important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

Newsletters

The district secretary will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities and emphasizes the positive aspects of the district's mission.

Outside Employment

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to the school district.

Political Activities

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

Professional Boundaries Between Staff and Students

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of

behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Professional Growth

All employees must complete state required inservice and course work hours, and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

In addition to this requirement, the superintendent will select in-service programming to provide additional professional growth activities for certified and classified staff.

Purchasing

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available from the office. Orders should not be placed until the district office has issued a printed purchase order. Once an order has been received, the staff member must notify the building secretary so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent will either approve or disapprove the request through the principal.

Records and Reports

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will

be treated confidentially by school officials.

Recordings of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students.

School Calendar

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal who will get the activity approved by the superintendent. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

School Property

School property is not to be lent to individuals except by permission of the superintendent or building principal.

Staff or groups who wish to use school facilities should make requests to the building principal as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

School Vehicle Use

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to Board Policy for information on the use of school vehicles.

Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

All visitors are required to report to the office when entering the building. Staff immediately must report all strangers they observe in the building to the office. Visitors who request to see students should meet with the student in the office or a predetermined location.

Smoking on School Premises or at School Activities

The use or possession of any tobacco product(cigarettes, chewing tobacco, tobacco pouches), including the use of vapor products, or any other such look-alike product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Social Media Usage by Staff

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with Board Policy regarding Staff Internet and Computer Use. This policy applies to both personal and school-affiliated social media use. Staff members who are uncertain about the applicability of Board Policy to a particular situation must confer with their supervising administrator prior to posting on social media.

Solicitation and Distribution of Merchandise

In the interest of maintaining a proper school environment and preventing interference school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds, except as approved by the superintendent.

Staff Room

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

Telephones

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones. Teachers will not be called out of class time except in the case of an emergency. Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of

the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. **Obligation to Report threatening Statements or Behaviors-**All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

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

2. **Threat Assessment Team-** The threat assessment team (team) shall consist of the superintendent of schools, building principal(s), and local law enforcement. It also could include the school nurse, school office staff, guidance counselor(s), or members of the mental health profession who would be willing to work with the school. It should not include parents or board members. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response.

3. **Threat Assessment Investigation and Response-** All reports of violent, threatening, stalking, or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concerns person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the team determines to be reasonable and useful.

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

4. **Communication with the Public about Reported Threats-** To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence if that individual is a minor.

Ticket Taking

All staff will be expected to take tickets at home events at least twice. The high school principal is responsible for arranging ticket taking. Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the building principal of who will be taking their place.

Transportation Request Forms

Staff members must complete transportation request forms as soon as they know they need school-provided transportation to allow the activities director adequate time to schedule drivers and vehicles.

Visitors

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period at a specific date and specific time
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours
- visitors must wear a visitor's badge supplied by the building office

Wage and Salary Payments

Staff members are paid on the first business day of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the money to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this

information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced on Weather-threat(releases information to TV networks), Thrillshare, school app, school website, and school social media sites. An automated phone call will be sent to all numbers that are reported and posted in the PowerSchool system.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in the case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave

1. Sick Leave

Certified staff members who are too ill to perform their teaching duties must contact their building designee asap.

2. Personal Leave

Certified staff who wish to take personal leave are encouraged to submit a leave request to their building principal for at least two to three days in advance of the proposed leave. Building principals may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave. Staff members are discouraged from personal leave adjacent to a school break. For example, if school is not in session on a Monday, certified staff should not take personal leave the preceding Friday or following Tuesday.

3. Professional Leave

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

4. Substitute Folders

Each teacher must prepare a substitute folder. The folder must contain:

- a.) the current seating chart for each class;
- b.) the daily routine followed by each class;
- c.) all schedules
- d.) a list of special duties and instructions;
- e.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

Assemblies

The principals and office should be informed, at a minimum, one week in advance of speakers or classroom guests coming into the classroom. The speaker/classroom guest must be of educational value in order to take away from instructional time. The principal must approve all assemblies. **Please do not interrupt instructional time without informing your building principal.**

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

Assignment Notebooks

Assignment Notebooks may function as students' make-up slips at the 6-12 level, as well as a pass out of class or to see another instructor. They may also be used as a communication tool home to parents. It is encouraged that every time a student leaves class during class time, a pass should be assigned. This way, other staff can ascertain where the student has permission to be. No student may be in the halls during class or study time without a signed pass for a specific destination. If a teacher retains a student after the period ends, staff must write a note in the student's assignment book stating why the student was late, rather than assigning a tardy.

Assignment of Teachers

The administration will assign certified staff to individual duties and schedules. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- b. retirement number,
- C. withholding form W-4, and
- D. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Cheating

Students caught cheating (including plagiarizing) must be sent to the building principal for administrative discipline. The classroom teacher may also give the cheating student a grade of 50% of what they would have earned for the test or assignment.

Check-out Forms

All certified staff must complete a checkout form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed.

Classroom Management and Student Discipline

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers are encouraged not to leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers may not close the door to their rooms until they have left the building or unless they are sponsoring some other group in other areas.

Classroom teachers should have a well-defined discipline plan that is known to the students. Rules and consequences should be stated clearly and posted.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Teachers may remove a student from the classroom for failure to comply with established rules of conduct. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers have no right to waste the pupils' time and may not dismiss classes early except by permission of the building principal.

Staff may never send a student off school grounds without notifying administration.

Classroom teachers may not admit tardy students to class without an admit slip from the principal or the student's teacher from the previous period.

Classroom Sanitation

1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions, and saliva.

2. Infectious Diseases

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

Coaching Supplies

Coaching supplies will be distributed by the athletic director. Such items include tape, pre wrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory as needed.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students. Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Mullen Public Schools, unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office. When students purchase items such as coats, rings, etc. through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

Community Involvement

Certified staff are encouraged to take part in civic affairs in the community.

Computer Lab

Students and staff who use computers owned by the district must abide by the district's acceptable use policies. Classroom teachers may not send students to the computer lab during study halls or class unless they have made prior arrangements with the lab coordinator. Classroom teachers who wish to bring classes to the computer lab must sign up as far in advance as possible with the lab coordinator. Absolutely no food or drink is allowed in the computer lab.

Display of Classroom Work in the School and the Community

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Certified staff must contact the principal before displaying student work at an evening activity.

Down Slips and Progress Reports

The Down List will be compiled every week for high school students on Wednesday at 4 PM. It is the responsibility of the teacher to get in all the necessary grades in order for a student to be on or off the down list. Teachers will have until Friday at 4 PM to notify the parents of the student who is on the down list. Teachers are required to inform the parents why their student is on the list and what the student needs to do to get off of the list. Informing the parents will need to be done by phone or email. It is recommended that staff members communicate as much as possible with parents.

Duties of Certified Staff

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teacher's Professional Code of Ethics.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc..
- i) Turning in all monies collected to the main office by the end of the day.
- j) Clearing all class meetings or trips through the principal's office.
- k) Participating in Student Assistance Teams pursuant to board policy.
- l) Assisting with the administration of standardized testing as assigned.
- m) Provide homebound instruction as assigned by the administration.
- n) Performing additional duties as assigned by the administration.

Elementary Supervision and Duty

One elementary staff member should be supervising the playground by 7:30 a.m. He/she will make the decision of whether or not to move to the lunchroom on colder mornings. Elementary teachers are to be present on the playground at all times with their classes for supervision during recess. Teachers can combine supervision responsibilities to facilitate staff meetings or when working with other students in the classroom during recess time. Two elementary staff will be on hall and playground duty each day at noon and will supervise the lunchroom during lunch time. They can make the decision to stay inside for recess on colder days.

Eligibility Grades 6-12

Student academic eligibility for participation in extracurricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than **seventy percent (70%) in two or more classes weekly.** Eligibility will be based on the weekly cumulative semester mathematical average of

each student. At the discretion of the sponsor, ineligible students will be allowed to participate in practice. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, speech contests, cheerleading, and similar organizations or events.
2. Music competition, performances (except Christmas/Spring concerts), and clinics.
3. All school dances.
4. Other activities deemed appropriate by the principal.

Extracurricular Activities

All staff must schedule all events and other extracurricular activities at the central office to avoid conflicts. Activities must be put on the school calendar located in the principal's office at least one week before the activity. Coaches should shorten practices and activities on Wednesday evenings. Sunday practices shall not be conducted without prior approval from administration.

Certain activities require time be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fundraising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extracurricular activities without permission from the principal. If vehicles are used for transportation, the drivers must be adults who have been approved by the school.

The superintendent and high school principal have the responsibility for all activities. Therefore, any ruling or handbook decision made will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency. Students should be reminded to take all evacuation drills seriously, and fire drill instructions should be posted near the exits in every classroom.

1. Fire Drills

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help ensure the safety of students in case of an emergency. When the fire alarm is sounded, all students and staff immediately must cease the activity in which they are engaged and leave the building at once, following these regulations:

- a) The classroom teacher will be the last to leave the room. He or she will turn out all the lights and close the door as he or she leaves.
- b) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.
- c) Staff and students will move far enough away from the building to avoid possible injury, and also, to remain clear of emergency vehicle traffic.

- d) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
 - 1) hold up a Green Card (all students accounted for)
 - 2) hold up a Red Card (missing student (s) listed)
 - 3) hold up a Green & Red Card (extra students listed)

When signaled to return to the school building, students will return in an orderly manner.

2. Tornado Drills

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated tornado shelters. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff immediately must cease the activity in which they are engaged immediately and seek shelter, following these regulations:

- a) All students and staff should proceed to the designated tornado shelter.
- b) Once in the basement, each teacher must account for every student in the class.
- c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

3. Protocol for all Evacuations

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- 1) Take the class roster;
- 2) Lock the classroom door after all occupants have exited the room;
- 3) Keep the class together and move promptly in an orderly fashion; and
- 4) Upon arriving at the evacuation point, take roll, maintain order, and supervise.

Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate.

Examinations

Semester examinations may be given in all classes. Tests and final exams may be given ahead of time depending on the circumstance.

Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration. Staff members may add items for discussion to the agenda by contacting the principal.

Field Trip/Learning Adventure Request Forms

Certified staff who wish to take students off school property must submit a request to the superintendent at least ten calendar days prior to the date of the requested activity. Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

Grading Policy

The grading scale below pertains to all students in the Mullen Public School System:

A	93-100
B	85-92
C	78-84
D	70-77
F	0-69

The actual percentage number is recorded on the high school report cards. Elementary grades may also use a pass/fail grade or equivalent on their report cards. Non-GPA courses in both middle school and high school may also be graded using pass/fail.

A student is to be graded on academic performance. **A student's grade is not to be reduced for discipline.** Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student. Students on I.E.P.s are graded in accordance with their I.E.P.

Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card

Guest Lecturers

Guest lecturers must be approved by the building principal before they can address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

Hall Duty

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

Homework Policy

Homework is an important part of student learning. When parents, teachers, and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

No "0" (Zero) Procedure

The No "0" Procedure is designed to have all students required to turn in all of their assignments by the due date imposed by each teacher. If an assignment is due to be turned in, the student is responsible for completing the work. If the student does not turn in the required assignment, the teacher will be required to consequence them with 9th hour and possibly before school or lunch detention. Students will be required to serve a consequence until their work has been completed and handed in. Teachers also reserve the right to dock points for late work as mentioned in their required class syllabi. If a student does not turn in the required assignment by 3:30 PM on the required day, the student will not be allowed to practice in any extra-curricular activity until that assignment has been turned in to the assigning teacher. Students will not be allowed to practice until their required assignments are turned in to the assigning teacher

Instructional Films

Instructional Films may be used as instructional materials and must be previously approved by the building principal. All media must be previewed for suitability by the classroom teacher before being shown to students. All movies or videos watched with students that are rated above G rating must have a signed permission slip.

Lesson Plans

Each teacher will prepare and complete a proper lesson plan by Friday for the following week. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Lesson plans must **identify major instructional objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.**

Lesson plans for the upcoming week must be submitted by 4:00 p.m. on Monday of each week.

Media Center

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades. Paraeducators are to work only on and within their assigned work days. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, email, or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and where necessary utilize a planner as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal.

Parking

Staff members have the staff parking lot reserved for them. **Students are not to park their cars in the staff lot.** Staff members may not allow students to park in the staff lot when groups leave early in the morning on a school day for field trips or athletic events.

Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day. The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. The Primary purpose of Planning time is not for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.

PowerSchool and PowerGrade

All teachers/classroom aides will be required to use PowerSchool and PowerGrade. Attendance will be taken as follows: Elementary – at 8:00, 10:00, 12:00 & 2:00; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session. Lunch count will also be taken with PowerGrade.

A "comment bank" will be developed for comments on progress reports, report cards, and discipline reports at a later date. You may use the "comment bank" or enter your own free-form comment.

Certified staff who have trouble/problems with PowerSchool/PowerGrade, should contact their PowerSchool administrator.

Private Tutoring

Classroom teachers must provide individual assistance to students as a part of their

duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Pupils' Records

1. Each classroom teacher must keep a set of records in the PowerSchool system.
2. Report cards will be issued within one week following the end of the quarter unless otherwise announced.
 - a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
 - b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
 - c) Each classroom teacher is responsible for distribution of class cards on time.
 - d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.
3. Staff members need to have a legitimate educational interest to review records of students. For secondary students, cumulative records for each student shall be maintained in the office of the guidance counselor.

Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

School Day

All certified staff must be at school or on duty between the hours of 7.30 a.m. and 4:00 p.m., Monday through Thursday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave at 2:00 P.M. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 7:30 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class/conference periods.

Sponsors

Certified staff members are assigned by the administration as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making sure that all students and other individuals have left the building. School-owned clothing or equipment that is checked out to students remains the property of the school. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing/equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instructions prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time. Each teacher must maintain an accurate record of student attendance in PowerSchool. Students are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. . No student should be accepted back into class without checking in at the office, first.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook. Classroom teachers should report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming/appearance is the responsibility of the building principal.

Student Illness

In the event of student illness or injury, classroom teachers should notify the office immediately. If a student becomes ill, they should be sent to the office. Office staff will oversee parent notification and arrangements for the student. A student shall not be sent home unless a parent can be contacted.

Student Medication

Student medications should not be dispensed by staff members unless they follow the following procedures. No staff members other than the school office personnel should dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications such as aspirin, cough syrup or cough drops.

Office staff are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, and directions for administering the medication. After receiving the medication, the school employee should place it in

an area where access is restricted to school employees only.

Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period.

Teaching Controversial Issues

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks and Equipment

Classroom teachers will issue textbooks and other equipment to the pupils, keeping a record of the number and condition of the property assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books.

Pupils are to pay for lost/damaged property. Book covers are encouraged for textbooks.

Workbooks do not become the property of the students and in most cases should be retained by the school.

Teachers are responsible for checking out and overseeing the safe return of laptops to mobile labs.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

Bereavement Leave

Classified employees may be granted up to 2 days off work (with pay) in the event of the death of your husband, wife, mother, father, grandmother, grandfather, sister, brother, children or grandchildren, aunts or uncles. This shall include in-laws.

Holidays

Employees will receive paid time off on the following holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents Day (Washington's Birthday), Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving and the day after Thanksgiving, and Christmas Day.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday in order to be eligible to receive holiday pay.

Hours

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours. It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

Overtime and Compensatory Time

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy.

PTO/Personal Leave

Classified employees, who are full time employees, will receive up to 9 days of paid time off each school year and certified employees receive 3 days of personal leave for personal business that cannot be taken care of outside regular business hours and other events of personal significance. Personal leave must be approved in advance by the employee's immediate supervisor or the Superintendent. There shall be no carryover of personal days or PTO days from year to year.

Sick Leave

Classified employees do not receive sick leave. Certified staff members receive 10 days per year accumulating to 30 days. A staff member who has a medical appointment, who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone or has a medical appointment, must notify his or her immediate supervisor prior to the time he/she regularly reports to work. PTO hours can be used for this purpose.

Vacation

Eligible classified employees will receive paid vacation each school year. Employees should consult with their immediate supervisor for vacation information. Eligible employees receive vacation according to their individual work agreements.

New employees will not be entitled to any vacation leave for the first six months of employment. After the completion of the last day of the sixth month of employment, new employees will be awarded one-half of the total vacation days provided for their job assignment. After the completion of the last day of the ninth month of employment, new employees will receive the remaining days of vacation provided for their job assignment.

STAFF DIRECTORY

High School Phone 308-546-2223
Elementary Phone 308-546-2292
404 N Blaine st.
PO Box 127
Mullen, NE 69152
(fax 308-546-2209)

Members of the Board of Education:

..... President- Bryan Starr
..... Vice-President-Jason Coble
..... Secretary-Barb Svoboda
..... Treasurer- Liza Simonson
..... Member- Travis Hampton
..... Member-Mike French

Administrative Staff:

..... Superintendent/AD- Chris Kuncel
..... High School Principal/AD- Mike Kvanvig
..... Elementary Principal- Justin Moore

Office Staff:

..... Business Manager-Pam Ginkens
..... HS Principal's Secretary-Kris Forsen
..... ES Principal's Secretary-Lauren Hollenbeck/Carolyn Hoyt

Certified Teachers:

..... Agriculture- Trevor Ginkens
..... Art- Kyle Hoyt
..... Business/Tech-Mellissa Donohoe
..... English/Weights- Russ Monette
..... English/Guidance Counselor-Megan Andersen
..... FCS/Business/Pre Algebra-Diana Brost
..... First Grade-Donalee Barner
..... Fifth Grade-Amber Zimmerman
..... Fourth Grade- Melody McDowell
..... Kindergarten-LeAnne DeKay
..... Library/Media- Bobbie Licking
..... Math- Ron Taylor
..... Music- Heather Walls
..... Physical Education/Math-Jennifer Moore
..... Second Grade- Emily Brown
..... Science/Biology-Tawnee Jewell
..... Science/Physical-Sarah Hardin
..... Social Studies- Trisha

Vest

.....Spanish- Dominique Werner
.....Special Ed (ES)-JoElle

Williams

..... Special Ed (HS)-Lori Vinton
..... Third Grade- Beth Rice
.....Title/Data Manager- Stacey Vinton

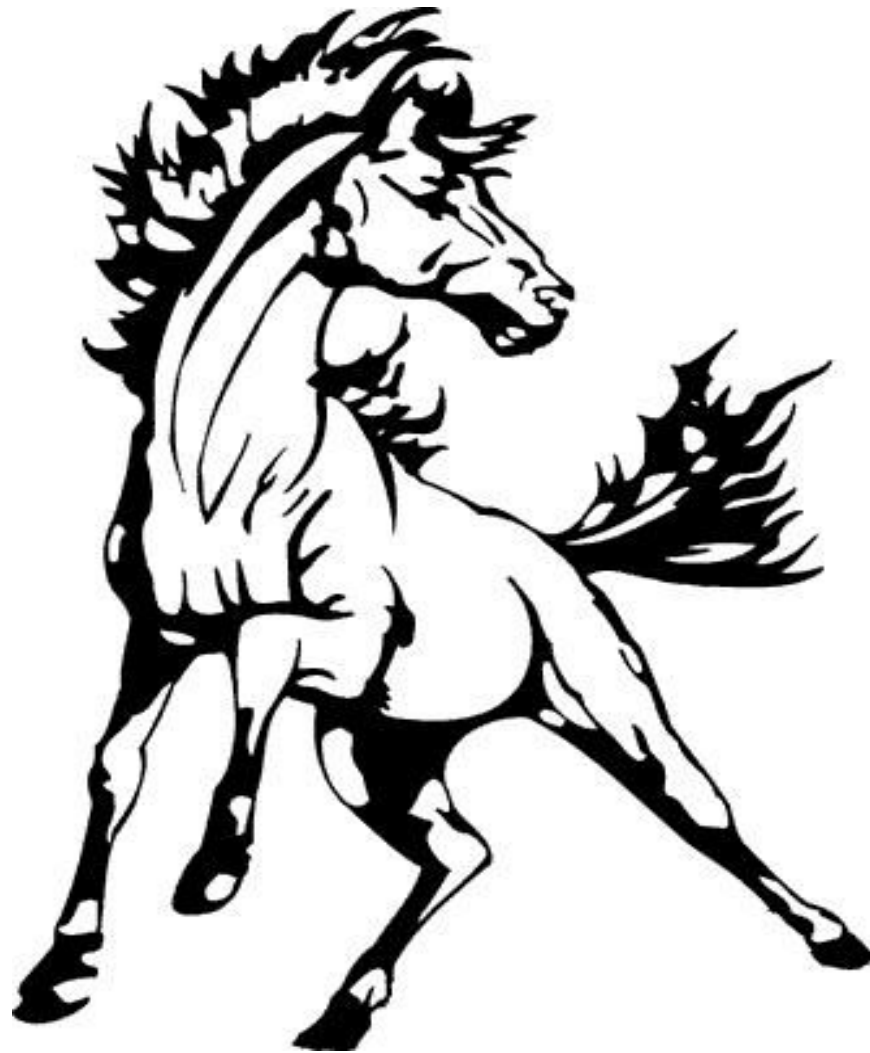
ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the Mullen Public School District Staff Handbook which includes the district’s drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

Signature

Date

Mullen Public Schools Activities Handbook 2019- 2020



Introduction

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement, and greater student self-confidence and self-esteem. Mullen Public School provides students with the opportunity to participate in a comprehensive activities program that includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in this handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a "contract" with parents, guardians, students, or staff. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Please read this handbook carefully. Students and their parents/guardians are responsible for complying with all of the rules and procedures detailed in this booklet.

Parents/guardians must sign the acknowledgement and permission to participate form at the end of this handbook before their student will be permitted to participate in the activity programs of the district.

The provisions in this handbook are subject to change at the sole discretion of the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that it is up to date. If you have any questions regarding this handbook, please contact the Superintendent for assistance.

SECTION ONE: GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

Academic Eligibility

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility (see Section Three of this Handbook), (2) be registered for 10 credit hours per semester and be in regular attendance, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students who have a grade of less than 70% in one class will be placed on "probation" for one week. If the student still has a grade of less than 70% in any class at the end of the week of probation, they will be declared ineligible for a minimum of one week and until they have administrative approval for renewed eligibility.

Students may not participate in any activity or performance while serving a short-term suspension, long-term suspension, or expulsion from school.

Activity Trips

A student's behavior and appearance on an activity trip must be representative of Mullen High School. The sponsor(s) and the driver will be the authorities in charge. The bus will always leave from the high school and return to it.

All schoolwork should be made up in advance for classes which will be missed.

Attendance at Practices and Contests

Participants in the activities program are expected to attend and be on time at all practices and meetings scheduled by the coach or sponsor. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance. The coach, sponsor, or director of an activity may require a participant who has an excused absence to complete an alternate assignment for missing a practice, meeting, event, performance, or contest. A participant who is unable to attend a scheduled practice, meeting, or game must contact the coach or sponsor in advance. Students who are absent from school due to illness are not required to provide the coach or sponsor with additional notification of the student's absence from practice.

Students who are absent from school will not be permitted to practice or participate in an athletic contest or activity performance unless the student has a medical professional's excuse note or prior permission from the building principal to participate despite the absence.

If a participant misses a scheduled contest or performance, the coach or sponsor may impose discipline up to and including suspension of the participant from the activity for the remainder of the season or length of the activity.

Closings

Unless the administration determines that it is permissible for the activity to continue as scheduled, all activities/practices will be cancelled or postponed in the event that school has been called off for inclement weather or any other reason as determined by the administration.

Colors

The Mullen School colors are Black and Gold.

Complaint Procedure

To reduce conflicts in the school's activities program, students and/or their parents/guardians should use district's formal complaint procedure to manage conflicts about the program. The complaint procedure is printed in the school's student handbook.

Concussion Awareness

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

The School District will:

- a. Require all coaches and trainers to complete one of the following online courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:
 - Heads UP Concussions in Youth Sports
 - Concussion in Sports—What You Need to Know
 - Sports Safety International
 - ConcussionWise
 - ACTive™ Athletic Concussion Training for Coaches; and
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - 1 The signs and symptoms of a concussion;
 - 2 The risks posed by sustaining a concussion; and
 - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care

professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed healthcare professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed healthcare professional; and
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

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

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

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

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

Dances

School dances are part of the district's extracurricular activity program. Students who wish to participate in school dances must comply with the activity code. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules.

Middle School/High School Dances

All school dances are restricted to Mullen High School students and their guests. Outside guests of Mullen students will be required to fill out a permission form. High School Dances are for students in grades 9 through 12. Middle School dances are for students in grades 6 through 8. Each student is responsible for his/her guest's conduct. Any organization wishing to sponsor a dance must obtain permission from the principal regarding dates and times. Each dance should be sponsored by at least two adults. Once admitted to the dance, students are expected to remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances without approval from administration.

Homecoming and Prom

The Homecoming dance is open to 9-12 students and guests of Mullen High School.

The Junior/Senior Prom is open to 9-12 students and guests of Mullen High School. Guests must follow all rules that students must follow. Outside guests of Mullen students will be required to fill out a permission form and cannot be older than 20 years of age. Each student is responsible for his/her guest's conduct. Appropriate attire is required for these dances. No blue jeans, shorts, or T-shirts will be allowed at the banquet or dance for Prom. Black dress jeans will be acceptable.

Electronic Communication

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). Please see the Social Media Policy For School District Employees for further explanation.

Equipment

Each participant in the athletic portion of the activities program will be issued a locker to store his/her personal belongings and school equipment that has been checked out. Students should secure their athletic lockers with combination locks.

School-owned clothing or equipment that is checked out to individual students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for the intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use of such clothing or equipment is over. Each participant is responsible for all equipment checked out to him/her. Students will be assessed the replacement cost for school equipment that has been checked out to him/her and is lost or stolen.

Fundraising

All school-sponsored fundraising activities must be approved by a member of the school district administration. Fundraising for any activity must comply with the district's policies, including applicable provisions specifically pertaining to Booster Clubs and PTOs for non-school-sponsored fundraising. Use of the school mascot shall not be permitted unless approved by the superintendent.

Individual Training Rules and Rules of Conduct

Head coaches or sponsors may develop additional training rules or rules of conduct for their activity. Students are responsible for knowing these rules and complying with them.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caress the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Injuries

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents/guardians or seek immediate medical treatment.

If at any time during participation a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see Concussion Awareness above.

Insurance

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities. The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies which families may purchase will be available prior to each sports season and at fall registration.

Lettering Requirements

The following guidelines will be used in determining students' eligibility for lettering:

Football: The athlete must participate in as many quarters of play as there are regular season varsity games played. This excludes district and state competition.

Volleyball: The athlete must participate in as many sets of play as there are regular season varsity games played. This excludes district and state competition.

Cross Country: The athlete must participate in all meets or place in at least two meets.

Basketball: The athlete must participate in as many quarters of play as there are regular season varsity games played. This excludes district and state competition.

Golf: The athlete must have their scores count towards the team score in two meets.

Track: The athlete must accumulate points in two meets.

Wrestling: The athlete must accumulate points in two varsity contests.

Music: The student must participate in a small group activity at the district contest and be in good standing all year, or be in their second year of band or chorus and participate in the district contest and all other scheduled activities while in good standing.

Speech: The student must participate in at least three speech meets and receive a Superior or better rating at two or more of them.

Drama: The student must be in the One-Act Play contest for two years and at least one of the plays must receive a superior rating.

Art: The student must score at least 15 points in Art Shows based upon the criteria set up by the instructor. Students must be in good standing all year.

For each activity listed above, the participant must start and finish the season unless injured. Coaches and sponsors have the reserved right to award letters to seniors, student managers in grades 9-12, and others giving major contributions to the team or activity.

Mascot

The official emblem for boys' and girls' athletic teams is the Bronco. The mascot cannot be used for non-school-sponsored purposes unless approved by the superintendent.

Practices

The individual head coach or sponsor, in cooperation with the high school principal, will schedule all starting times of practices. All participants are expected to be ready at the time set by the coach or sponsor.

To be eligible to practice, a participant must satisfy the following requirements:

1. Submit to the coach or sponsor a signed physical form and Activities Code that verifies that a physical examination has been completed and that the student and parent(s)/guardian(s) understand the school's position regarding the use or possession of alcohol, tobacco, nicotine devices, and other related drugs.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

Student Manager, Helpers, or Activity Aids

Students wishing to serve as student volunteers for extracurricular activities must gain the permission of the activity coach or sponsor. Student volunteers must comply with all of the rules and procedures contained in this handbook.

Sunday and Wednesday Night Activities

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. Practices will be organized so that all participants are showered, dressed, and/or leave the facilities by 6:00 p.m. on Wednesday nights. An exception to this guideline would be when a team, a group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night.

The school does not allow Sunday practice sessions, except when a varsity team, a group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Sunday must have the prior approval of the administration.

Transportation

All participants are expected to ride to and from away activities by means of approved school transportation. The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle unless approved through the office. Students who wish to take private transportation home from a school event must submit a request to administration that has been signed by that student's parent/guardian and receive approval. Alternately, a parent/guardian present at the event may sign the student off the bus list. Parents/guardians are discouraged from requesting to take their children home after an away contest or performance. Travel to and from an event provides time for the students to further develop a strong team concept.

Mullen High School will not release students to friends.

School Vehicle Rules

1. All riders must remain seated while the bus is in motion.
2. No vulgar language or profanity.
3. Refrain from loud conversations.
4. No loud singing, boisterous conduct, or unnecessary noise.
5. No body parts extended outside the bus window at any time.
6. No litter of any type thrown out the window.

The driver and sponsor(s) are in charge at all times. No insubordination will be allowed. Parties not obeying the rules will be subject to disciplinary action which may include removal from the activity for which they are riding.

Weight Room

The weight room has been developed to help each athlete, student, or adult in the community maintain a level of physical fitness. No one may use the weight room or equipment without proper supervision. The school will develop a schedule for use of the weight room by athletes during the school year and during the summer months.

The weight room is a high demand area within the school facilities. The following guidelines will help determine the priorities in reference to use if more than one group desires to use the facility at the same time:

1. Physical education instruction
2. By the team sports, which are in season
3. Conditioning programs for athletes not currently out for a sport
4. Summer conditioning programs
5. Adult education

SECTION TWO: AVAILABLE ACTIVITIES

Activities and Athletics

- Basketball (boys and girls)
- Cross Country (boys and girls)
- Football
- Golf (boys and girls)
- Play Production
- Speech
- Track (boys and girls)
- Volleyball
- Wrestling

Band

The school district sponsors marching band, pep band, and jazz band in addition to concert band. Participants must be enrolled in band class in order to be eligible to participate in these groups.

Cheer Squad

Participants will need to speak with the cheer coach(es) and will be allowed to join the cheer team. Members of the cheer squad will attend all home contests and selected members will be required to attend scheduled away athletic contests that will be determined by the coach(es). All cheer participants will be responsible for purchasing or fundraising for all uniform requirements and selected travel expenses.

Family Career and Community Leadership of America (FCCLA)

FCCLA is an integral part of the Family and Consumer Sciences department. Members should have taken or presently be taking a family and consumer sciences class. Program emphasis for FCCLA is on leadership development, family cooperation and communication, community service and peer education.

Future Farmers of America (FFA)

FFA is an integral part of the agricultural education department and all students of that department are urged to belong. In order to belong to the FFA organization, students will need to presently be taking at least one semester long agriculture class and pay the required dues. The activities include training in leadership, opportunities for travel and recreation, and safety and community service activities. Students may participate in field trips, conventions, judging contests, and hands-on experience.

M Club

Any student who has lettered in any sport is eligible for membership. The purpose of the Club is to stimulate and encourage sportsmanship and to assist in bringing about a closer bond between students in all sports.

National Honor Society

Members will be selected based on their scholarship, service, leadership, and character. All students who meet the requirements outlined below will qualify for membership.

Scholarship

Students who meet the **minimum scholarship requirement of 94%** will qualify to apply for membership. Those who do not meet the minimum scholarship requirements **do not** qualify to apply for membership.

Student Candidate Form

Students will be evaluated on the criteria of service, leadership, and character through student applications provided with their qualification letter. It is the responsibility of the student to adhere to application deadlines and guidelines.

Essay

Students will also be evaluated on the criteria of service, leadership, and character through a student-completed essay. Essays will be graded with an appropriate rubric based on both form and content. It is the responsibility of the student to adhere to essay deadlines and guidelines.

Character

In cases where discipline issues place concern on the character of a student, admission to the organization may be denied regardless of the above application process. These decisions are final and shall be made by the principal.

Appeals

Any and all appeal cases will be turned in to the principal and voted on by the anonymous faculty council.

All selection correspondence is communicated through the United States Postal Service mail.

Student Council

The purpose of student council is to arouse the spirit of loyalty toward the school, to promote good citizenship, to sponsor school activities, to extend the spirit of good fellowship throughout the student body, to foster a spirit of cooperation between the students and faculty, and to seek to develop a spirit of cooperation, goodwill, and better understanding with other schools. The organization, operation, and scope of the student council shall be administered by the building principal or designee.

SECTION THREE: NEBRASKA STATE ACTIVITY ASSOCIATION RULES

Eligibility

In order to represent a high school in interscholastic athletic competition, a student must abide by the eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at <http://nsaahome.org/yearbook.php>. A summary of the major rules is given below. Contact the principal, activities director or the activity sponsor or coach for an explanation of the complete rule.

1. Student must be a *bona fide* student of their member school and have not graduated from high school.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Student is ineligible if nineteen years of age before August 1 of the current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of the current school year.)
4. Students must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Students must be continually enrolled in at least ten credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
6. In the immediately preceding semester, the student must have been enrolled in and received credit for ten hours of credit that have been reviewed and approved by the school he/she wishes to represent in interscholastic competition.
7. **Guardianship does not fulfill the definition of a legal parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.
8. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
9. **Student eligibility related to domicile can be attained in the following manners:**
 - a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.

- b. If the domicile is changed during the summer months and the student is in grade twelve and the student has attended high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.
 - c. If a student elects to remain at the same high school initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.
 - d. **If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.**
10. Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall. Those students whose name does not appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
 11. Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2018-19 school year prior to May 1, 2018; for the student to be eligible, the school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2018. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students who did not have their enrollment forms signed, delivered, and accepted prior to May 1, 2018, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
 12. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules
 13. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp, or school. (*Refer to NSAA Bylaw 3.5.1.1 for exception in Swimming and Diving.)
 14. A student shall not participate on an all-star team while a high school undergraduate.
 15. A student must maintain his/her amateur status.

NSAA Sportsmanship Rules

Students must abide by the Nebraska School Activities Association Sportsmanship Rules. A complete copy of these rules can be found at <http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf>. Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official, or spectator, or any acts that may endanger the personal safety of individuals involved, or acts which hinder the normal progress of a contest or lead to the restriction or discontinuance of a contest.

If a student, participant, patron, and/or staff member representing a member school acts in a manner constituting unsportsmanlike behavior during competition the member school and/ or individuals shall be subject to penalties. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.

SECTION FOUR: CODE OF CONDUCT

All students associated with Mullen Public Schools and participating in extracurricular or school sponsored activities (including all NSAA activities) are required to avoid conduct that is detrimental to the integrity of, and public confidence in, the school. Rules promoting lawful, ethical, and responsible conduct serve the interests of all people associated with the school. Illegal and irresponsible conduct puts people at risk, it tarnishes the reputation of the offender and everyone else associated with the school, and undermines the public support and respect of the school district.

Standard of Conduct. Participation in school-sponsored or extracurricular activities is a privilege and not a right. Participants must follow board policy, this code, and all the training rules and rules of conduct of the coaches and/or activity sponsors. Students participating in school-sponsored or extracurricular activities are held to a high standard. Students are expected to conduct themselves in a way that is lawful, responsible, promotes the values upon which the school is based, and that brings credit to themselves and the school. Students who fail to live up to the required standard of conduct are guilty of detrimental conduct and subject to discipline under all school policies, the general student code of conduct, and these Activity Participation Rules.

Coach and Sponsor Rules. Coaches and/or activity sponsors shall establish training rules/rules of conduct for participation in or attendance at the activity or event. General training rules or rules of conduct shall be established prior to the activity or event. This Code shall control in the event that there is a conflict with a coach or sponsor rules.

Prohibited Conduct. Students in school-sponsored and/or extracurricular activities may not engage in the following conduct:

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
3. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
5. Possession, use, distribution, or being at parties in the presence of alcohol, illicit drugs, tobacco, nicotine dispensing devices or controlled substances, or any lookalike or imitations thereof, without parental/guardian supervision, or being under the influence of alcohol, illicit drugs, tobacco, or controlled substances, or any lookalike or imitations thereof. "Lookalike or imitations" means substances such as K2 and products like electronic cigarettes, vapor pens, etc. (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 use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or

in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes).

6. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.
7. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/newcomers; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual stimulation and sexual assault.
8. 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 an email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums; 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.
9. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, or terrorizing.
10. Violating any school policy or a coach or activity sponsor's training rules or rules of conduct.

11. Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.
12. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
13. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

Such conduct is prohibited during the school year, regardless of whether it occurs on-campus or off-campus. School year means the period commencing on the first day of fall sports practice through the last day of spring sports practice, events, or attendance at school for a given school year.

Discipline. Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events. Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

1. Any prior or additional misconduct;
2. The nature and seriousness of the offense;
3. The motivation for the offense;
4. The amount of violence involved;
5. The student's demeanor and attitude regarding the violation;
6. The actual, threatened, or potential risk to the student and others due to the student's behavior;
7. Whether the student has compensated or will compensate the victim in the event of property damage or personal injury;
8. Whether the circumstances of the violation are likely to recur;
9. The student's willingness to participate in evaluations, counseling, or other programs;
10. Any mitigating factors;
11. Any other relevant factors.

If suspended, the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

Evaluation, Counseling, and Treatment. Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the administration's discretion. Based upon the results of that evaluation, the student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.

Reporting of Incident. Students shall report any violation of these rules to the coach, principal, or superintendent no later than 30 minutes after the beginning of the next school day after the violation has occurred. Failure to report an incident will constitute a violation of these rules and will be taken into consideration in making disciplinary determinations under this policy.

Discipline Procedures. Prior to any disciplinary action under this activities code, the following procedures shall be followed:

1. The coach or activity sponsor shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The student and his/her parent or guardian shall be given oral or written notice of the information obtained as a result of the investigation and provided an opportunity to confer with the coach or sponsor and building principal or activities director regarding the incident and any resulting disciplinary action.
3. The coach or activity sponsor shall make a decision regarding disciplinary action after steps 1 and 2 have been followed and shall report to and consult with the principal regarding the decision.
4. The student or the student's parents/guardians will be given written notice of the disciplinary action taken within a reasonable amount of time by the activity sponsor.

Review of Coach's Decision. A student or the student's parents/guardians may, within 5 school days of the notice of disciplinary action from the coach or activity sponsor, notify the superintendent in writing of their request for a review of the coach or activity sponsor's determination. The superintendent or his or her designee shall review the situation and render a decision within 3 school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.

Misrepresentations. Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

Questions. Any parent/guardian or student who has questions about board policy, this code, training rules, or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

Assistance. Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

Relationships Between Parents and Coaches/Sponsors

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents' Role in Interscholastic Athletics

Communicating with the Coach

1. Communication you should expect from your child's coach includes:
 - a. Philosophy of the coach
 - b. Expectations the coach has for your child
 - c. Locations and times of all practices and contests
 - d. Team requirements
 - e. Procedure should your child be injured
 - f. Discipline that results in the denial of your student's participation
2. Communication coaches expect from parents
 - a. Concerns expressed directly to the coach
 - b. Notification of any schedule conflicts well in advance
 - c. Specific concerns in regard to a coach's philosophy and/or expectations
3. Appropriate concerns to discuss with coaches:
 - a. The treatment of your child, mentally, and physically
 - b. Ways to help your child improve
 - c. Concerns about your child's behavior
4. Issues not appropriate to discuss with coaches:
 - a. Playing time
 - b. Team strategy (Play Calling)
 - c. Other student-athletes (except for reporting activity code violations)

Mullen Public Schools Coaches Concern Procedure

It is the intent of the Mullen Public Schools to provide an opportunity for parents and players to express their concerns and receive a timely and appropriate response. In order to ensure a respectful and professional experience, the Board of Education and administration insist that players, parents, coaches and board members follow the concern procedures as presented.

The procedures are as follows:

- 1. Cooling off period-** There are to be no spontaneous concern related conversations immediately following a game or practice. Parents agree to wait **at least 24 hours after a game or practice** prior to initiating a conversation with a coach. Coaches agree to not participate in any altercations where the concern procedure has not been followed.
- 2. Concern Form-** Prior to any conversations being held between a parent and a coach, a concern form must be completed by the parent and given to an administrator. The administrator will be responsible for delivering the form to the coach. This allows the opportunity to be prepared to discuss the issue.
- 3. Parent/Coach Meeting-** The coach will contact the parent and arrange a time to meet with the parent, and player (if appropriate) in order to resolve the issue. Both parent and coach agree to conduct themselves professionally and respectfully at all times.
- 4. Administrator's Involvement-** In the event the issue is not resolved to the satisfaction of the parent, coach or both, or the parent or coach would like and administrator to be present, a meeting will be scheduled with an administrator, the parent(s) and coach in order to resolve the issue.
- 5. Superintendent's Involvement-** In the event the issue is not resolved, the administrator will bring the concern to the Superintendent unless the Superintendent was previously involved.
- 6. Board of Education-** In the event the issue is not resolved, the parent may file an official grievance form which has been adopted by each respective board of education.

In the interest of protecting the educational oriented environment at Mullen, it is imperative that this policy be followed by all.

A COPY OF THE REQUIRED CONCERN FORM IS FOUND ON THE NEXT PAGE.

COACHING CONCERNS REPORT
To be completed by parent/guardian of player

Report Date: _____ **Date of Incidence:** _____

Coach who you have concern against: _____

Sport Concern affects: _____ **Affected Player(s):** _____

Reason for Concern (attach additional pages if needed):

What has been done to resolve the concern (meeting with coaches, players meet with coaches, etc.)? (attach additional pages if needed):

Person filing report (please print): _____

Signature: _____

How can we contact you? Phone _____ E-mail _____

..... Mullen Public Schools Use Only.....

Date received : _____ ***Date responded to:*** _____

Response given:

Person responding (please print): _____

Signature: _____

A Parent's Guide to Concussions

WHAT IS A CONCUSSION?

A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

CONCUSSION FACTS

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling, and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms that interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?

An athlete who is suspected of having a concussion must be removed from play immediately, whether it is in a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents/guardians and coaches are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a healthcare professional who is familiar with sports concussions. Parents/guardians should call their child’s physician, explain what has happened, and follow the physician’s instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent’s/guardian’s doctor or emergency room immediately.

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she is allowed to return to play in games or practices**. The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a healthcare professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a stepwise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.

Step 2: Running in the gym or on the field. No helmet or other equipment.

Step 3: Non-contact training drills in full equipment. Weight training can begin.

Step 4: Full contact practice or training.

Step 5: Gameplay.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

WHAT CAN YOU DO?

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate a concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

OTHER FREQUENTLY ASKED QUESTIONS:

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

Is a "CT scan" or MRI needed to diagnose a concussion?

Diagnostic testing which includes CT ("CAT") and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete's story of the injury and the health care provider's physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television, and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased

use of computers, phones, video games, etc., but the access must be reduced if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before he or she should stop playing sports?

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete’s risk for further and potentially more serious concussions. The decision to “retire” from sports is a decision best reached following a complete evaluation by your child’s primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

I’ve read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?

The issue of “chronic encephalopathy” in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions that happen during high school athletics.

In the case of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from [A Parent’s Guide to Concussion in Sports](#), National Federation of High School Associations.

Some of this information has been adapted from the CDC’s “Heads Up: Concussion in High School Sports” materials by the NFHS Sports Medicine Advisory Committee. Please go to www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

STAFF DIRECTORY

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..... Boys Basketball Head- Brad Wright
..... Boys Basketball Asst.- Derek Powers
..... Wrestling Asst-Bo Pettit
..... Wrestling Asst-Jarod Spurlin
..... Track Asst.- Mellissa Donohoe
..... Golf Head- Mike Brown

AUTHORIZATION AND ACKNOWLEDGEMENT

WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION

Many forms of athletic competition result in violent physical contact among players, the use of equipment that may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury. Students and parents/guardians must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

Signature of Parent/guardian

Printed Name of Parent/guardians

Date

ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, including the code of conduct. **+This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the school term unless I am accompanied by a parent/guardian.** I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

Signature of Student

Printed Name of Student

Date

I understand that my student is obligated by this handbook, including the statements above.

Signature of Parent/guardian

Printed Name of Parent

Date

**Mullen Public Schools
6th- 12th Grade
Student Computer Loan Agreement**

Student/Borrower: _____

Item Description	Item/Serial Number	Condition
Chromebook		
Protective Case		
Charger		

****Above to be completed by school staff**

The above listed items are being lent to Borrower and are in good working order. It is Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment. The borrower is responsible for all damages and repairs unless categorized as normal wear and tear of the equipment. All borrowers should follow district suggestions and strategies for minimizing the chance for computer damage through proper care and storage.

This equipment is, and at all times remains the property of Mullen Public Schools of Mullen, Nebraska, and is herewith lent to the student for educational purposes only for the academic school year. Student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing his/her right to use this computer. All devices are subject to random searches at all times. The equipment will be returned to the school when requested by Mullen **Public** Schools, or sooner, if the student withdraws from Mullen Public School prior to the end of the school year.

The District Property may be used by Borrower only for noncommercial purposes, in accordance with the District's policies and rules, Mullen **Public** Schools Student Handbook, as well as local, state, and federal statutes.

Borrower may not install or use any software other than software owned or approved by the District and made available to Borrower in accordance with this Receipt and Agreement. Borrower agrees not to make any unauthorized use of or modifications of such software.

The District is not responsible for any computer or electronic viruses that may be transferred to or from Borrower's diskettes or other data storage medium and Borrower agrees to use Borrower's best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Borrower's possession.

Nebraska statutes 79-737 and 79-2,127 allow the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Borrower acknowledges and agrees that Borrower's use of the District Property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Mullen Public Schools.

The device will be issued to students to take home for an annual \$25 convenience fee. If not paid, device must remain in the school at all times. Arrangements can be made to release the device to students in good academic standing upon graduation from Mullen Public Schools. A cumulative minimum of \$175 must be paid for release of device to students graduating from MPS.

If the District Property is damaged or lost during the school year, it is the responsibility of Borrower to pay to replace the property or applicable repair fees based on the following schedule:

Complete Device-\$250	Protective Case/Cover-\$25	Charger-\$20
Screen-Current Cost	Other Repairs-Current Cost	

STUDENT RESPONSIBILITIES

Your device is an important learning tool and is for educational purposes only. In order to take your device home each day, you must be willing to accept the following responsibilities:

- *When using the device I will follow the policies of the Mullen Public Schools & abide by all local, state, and federal laws.
- *I will treat the device with care by not dropping it, getting it wet, leaving it outdoors, leaving it unattended, or using it with food or drink nearby.
- *I will not lend the device to anyone, not even my friends or siblings: it will stay in my possession at all times.
- *I will not load any software onto the device.
- *I will not remove programs or files from the device.
- *I will honor my family's values when using the device.
- * I will not give personal information when using the device.
- *I will bring the device to school every day.
- *I will not deface my device cover in any way (sticker, tape, white-out, marker, etc.).
- *I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- *I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- *I will not attempt to clean or repair the device.
- *I will recharge the device battery each night.
- *I will return the device when requested and upon my withdrawal from Mullen **Public** Schools.
- *I have signed and returned the Acceptable Use Policy prior to receiving the device.

PARENT RESPONSIBILITIES

Your son/daughter has been issued a device to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer:

- *I will supervise my son's/daughter's use of the device at home.
- *I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my son's/daughter's use of the Internet and email.
- *I will not attempt to repair the device, nor will I attempt to clean it with anything other than a soft, dry cloth.
- *I will report to the school any problems with the device.
- *I will not load or delete any software from the device.
- *I will make sure my son/daughter recharges the device battery nightly.
- *I will make sure my son/daughter brings the device to school every day.
- *I understand that if my son/daughter comes to school without his/her device I may be called to bring it to school.
- *I agree to make sure that the device is returned to the school when requested and upon my son's/daughter's withdrawal from Mullen High School.
- *I agree to pay the \$25 convenience fee for use of the device outside of the school building

Student Signature

Date

Parent 1 Signature

Date

Parent 2 Signature

Date

DEVICE CHECKOUT/CHECKIN:

DEVICE ASSESSMENT:

OUT: Date: _____

IN:Date: _____

Screen:	<input type="checkbox"/> OK <input type="checkbox"/> Damaged	<input type="checkbox"/> OK <input type="checkbox"/> Damaged	FINE \$ _____
Sound:	<input type="checkbox"/> OK <input type="checkbox"/> Damaged	<input type="checkbox"/> OK <input type="checkbox"/> Damaged	FINE \$ _____
Keyboard:	<input type="checkbox"/> OK <input type="checkbox"/> Damaged	<input type="checkbox"/> OK <input type="checkbox"/> Damaged	FINE \$ _____
Charger:	<input type="checkbox"/> OK <input type="checkbox"/> Damaged	<input type="checkbox"/> OK <input type="checkbox"/> Damaged	FINE \$ _____
Case:	<input type="checkbox"/> OK <input type="checkbox"/> Damaged	<input type="checkbox"/> OK <input type="checkbox"/> Damaged	FINE \$ _____

Comments: _____

I acknowledge that this device is property of Mullen Public Schools and will be examined upon return to school in the Fall for damages prior to continued use for that school year.

MPS Signature

Student Signature/Date

OR

OWNERSHIP RELEASE:

Release Date: _____

DEVICE CHECK:

Screen:	<input type="checkbox"/> OK	<input type="checkbox"/> Damaged	Comments: _____	FINE \$ _____
Sound:	<input type="checkbox"/> OK	<input type="checkbox"/> Damaged	Comments: _____	FINE \$ _____
Keyboard:	<input type="checkbox"/> OK	<input type="checkbox"/> Damaged	Comments: _____	FINE \$ _____
Charger cord:	<input type="checkbox"/> OK	<input type="checkbox"/> Damaged	Comments: _____	FINE \$ _____
Case:	<input type="checkbox"/> OK	<input type="checkbox"/> Damaged	Comments: _____	FINE \$ _____
Released:	<input type="checkbox"/> OK	Comments: _____		

Other Comments: _____

I acknowledge that this device is now my personal property and no longer associated with Mullen Public Schools.

MPS Signature/Date

Student Signature/Date

**2019-2020
BUS ROUTES**

	A	B	C	D	E	F
1	Driver	Home Phone	Cell Phone	Family	Possible	Regular
2	Ted Bonesteel	546-0698	546-7000	Molly, Eli, Peyton Paxton	3	1
3	#58220			Brenner, Riley, James, Colby Kessler	4	1
4				Kendal Neal	1	0
5				Jared Finney	1	0
6				Maddie Jones	1	0
7				Lexi Rice	1	0
8				Max, Taylor Svoboda	1	0
9				Adam Wiens	1	0
10				Samantha, Clayton, Tierston Moore	3	0
11			Booster	Brandt Mundorf	1	1
12				Route Total	17	3
13	Rosemary Tracy	546-0641	402-660-5413	Sean, Ashlyn Simonson	2	1
14	#56071			Kaisley Phipps	1	1
15			Booster	Kendall Phipps	1	1
16			Booster	Keira Kearns	1	1
17			Booster	Olivia Cox	1	1
18				Cort Cox	1	1
19			Booster	Teal Peterson	1	1
20				Teven, Hanna Marshall	2	0
21				Route Total	10	7
22						
23	Darlene Osborn	546-2338	546-9555	Jadyn, Harper Andersen	2	2
24	#56072			Jason & Justin Kraus	2	2
25			Booster	Jedd Kraus	1	1
26				Shelby Welsh, Erika & Toni Massey	3	2
27				Route Total	8	7
28	Dick Simonson	546-2517	308-650-1737	Sam, Callie Coble	2	0
29	#58221			Jack Coble	1	0
30			Booster	Cylas Dent	1	1
31				Curtis Wiese	1	1
32			Booster	Chloe Wiese	1	1
33				Faith, Hope, Oakes Miller	3	2
34			Booster	Duke Miller	1	1
35				Route Total	10	6
36	Artis Hicks TWF AM	546-2383	546-7188	Spencer, Deacon, Medora Denaeye	3	1
37	Sherron Sullivan MTH AM	546-2758	208-880-6805	Daniel Wright	1	1
38	Tammy Simonson PM	546-2517		Hayden Morrison	1	1
39	#56074			Kylie, Kalli Licking	2	0
40				Hayden, Whitney Jennings	2	0
41				Chase Rundback	1	1
42				Cody, Cooper Walker	2	2
43				Route Total	12	6
44	John G. Wright	546-2464		Kyle, Luke Durfee	2	1
45	#54539			Hailey Phipps	1	1
46				Jaden Emerson	1	0
47				Colin & Cian Connealy	2	2
48				Brendon, Jacob Walker	2	1
49				Brooke, Brynne McCully	2	1
50				Cayden, Ady Hampton	2	0
51				Route Total	12	6
52	Substitutes	Home	Cell			
53	Laurie Monette	546-2951	308-458-7573			
54	Artis Hicks	546-2383	546-7188	PM ONLY		
55	Sherron Sullivan	546-2758	208-880-6805			
56	George Tracy	546-0641	402-660-4688	PM ONLY		
57	Tresa Steele	546-7046				
58	Mike Kvanvig	546-2339		Please do not call unless no one else is available		
59	Chris Kuncl	402-699-1754		Please do not call unless no one else is available		
60	Justin Moore	830-3830		Emergency only		
61	Russ Monette	546-2951		Emergency only		

4039
Employment of Classified Staff

The superintendent or designee shall hire classified staff to meet personnel needs consistent with the district's budget, instructional needs, and non-instructional operations. The superintendent or designee shall obtain a criminal history record that includes information from the Nebraska State Patrol for all individuals that are to be employed as pupil transportation vehicle drivers (except certificated Nebraska school administrators or teachers) and keep a copy of that record on file and shall update it during the calendar year that coincides with the expiration of the driver's motor vehicle operator's license. Otherwise, the superintendent or designee may, but is not required to, conduct a criminal background check on any classified staff applicant. Criminal history or background checks shall occur only after the school district has determined that the applicant meets the minimum employment qualifications. This policy shall not prevent the school district from requiring an applicant to disclose his or her criminal record or history relating to sexual or physical abuse prior to any minimum employment qualification determination.

The superintendent or designee shall discipline and discharge classified staff as appropriate.

Adopted on: _____

Revised on: _____

Reviewed on: _____

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Adopted on: _____

Revised on: _____

Reviewed on: _____

5044
Safe Pupil Transportation Plan
and
Pupil Transportation Vehicle Driver Satisfactory Driving Criteria

It is the goal of the school district to provide safe, comfortable and reliable transportation for bus-riding school children.

1. Emergency Procedures

a) Mechanical breakdown

In the event of a mechanical breakdown, the driver will:

- 1)** Stop the vehicle in a safe location
- 2)** Keep passengers in the vehicle, if it is safe to do so
- 3)** Take steps to warn motorists, by activating hazard lights and placing emergency triangles
- 4)** Radio or call for assistance

b) Injuries/Medical Emergencies

If a student is seriously injured or suffers from a medical emergency, the driver will stop the vehicle at the first safe opportunity. The driver will provide emergency medical assistance in accordance with the driver's first aid training. The driver will notify the school district of the emergency using the radio or other communication equipment. The district will then summon emergency medical services by immediately calling 911 and notify administrative personnel.

c) Severe Weather

1) Tornadoes.

If the driver determines that there is likelihood that a tornado will hit the vehicle, and there is not an escape route available or time to drive to a safe location, the driver will evacuate the vehicle, taking only the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (toward the storm) of the vehicle far enough away from the vehicle so that it will not roll over on the students. The driver should instruct students to cover their heads with their arms. If the students are wearing coats or jackets, they can be used to provide additional protection for their heads and bodies. If there is no time to evacuate the students after stopping

the vehicle, the driver should have the students remain in their seats and assume a protective position with their heads below window level.

2) Winter Weather

If the school district or driver determines that a trip is too dangerous to drive due to winter weather conditions, the district will cancel the trip.

Parents should ensure that students are appropriately dressed for winter conditions.

3) Floods or Standing Water

It is generally appropriate to drive through a small or regular amount of water that has accumulated from a normal or typical rainfall. However, drivers should not drive through water on the road if: the water is moving or has a current; there is dangerous debris in the water; the driver cannot determine the depth of the water or there is a known dip in the road which would create a deeper section of water; or if there is any other water condition that the driver determines is unsafe to drive through.

d) Weapons, Hazardous Materials and Dangerous Contraband

If a driver discovers that a passenger may have a weapon, hazardous materials or other dangerous contraband on the vehicle, he or she should remain calm and call for assistance. The driver should not inform passengers of the presence of the weapon or other contraband.

e) Unattended Items on or Near Pupil Transportation Vehicle

The driver shall check for unattended items on or near the vehicle as part of the exterior and interior pre-trip inspections. If circumstances make an item suspicious (because it is out of context, makes a noise, has visible wires, placement was witnessed, was hidden, has unidentified powders or putty-like substances, etc.), the driver shall not inspect, move, or otherwise touch the item. School staff will evacuate the area, then immediately report the item to the staff member's direct supervisor, a principal, or the superintendent. If the unattended item is not suspicious (it has the characteristics of lost or misplaced property or of discarded trash, etc.), the driver may

examine the item more closely. This may include looking inside the item, attempting to identify the owner, reviewing security camera footage, or talking to those nearby, and then taking appropriate action.

f) Terroristic Threat

If a driver receives a terroristic threat that he or she deems credible, he or she will notify the school district of the threat using the radio or other communication equipment. After consulting with school officials, the driver will determine whether the threat requires evacuation of the bus. The school will promptly notify the authorities of the threat.

For purposes of this policy, a terroristic threat is a threat to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of the bus or in reckless disregard of causing such terror or inconvenience

g) Emergency Incident Reports

Drivers will provide written documentation of any of the emergency events specified in this policy by completing the incident form attached hereto. This documentation must be submitted to the school administration within 24 hours of the event.

2. Drop-off

Drivers will drop students off at a location pre-determined through communication between the school district and parents/guardians. In the event the drop-off location is uncertain or appears to be unsafe, the driver will communicate with school staff in the building to seek additional guidance.

In no event will a driver drop a student off in a location which in the reasonable judgment of the driver appears to be unsafe. Drivers who believe the drop-off location to be unsafe shall release students directly into the custody of a parent/guardian or shall return students to their school building.

3. Evacuation of Students With Disabilities

The transportation supervisor, in consultation with bus drivers and members of the administrative team, shall develop a written emergency evacuation plan for each bus route. The plan shall include an assessment of each student's ability to evacuate himself or herself as well as his or her ability to assist others.

Disabled students should practice their evacuation skills as required of their non-disabled peers if possible during evacuation drills. Students or other individuals who will be assisting disabled students evacuate during emergencies should practice this skill during evacuation drills. Drivers or students who will be assisting with the evacuation process should be familiar with any equipment on the bus that would aid in the actual evacuation.

4. Student Behavior on School Vehicles

Riding school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles.

a) Rules of Conduct on School Vehicles:

- 1)** Students must obey the driver promptly.
- 2)** Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3)** Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
- 4)** Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5)** Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6)** Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7)** Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
- 8)** Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
- 9)** Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.

- 10)** Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11)** Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12)** Student must respect the rights and safety of others at all times.
- 13)** Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
- 14)** Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15)** Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) Consequences

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include:

- 1)** Note home to parents
- 2)** Suspension of bus riding privileges
- 3)** Exclusion from extracurricular activities
- 4)** In-school suspension
- 5)** Short term or long term suspension from school
- 6)** Expulsion

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) Records

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports

of serious misconduct may be forwarded to law enforcement.

5. Functional Capacity of the Driver

The superintendent or designee shall confirm a pupil transportation driver's functional capacity and ability to conduct the daily tasks and emergency evacuations required of such a driver by:

- Observing the driver complete the required daily tasks and emergency evacuations;
- Observing, questioning, and/or directing the driver to perform tasks in a manner that measures the basic visual, cognitive, and physical abilities to complete the required daily tasks and emergency evacuation; or
- Directing the driver to complete a functional capacity evaluation or assessment conducted by a qualified professional.

The superintendent or designee will remove the driver from duties as a pupil transportation driver if he or she determines that a pupil transportation driver is not functionally capable or able to conduct the daily tasks and emergency evacuations required of such a driver.

6. Satisfactory Driving Criteria.

The superintendent or designee shall annually review every pupil transportation vehicle driver's Nebraska Department of Motor Vehicles driving record before such a driver operates a pupil transportation vehicle.

Individuals who have been convicted of any of the following or who meet any of the following conditions will not be allowed to serve as a pupil vehicle transportation driver:

- If the citation or conviction occurred at any time:
 - Motor vehicle homicide; or
 - Driving under the influence – 3rd or subsequent offense.
- If the citation or conviction occurred within the last **10** years:
 - Driving under the influence of drugs or alcohol;
 - Refusal to submit to a chemical test;
 - Failure to render aid in accident the driver was involved in;

- Speeding 15 miles per hour or more above the posted speed limit;
- Reckless driving (willful or otherwise);
- Careless driving;
- Negligent driving;
- Leaving the scene of an accident; or
- Failure to yield to a pedestrian with bodily injury to the pedestrian.
- If the driver has accumulated 5 points or more under an operator's license point system within the last 4 years.

The superintendent designee has the discretion to prohibit school personnel from driving a school vehicle for a citation or arrest for the above offenses or any other offense or reason. The superintendent or designee will make the final determination about the ability of an individual to serve as a pupil vehicle transportation driver.

Pupil vehicle transportation drivers must inform the superintendent or designee of any citation or conviction related to their driving within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier.

7. Emergency Evacuation Drill Procedures for Students Who Ride in Small Vehicles.

For purposes of this policy, "small vehicle" shall have the same meaning as in Rule 91 from the Nebraska Department of Education.

In a small vehicle accident or emergency situation, the driver must use his other best judgment to decide what action shall be taken. The primary responsibility is pupil safety. In an emergency it may be necessary that the vehicle be evacuated.

Students who are transported in a Small Vehicle shall be instructed in safe riding practices and participate in emergency evacuation drills at least twice during each school year. These drills shall be conducted in an appropriate location.

Drills shall be conducted to address each of the following reasons that an emergency evacuation may be required:

- The vehicle is on fire, in danger of catching fire, or is close to an existing fire or highly combustible material. Passengers shall be evacuated at least 100 feet or more upwind from the vehicle.
- The vehicle is stopped at an unsafe location and unable to move. The driver shall use his or her judgment regarding the need to evacuate and the distance of the evacuation.
- The vehicle's final stopping position: is in the path of any train or adjacent to railroad tracks; could change and increase danger; or is such that there is danger of collision. The driver shall evacuate the vehicle and use his or her judgment regarding the distance of the evacuation.

The safety of students is of utmost importance and must be given first consideration. Absent extenuating circumstance, the driver will place the transmission in park, activate the hazard warning lights, set the emergency brake, turn the ignition off, and remove the ignition key prior to evacuation.

If possible, students should exit the vehicle on the side away from any roadway.

During an evacuation, students should generally be led to a safe place at least 100 feet off the road in the direction of oncoming traffic. If there is a risk from spilled hazardous materials, lead the students upwind of the vehicle at least 300 feet.

After evacuation, the driver should address any injured students and call 911, law enforcement, or other authorities or service providers as the situation dictates. The driver shall then promptly inform the school district about the emergency situation.

Drivers shall not leave the scene until appropriate transportation arrangements have been made for all students and he/she has been instructed by a member of the administrative team that he/she may leave.

The school may select, train, and prepare students to assist in evacuation in the event that the driver is incapacitated or otherwise unable to direct the evacuation. Such training can include, but need not be limited to, turning off ignition switches; setting emergency brakes; summoning help; using

windows for evacuation in emergencies; setting flags and reflectors or reflective triangles; directing the evacuation; and training with evacuation equipment.

Evacuation of Students with Disabilities

Drivers should assess each student's ability to evacuate himself or herself from a Small Vehicle as well as his or her ability to assist others. Disabled students should practice their evacuation skills as required of their non-disabled peers if possible during evacuation drills. Students or other individuals who will be assisting disabled students evacuate during emergencies should practice this skill during evacuation drills. Drivers or students who will be assisting with the evacuation process should be familiar with any specialized equipment in the vehicle and used by disabled students that would aid in the actual evacuation.

Emergency Equipment. Emergency equipment may include first aid kits, fire extinguishers, reflectors, flags, vehicle hazard lights, and other similar equipment. Drivers and students (as appropriate) should be made familiar with the purpose and use of this equipment during drills.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5044
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and
Pupil Transportation Vehicle Driver Satisfactory Driving Criteria

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1. Emergency Procedures

a) Mechanical breakdown

In the event of a mechanical breakdown, the driver will:

- 1)** Stop the vehicle in a safe location
- 2)** Keep passengers in the vehicle, if it is safe to do so
- 3)** Take steps to warn motorists, by activating hazard lights and placing emergency triangles
- 4)** Radio or call for assistance

b) Injuries/Medical Emergencies

If a student is seriously injured or suffers from a medical emergency, the driver will stop the vehicle at the first safe opportunity. The driver will provide emergency medical assistance in accordance with the driver's first aid training. The driver will notify the school district of the emergency using the radio or other communication equipment. The district will then summon emergency medical services by immediately calling 911 and notify administrative personnel.

c) Severe Weather

1) Tornadoes.

If the driver determines that there is likelihood that a tornado will hit the vehicle, and there is not an escape route available or time to drive to a safe location, the driver will evacuate the vehicle, taking only the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (toward the storm) of the vehicle far enough away from the vehicle so that it will not roll over on the students. The driver should instruct students to cover their heads with their arms. If the students are wearing coats or jackets, they can be used to provide additional protection for their heads and bodies. If there is no time to evacuate the students after stopping

the vehicle, the driver should have the students remain in their seats and assume a protective position with their heads below window level.

2) Winter Weather

If the school district or driver determines that a trip is too dangerous to drive due to winter weather conditions, the district will cancel the trip.

Parents should ensure that students are appropriately dressed for winter conditions.

3) Floods or Standing Water

It is generally appropriate to drive through a small or regular amount of water that has accumulated from a normal or typical rainfall. However, drivers should not drive through water on the road if: the water is moving or has a current; there is dangerous debris in the water; the driver cannot determine the depth of the water or there is a known dip in the road which would create a deeper section of water; or if there is any other water condition that the driver determines is unsafe to drive through.

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The driver shall check for unattended items on or near the vehicle as part of the exterior and interior pre-trip inspections. If circumstances make an item suspicious (because it is out of context, makes a noise, has visible wires, placement was witnessed, was hidden, has unidentified powders or putty-like substances, etc.), the driver shall not inspect, move, or otherwise touch the item. School staff will evacuate the area, then immediately report the item to the staff member's direct supervisor, a principal, or the superintendent. If the unattended item is not suspicious (it has the characteristics of lost or misplaced property or of discarded trash, etc.), the driver may

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The transportation supervisor, in consultation with bus drivers and members of the administrative team, shall develop a written emergency evacuation plan for each bus route. The plan shall include an assessment of each student's ability to evacuate himself or herself as well as his or her ability to assist others.

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- 11)** Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
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- 14)** Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15)** Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) Consequences

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- 2)** Suspension of bus riding privileges
- 3)** Exclusion from extracurricular activities
- 4)** In-school suspension
- 5)** Short term or long term suspension from school
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5. Functional Capacity of the Driver

The superintendent or designee shall confirm a pupil transportation driver's functional capacity and ability to conduct the daily tasks and emergency evacuations required of such a driver by:

- Observing the driver complete the required daily tasks and emergency evacuations;
- Observing, questioning, and/or directing the driver to perform tasks in a manner that measures the basic visual, cognitive, and physical abilities to complete the required daily tasks and emergency evacuation; or
- Directing the driver to complete a functional capacity evaluation or assessment conducted by a qualified professional.

The superintendent or designee will remove the driver from duties as a pupil transportation driver if he or she determines that a pupil transportation driver is not functionally capable or able to conduct the daily tasks and emergency evacuations required of such a driver.

6. Satisfactory Driving Criteria.

The superintendent or designee shall annually review every pupil transportation vehicle driver's Nebraska Department of Motor Vehicles driving record before such a driver operates a pupil transportation vehicle.

Individuals who have been convicted of any of the following or who meet any of the following conditions will not be allowed to serve as a pupil vehicle transportation driver:

- If the citation or conviction occurred at any time:
 - Motor vehicle homicide; or

- Driving under the influence – 3rd or subsequent offense.
- If the citation or conviction occurred within the last 10 years:
 - Driving under the influence of drugs or alcohol;
 - Refusal to submit to a chemical test;
 - Failure to render aid in accident the driver was involved in;
 - Speeding 15 miles per hour or more above the posted speed limit;
 - Reckless driving (willful or otherwise);
 - Careless driving;
 - Negligent driving;
 - Leaving the scene of an accident; or
 - Failure to yield to a pedestrian with bodily injury to the pedestrian.
- If the driver has accumulated 5 points or more under an operator's license point system within the last 4 years.

The superintendent designee has the discretion to prohibit school personnel from driving a school vehicle for a citation or arrest for the above offenses or any other offense or reason. The superintendent or designee will make the final determination about the ability of an individual to serve as a pupil vehicle transportation driver.

Pupil vehicle transportation drivers must inform the superintendent or designee of any citation or conviction related to their driving within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier.

7. Emergency Evacuation Drill Procedures for Students Who Ride in Small Vehicles.

For purposes of this policy, "small vehicle" shall have the same meaning as in Rule 91 from the Nebraska Department of Education.

In a small vehicle accident or emergency situation, the driver must use his other best judgment to decide what action shall be taken. The primary responsibility is pupil safety. In an emergency it may be necessary that the vehicle be evacuated.

Students who are transported in a Small Vehicle shall be instructed in safe riding practices and participate in emergency evacuation drills at least twice during each school year. These drills shall be conducted in an appropriate location.

Drills shall be conducted to address each of the following reasons that an emergency evacuation may be required:

- The vehicle is on fire, in danger of catching fire, or is close to an existing fire or highly combustible material. Passengers shall be evacuated at least 100 feet or more upwind from the vehicle.
- The vehicle is stopped at an unsafe location and unable to move. The driver shall use his or her judgment regarding the need to evacuate and the distance of the evacuation.
- The vehicle's final stopping position: is in the path of any train or adjacent to railroad tracks; could change and increase danger; or is such that there is danger of collision. The driver shall evacuate the vehicle and use his or her judgment regarding the distance of the evacuation.

The safety of students is of utmost importance and must be given first consideration. Absent extenuating circumstance, the driver will place the transmission in park, activate the hazard warning lights, set the emergency brake, turn the ignition off, and remove the ignition key prior to evacuation.

If possible, students should exit the vehicle on the side away from any roadway.

During an evacuation, students should generally be led to a safe place at least 100 feet off the road in the direction of oncoming traffic. If there is a risk from spilled hazardous materials, lead the students upwind of the vehicle at least 300 feet.

After evacuation, the driver should address any injured students and call 911, law enforcement, or other authorities or service providers as the situation dictates. The driver shall then promptly inform the school district about the emergency situation.

Drivers shall not leave the scene until appropriate transportation arrangements have been made for all students and he/she has been instructed by a member of the administrative team that he/she may leave.

The school may select, train, and prepare students to assist in evacuation in the event that the driver is incapacitated or otherwise unable to direct the evacuation. Such training can include, but need not be limited to, turning off ignition switches; setting emergency brakes; summoning help; using windows for evacuation in emergencies; setting flags and reflectors or reflective triangles; directing the evacuation; and training with evacuation equipment.

Evacuation of Students with Disabilities

Drivers should assess each student's ability to evacuate himself or herself from a Small Vehicle as well as his or her ability to assist others. Disabled students should practice their evacuation skills as required of their non-disabled peers if possible during evacuation drills. Students or other individuals who will be assisting disabled students evacuate during emergencies should practice this skill during evacuation drills. Drivers or students who will be assisting with the evacuation process should be familiar with any specialized equipment in the vehicle and used by disabled students that would aid in the actual evacuation.

Emergency Equipment. Emergency equipment may include first aid kits, fire extinguishers, reflectors, flags, vehicle hazard lights, and other similar equipment. Drivers and students (as appropriate) should be made familiar with the purpose and use of this equipment during drills.

Adopted on: _____

Revised on: _____

Reviewed on: _____

Mullen Public Schools

CHRIS KUNCL
Superintendent
308-546-2223
402-699-1754

MIKE KVANVIG
High School Principal
308-546-2223

JUSTIN MOORE
Elementary Principal
308-546-2292

GYM/WEIGHT ROOM AGREEMENT

This Agreement made and entered on this ____ day of _____, _____, by and between Mullen School District, herein referred to as Owner, and _____ herein referred to as Licensee:

1. **Premises Covered:** Owner grants to Licensee, for the period of time and upon the conditions and terms hereinafter set forth, the right to use the HILLTOP GYM & WEIGHT ROOM.
2. **Term:** This annual license to use the above facilities shall commence/end on _____.
3. **Cost:** A Fee of \$60 dollars for a single membership or \$120 dollars for a family membership will be paid before access is allowed. Membership is annual and cards will be deactivated unless the annual membership has been renewed. Extra key fobs are \$15 each, first fob is included. Summer membership is \$30 for June, July, and August access.
4. **Family Membership:** consists of immediate family members living in the house of the Licensee. This includes college students under the age of 26 home for break or the summer.
5. **Right to enter:** Licensee may only enter facility from **6:00 pm to 6:00 am on school days if, and only if, the Owner is not in use of the facility. Entrance is available 3:00 AM to 11:59 PM on weekends. Summer schedules will be posted.** School usage during licensee's scheduled entrance times will be posted on the school web page. The facility is available to all members; it is not a "first come, first served" basis. Licensee has the right to **occasionally** invite family and friends from out of town. If they are local residents of or around our district, they are highly encouraged to have a membership. Owner reserves the right to enter said premises at any time during the term of this license.
6. **Damage Liability:** The licensee will be held responsible for any and all damage to the premises. Should owner and licensee be unable to agree on the amount of damage to the premises as a result of use by the licensee, the owner shall designate an appraiser, licensee shall designate an appraiser and the two appraisers will select a third appraiser. Such three appraisers shall then meet and determine the extent and dollar value of any damage done as a result of licensee's use of said premises; and majority decision of such appraisers shall be binding on the parties hereto.
7. **Indemnity:** Licensee agrees to indemnify and save owner harmless against any claim or demand arising by any reason of the occupancy and use of the said premises by licensee and against any damage arising from the negligent act or omission of licensee, any person in their family or employ or upon the premises by reason of the Licensee's occupancy thereof.
8. **Surrendering Possession:** Upon termination of the agreement, Licensee shall surrender up possession of said premises peaceably and in good condition.
9. **Revoking Membership:** Licensee may have permit revoked at any time during the term above with no refund, if the Owner decides they have violated the trust of this agreement. Consequences may include losing membership indefinitely.

10. **Video Recording:** Licensee will be on video surveillance any time they are inside the premises of the school.
11. **Card Reader:** Every member should swipe their key when entering the gym even if the door is open.
12. **Drinks and Restrooms:** Restrooms are not available. Licensee may bring appropriate beverages
13. **Reporting issues/abuse of facility:** Contact 546-2223 or Supt. Chris Kuncl 402-699-1754.
14. **Adult Supervision:** Supervision is required for anyone under the age of 19.
15. **Non-Assignment:** Licensee shall not have the right to assign Licensee's rights under this agreement to any other person or persons without the prior written consent of the owner.
16. **Effect of Agreement:** This Agreement shall be fully and completely binding upon the parties here to, their heirs, devisees, personal representatives, successors, and assigns.
17. **Organized Events:** All organized practices or events must be approved by Owner.
18. **Equipment:** School will provide basketball hoops and volleyball nets for use. If they are up they are to be left up; if they are not up they need to be taken down if you put them up. Volleyball nets can only be set up on half of the gym; one court must always remain open if not already set up by Owner. Please clean up after yourselves and leave the gym as you found it.
19. **Floor Care:** Owner requires shoes that are used strictly for gym floor use and are not worn outside of the gym. Owner does not allow any items that may scratch or damage floor. (Toys, Boots, etc.)
20. **Contract:** Owner reserves the right to amend contract at any time the need for revisions arise.

School Official _____ DATE _____

Single LICENSEE _____ DATE _____

Family LICENSEE _____ DATE _____

Family Members: _____, _____, _____
 _____, _____, _____

NASB Monthly Update for Board Meetings - Agenda Item: AUGUST 2019

“NASB Update”

Back to School! As a board, some items to be focused on during August include:

- Monitor progress of district goals, link goals to discussion and action items
- Review your Strategic Plan Progress Report
- Conduct a Board/Administrator Budget Work Session
- Review Certification of District’s Assessed Valuation
- Hold a Public Budget Hearing / Adopt Budget; Due on or before September 20
- Review Alternative Education Program
- Hold a Board/All Staff Gathering
- Negotiations employee’s agent request recognition; Due September 1(year preceding contract year)
- Committee on Americanism/Civics; Due beginning of school year
- State school safety director is required to complete an assessment of the security of each school building no later than August 31, 2019

Speaking of Board/All Staff Gatherings ...

We have had a lot of asks the past few years to incorporate some of NASB’s videos into these gatherings. You are more than welcome to share these with your students, staff and communities at any time. They can be found and shared at www.vimeo.com/NASBonline

Networking & Events

August begins NASB’s tour of the state as we make our way to nine stops during the annual Area Membership Meetings, beginning August 20th ... the full schedule is below, and the agenda can be found on the registration page at <http://members.nasbonline.org/index.php/area-membership-meetings>

- Tuesday, August 20, 2019 | Valentine
- Wednesday, August 21, 2019 | Fremont
- Thursday, August 22, 2019 | La Vista
- Monday, August 26, 2019 | Gering
- Tuesday, August 27, 2019 | North Platte
- Wednesday, August 28, 2019 | Kearney
- Wednesday, September 4, 2019 | York
- Wednesday, September 18, 2019 | Nebraska City
- Wednesday, September 25, 2019 | Norfolk

State Conference registration for both rooms and the conference itself is fast approaching as well ... more information to come but mark your calendar as September 11th is the day all of that opens!

You can learn more, and register for the above events at www.NASBonline.org

Advocacy/Interim Studies:

Your NASB Legislation Committee met in July to discuss the initial agenda and gameplan for the 2020 legislative session. Look for more information at Area Membership Meetings, and at the annual Delegate Assembly in November.

Reminder: Interim Studies to keep an eye on ... (none of these have currently been scheduled for an interim hearing yet)

- LR63 - Interim study to examine educational service units
- LR151 - Interim study to examine the financing of public education and develop recommendations for improving school funding
- LR152 - Interim study to examine issues under the jurisdiction of the Education Committee
- LR153 - Interim study to examine the administrative costs of local school systems and school districts
- LR157 - Interim study to conduct an in-depth review of the financing of the public elementary and secondary schools
- LR208 - Interim study to examine state and school district policies that relate to maintaining a safe and positive school learning environment
- LR214 - Interim study to examine issues that surround the engagement, attraction, and retention of youth in Nebraska
- LR242 - Interim study to examine the replacement of Native American mascots in Nebraska at nontribal schools

Follow NASB on twitter at www.twitter.com/NASBOnline using the hashtag #liveNASB
and on facebook at www.facebook.com/NASBOnline

To see a quick glimpse at the various items the NASB is involved in, check out pages 10 & 11 each month in the **Board Notes newsletter** for “This Month In ...” To access the latest newsletter, click here:

<http://members.nasbonline.org/index.php/news-resources/board-notes>

Thanks for all you do for your board, your community and the entire state by serving public education in Nebraska.



LEADERSHIP

INNOVATION

VISION

ENGAGEMENT



BRINGING THE GOOD LIFE TO THE GREAT WALL

BY STEPHANIE SUMMERS

DAVID CITY SCHOOL BOARD PRESIDENT, NASB LEGISLATION COMMITTEE

Earlier this summer, six individuals from across the United States with varying backgrounds and interests were given the opportunity to experience China's culture, economy, and government through a partnership between the non-profit organization American Council of Young Political Leaders (ACYPL) and China's All-China Youth Federation (ACYF).

Our two week exchange marked the 40 year anniversary of United States (ACYPL), and China (ACYF) exchanges, as well as the 40 year anniversary of normalized US-China diplomatic relations.

This life changing experience exposed us to four cities throughout China where we toured Chinese businesses related to the fields of smart technology, renewable energy, global economy, and agriculture.

We were given tours of Chinese-American partnerships in business and education, such as Cummins Inc., a leader in state of the art diesel and natural gas powered engines, and University of Dayton-Suzhou, a Masters Degree program where American students experience Chinese culture and earn credits toward their declared specialty.

We were also given ample opportunities to explore Chinese culture through tours of museums, exhibits, cultural and historical sites, and food ... lots and lots of food. If I wasn't a pro with chop sticks before my trip, I most certainly am now!



JULY 2019

UPCOMING EVENTS

NASB ORIENTATION
July 24 | Lincoln

AREA MEMBERSHIP MEETINGS

August 20 | Valentine
August 21 | Fremont
August 22 | La Vista
August 26 | Gering
August 27 | North Platte
August 28 | Kearney
September 4 | York
September 18 | Nebraska City
September 25 | Norfolk

STATE CONFERENCE REGISTRATION
OPENS SEPTEMBER 11TH

LABOR RELATIONS CONFERENCE
September 11-12 | Lincoln

SCHOOL BOARD MEMBER
OF THE YEAR
Nominations Due September 27

4TH ANNUAL SPARQ DATA SOLUTIONS
TAILGATE PARTY
September 28 | Lincoln

FACILITIES & CONSTRUCTION WORKSHOP
October 10 | Kearney

2019 STATE EDUCATION CONFERENCE
'Taking It To The Streets'
November 20-22
CHI Health Center Downtown Omaha

NASB DELEGATE ASSEMBLY
November 22

#liveNASB

CONTINUED ON PAGE 2

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My discussions with local Chinese community leaders and parents centered around the differences in curriculum and educational processes between the Chinese and American systems of education.

While we as educators hear often the comparison of American students with students from countries around the world, what we may not be aware of is the desire by some in other countries to implement the American way of educating the whole child.

Curriculum centered around social and emotional skills as well as academics is highly regarded as a way to produce productive, creative citizens able to communicate and contribute on a global scale.

In addition, the current trend in the United States centered around Career and Technical Education was a topic I discussed with university students majoring in education as well as Chinese business leaders and one they would like to focus on and expand in their country as well. With only 70% of Chinese middle school students accepted into high schools and 30% of Chinese high school graduates accepted into Universities, there is a growing awareness of the need

for additional pathways for students not attending traditional higher education. While there are vast differences in our education systems to be sure, my discussions taught me there are more commonalities than we might initially think.

It's quite possible for me to write paragraphs upon paragraphs about this unbelievable opportunity, but one commonality among all the tours, translations, meetings, and meals was the people. The relationships I built with the five Americans and dozens of Chinese leaders who guided me through a personal evolution will be cherished forever.

As mentioned in the June edition of Board Notes, Stephanie did an amazing job of capturing her trip on her social media account when she was able to. You can recap any of those photos and posts at:

<https://twitter.com/meteachmath>
<https://www.facebook.com/steph.summers>

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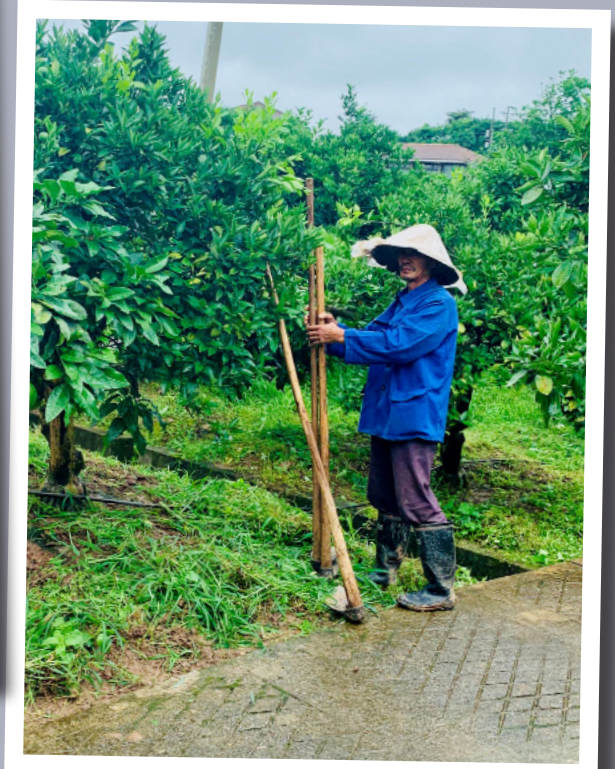
LEADERSHIP

INNOVATION

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Did you know ... 10 of the current 49 Senators first sat in your chair as a school board member?

This is the second installment where we sit down with a former school board member now serving as a state senator to learn a little bit more about the transition, how their experience on the school board has helped them inside the Capitol, and get their thoughts on some of the key items regarding public education in Nebraska.

Next up is Senator Tim Gragert. Senator Gragert was elected to the Nebraska State Legislature for his first term last November to represent District 40, which includes Boyd, Cedar, Dixon, Holt, Knox, and Rock Counties. Prior to being elected to the Legislature, Senator Gragert served in the military from 1977 to 2017 and worked at the Natural Resources Conservation Service. In the military, Senator Gragert served in the U.S. Air Force, the Nebraska Air National Guard, and most recently as a helicopter pilot for the Nebraska Army National Guard. He is a graduate from Creighton Community Schools and the University of Nebraska at Lincoln. He served on Creighton Community Schools' Board of Education for three years. Senator Gragert is an avid fisherman, and he can most likely be found spending time with wife, Donna, and his bloodhound, Maggie. Now, on to the questions ...



Starting off, which is more fun school board or state legislature?

I'm not sure that "fun" is the right word for either situation. I have found the state legislature more of a challenge than the school board because we deal with such a wide range of issues, not just educational issues.

How did your experience as a school board member help you this past year?

I believe my experience on the school board gave me a better understanding of how a school operates and the importance of providing adequate funding to school districts.

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What have you learned as a Senator that you wish you would have known when you served as a school board member?

I have learned that it is much more complicated to work on school finance issues that must address the needs of all school districts rather than just one school district. While one school district may have many students from low income families, another may have a high number of students needing special education services, and another may be dealing with a high rate of growth in their student enrollment. The school finance formula should recognize all these different issues and try to address them fairly. In order to accomplish this, each school district has to assess their needs, based on what is best for their students, and communicate this with their senator.



What do current school board members need to know about interacting with senators?

School board members need to stay in contact with their senator and work with them. It is important to relay their needs to their senator with suggestions for solutions to specific situations. A personalized email or telephone call are the best ways to communicate with senators.

How has your perspective of school finance changed as a result of your new role?

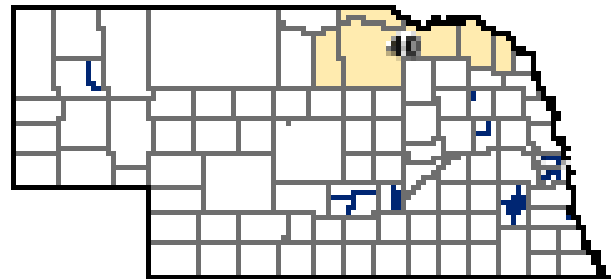
My perspective on school finance has not changed. I believe that the formula needs to change, as approximately only one-third of the districts currently receive equalization aid. By adding a per pupil foundation aid factor, it would lower the burden on property taxpayers. However, if the state does take on a bigger part in financing K-12 education, we can expect to see a change in accountability requirements from each school district. School boards will have to evaluate the best direction to go for their specific district and may have to justify current per pupil cost.

When you were a school board member, what priority issue(s) did you want the Legislature to address?

When I was a school board member, I wanted fair state aid/equalization for all school districts.

What are your priorities as it relates to education?

My priority is that all students get an opportunity for a good education, no matter where they live.



How can a current school board member support you in advancing areas of mutual importance?

I encourage school board members to keep me informed of their specific situations and to provide me with alternatives to solving their specific issues. Every district is different and there will have to be give and take. Each district will have to continually evaluate their operations.

Final thoughts ...

School board members have a tough job. They have to stay focused on what is best for the students and balance all other factors in operating as efficiently and effectively as possible. Some rural schools may have an extra difficult job in determining when the time has come to look at options including consolidation with other schools, in an effort to do what is best for their students.

2019 AREA MEMBERSHIP MEETINGS

Training | Recognition | Networking | Vision

Valentine | Fremont | La Vista | Gering | North Platte | Kearney | York | Nebraska City | Norfolk

CHANGING THE NARRATIVE

A 2019 Legislative Recap & How Your Engagement Impacted the Process

Board Policy: What Boards Want Vs. What Others Want

Strategic Planning: Leadership Accountability

Cohesive Leadership is More Than a Catchphrase!

Let's Talk About It: Networking & Open Dialogue with Peers on Key Topics

The Do's and Don'ts of School Safety, School Insurance and School Claims

MARK YOUR CALENDAR & REGISTER AT WWW.NASBONLINE.ORG

Tuesday, August 20 | Valentine

Wednesday, August 21 | Fremont

Thursday, August 22 | La Vista

Monday, August 26 | Gering

Tuesday, August 27 | North Platte

Wednesday, August 28 | Kearney

Wednesday, September 4 | York

Wednesday, September 18 | Nebraska City

Wednesday, September 25 | Norfolk

AGENDA

Registration, Networking & Exhibitors | 4:30 PM

Vision Session | 5:00 to 5:45 PM

Break | 5:45 to 6:00 PM

Training Sessions #1 | 6:00 to 6:35 PM

Break | 6:35 to 6:45 PM

Training Sessions #2 | 6:45 to 7:20 PM

Networking Dinner & Awards/Recognition | 7:25 PM

15 awards of achievement points will be earned for attending

A SUMMER ROAD TRIP WITH THE NASB BOARD OF DIRECTORS



LEADERSHIP

INNOVATION

VISION

ENGAGEMENT

WHAT ARE YOUR FAVORITE THINGS ABOUT SUMMER IN NEBRASKA?



Steve Blocher
President
West Point

GOLF



Stacie Higgins
President-Elect
Nebraska City

**THE SMELL OF CORN GROWING & THE
SOUNDS OF LOCUSTS IN THE EVENING**



Brad Wilkins
Vice President
Ainsworth

**HOMEMADE
ICE CREAM**



Lanny Boswell
Past President
Lincoln

**SPENDING EXTRA TIME WITH MY
KIDS HOME FROM SCHOOL**



Region 1
Neal Kanel
HTRS

EVENINGS WITH FRIENDS



Region 2
Sarah Centineo
Bellevue

**NO RUSH IN THE A.M. TO GET
THE KIDS OFF TO SCHOOL**



Regions 3, 6 & 7
Shavonna Holman
Omaha

**VISITING FREMONT WATER
STATION WITH MY DAUGHTER**



Regions 3, 6 & 7
Ricky Smith
Omaha

**LOOKING FORWARD TO
FOOTBALL SEASON**



Regions 3, 6 & 7
Nancy Kratky
Omaha

**FAMILY VACATIONS, SPENDING
TIME WITH ONE ANOTHER**



Regions 4 & 5
Bob Rauner
Lincoln

BIKING NEBRASKA'S TRAILS



Regions 4 & 5
Kathy Danek
Lincoln

LONG WALKS IN THE PARK



Region 8
Jay Irwin
Ralston

A BEVERAGE IN A POOL



Region 9
Alan Moore
ESU 3

**DRIVING THE STATE SEEING
NEW & DIFFERENT THINGS**



Region 10
Paul Brune
Heartland

ANY OUTSIDE ACTIVITY



Region 11
Jim Vlach
Lyons-Decatur Northeast

NOTHING, TOO HOT!



Region 12
Lisa Wagner
Central City

GOLF, LAKES & POOLS



Region 13
Marilyn Bohn
Ravenna

**BBQ'S W/ FAMILY/FRIENDS &
TOASTING MARSHMALLOWS**



Region 14
Sandy Noffsinger
Dundy County Stratton

RIDING MY MOTORCYCLE



Region 15
Barb Svoboda
Mullen

**SWEET CORN &
SANDHILLS SUNSETS**



Region 16
Patti Gubbels
Norfolk

**BIRDS CHIRPING, FLOWERS
BLOOMING, & STEAKS GRILLING**



Region 17
Richard Dohma
Ponca

**GRILLING &
FAMILY VACATIONS**



Region 18
Kim Burry
Bayard

**ANNUAL 4TH OF JULY
HOG ROAST**



Region 19
Stacy Jolley
Millard

**SWIMMING AT THE
PUBLIC POOL**

IS THIS YEAR'S BOARD MEMBER OF THE YEAR ON YOUR BOARD?

LEADERSHIP

INNOVATION

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NASB and the State Board of Education are now seeking nominations for the annual Ann Mactier Award, recognizing one local school board member for their policy leadership and contributions to curriculum and instruction in Nebraska public schools. Please consider nominating a deserving board member for this honor. Application deadline for deserving candidates is Friday, September 27, 2019. For further details you may visit www.NASBonline.org, or contact Marcia Herring at 800-422-4572. Previous winners include:

- | | |
|------------------------------------|---|
| 2018 KATHY DANEK, LINCOLN | 2010 KIM FASSE, ELKHORN |
| 2017 BONNIE HINKLE, GRAND ISLAND | 2009 RON PEARSON, ESU #3 |
| 2016 TERRI HAYNES, CHADRON | 2008 SANDRA JENSEN, OMAHA |
| 2015 LINDA RICHARDS, RALSTON | 2007 JOHN HANSEN, BELLEVUE |
| 2014 BRAD KRIVOHAVEK, NORFOLK | 2006 FRED TAFOYA, PAPPILLION LA VISTA |
| 2013 PATTY BENTZINGER, NORRIS | 2005 WAYNE ERICKSON, WISNER-PILGER |
| 2012 KATHY BARTEK, FALLS CITY | 2004 ANN MACTIER, OMAHA |
| 2011 JULIE AGARD, KEARNEY | |





**4th ANNUAL
TAILGATE
PARTY**

NE vs OHIO STATE

Saturday, September 28th, 2019
Haymarket Park
North Parking Lot
403 Line Drive Circle



Free
FOOD
BBQ, pulled pork, brisket, ribs, nachos, pizza, candy, and beverages

PRIZES
TV, laptop, air fryer, smart scale

GAMES



RSVP to Nicole Kobus
nkobus@sparqdata.com
402.817.0229



CERTIFIED Contractors

The One Source Certified Contractors (OSCC) program is a must have for school security in contracted services. Through our OSCC program, we require applicants have no criminal convictions or ongoing criminal obligations as well as screening through our TotalCheck Plus® package. In addition, we offer the option to include drug testing. Anyone who does not meet our high standards is restricted from accessing the site. Even better, OSCC is completely **FREE** for schools to join!

Who is considered a contractor?

- ✓ Security Services
- ✓ Lunch Services
- ✓ General Contractors
- ✓ Janitorial Services
- ✓ And more

Want to learn more about our OSCC program and becoming a participating site? Contact us today!

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800.608.3645 ext. 411

onesourcebackground.com

 **onesource**
The Background Check Company



... WHOLE CHILD

There is a strong connection between the phrasing and language used and the capacity to be successful in the school environment. A very small, albeit powerful, method to change the paradigm of correction into a positive teachable opportunity instead of negative commands. For example, instead of saying, "you did this wrong," replace it with a positive request, "could there be another way to go about doing this?"

Contact Kori for all things
WCP

... POLICY

Recent changes made by the Legislature now allow boards to contract for the provision of utility services, refuse disposal, transportation services, maintenance services, financial services, insurance, security services, and instructional materials, supplies, and equipment for periods not to exceed seven years. (Previously four.)

Contact Jim to learn more!

... ALICAP & INSURANCE

ALICAP's Board of Trustees meet this month to finalize the budget for the 19-20 year. Members should receive their ALICAP billing statements August 1st.

Thanks, Megan!

... BOARD LEADERSHIP

"Strategy without process is little more than a wish list." – Robert Filek

The Board Leadership department has had process on the brain more than usual this month as the work of our own NASB strategic plan takes shape. The creation of this plan has led to many discussions as a team of comparing and contrasting the processes and development of our own strategic plan to those we create for school districts across the state.

As with the many school districts we have worked with in creating their three to five-year strategic plans, the creation of a strategic plan is a multi-step process that succinctly builds off of each step.

We are often asked how we avoid the very common and understandable fear in strategic planning that the expansive and beautiful document will die on paper. The board leadership department has discerned the best way to combat this fear is two-fold: create a transparent and cooperative process of stakeholder engagement (staff, community, board members, etc.) to really listen, coordinate, and align all involved in the creation of the plan; and to build in actionable objectives so measurable progress is recognized and celebrated along the way.

Just as with any organization, association, and school district, strategic planning turns into the job of strategic management, which is where "the rubber meets the road." Strategic management asks for a two-dimensional plan to become three-dimensional strategic actions of evolution and growth that rationalize and focus the work and the people. Here at NASB we are looking forward to embarking on living our new strategic plan and as one of our valuable stakeholders we look forward to walking alongside you out on that road too.

Marcia, Kori, Melissa & Karla



Paul Grieger
(800) 528-5145
pgrieger@dadco.com



Cody Wickham
(866) 809-5596
cwickham@dadco.com



Andy Forney
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... ADVOCACY & GOVERNMENT RELATIONS

Summer is a GREAT time to reach out to Senators! Invite them to first day of school events, etc. Don't forget that advocacy happens all year.

Your Legislation Committee is meeting this weekend to map out the plan for 2020!

LEGISLATIVE "LUNCHES"

Fremont | August 6th @ 11:30 AM

Wayne | August 6th @ 6:30 PM

O'Neill | August 7th @ 12:00 PM

Interim Studies to keep an eye on ...

LR63 - Examine ESUs

LR151 - Examine the financing of public ed, develop ways to improve school funding

LR152 - Examine issues under the jurisdiction of the Ed Committee

LR153 - Examine the administrative costs of local school systems and school districts

LR157 - Conduct a review of the financing of the public elementary and secondary schools

LR208 - Examine policies that relate to maintaining a safe & positive learning environment

LR214 - Examine issues that engage, attract, and retain youth in Nebraska

LR242 - Examine replacing Native American mascots in Nebraska at nontribal schools

- Call Colby with any questions! -
#liveNASB

... SEARCH, STRENGTHS & AWARDS

AWARDS OF ACHIEVEMENT

Watch for the list of all award recipients to be sent out soon. Awards recipients will be recognized at your local Area Membership Meeting Register for your local Area Membership Meeting now at www.NASBOnline.org

GALLUP STRENGTHSFINDER

"Your greatest chance to succeed at work or anywhere else lies in strengthening what you naturally do best."

"An Achiever should team up with Discipline or Focus to be as efficient as possible!"

FIVE MOST COMMON STRENGTHS:

Achiever, Responsibility, Learner, Relator, Strategic

FIVE LEAST COMMON STRENGTHS:

Command, Self-Assurance, Significance, Discipline, Context

- Shari -

... ENERGY PURCHASING

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Contact Jim to learn more!

... TECHNOLOGY

Food! Prizes! Games! Join us for the 4th Annual Sparq Tailgate, Saturday, September 28, as Nebraska takes on Ohio State! RSVP to nkobus@sparqdata.com

... MEMBER ENGAGEMENT

July visits have included: Creek Valley, Deshler, Hemingford, Kimball, Mullen, Superior & Thedford ... Looking forward to more the rest of this month, into August, and then seeing everyone during our nine Area Membership Meetings!

- Sharon -

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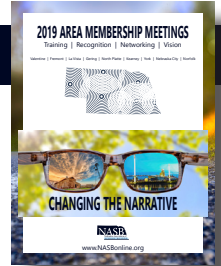
Join NASB, as we travel the state for various workshops, meetings and events throughout the year.
To learn more, and register, visit the Events tab of www.NASBonline.org

<http://members.nasbonline.org/index.php/events>

*To register for an NASB event, click on the 'My Membership' link, then navigate to the 'Events' dropdown and select 'Register'.
If you do not have an email and password to log in or have forgotten it, please contact NASB at 800-422-4572 for assistance.*

Area Membership Meetings | August & September

AUGUST 20 VALENTINE	AUGUST 21 FREMONT	AUGUST 22 LA VISTA
AUGUST 26 GERING	AUGUST 27 NORTH PLATTE	AUGUST 28 KEARNEY
SEPTEMBER 4 YORK	SEPTEMBER 18 NEBRASKA CITY	SEPTEMBER 25 NORFOLK



Mark Your Calendar: State Conference Registration Opens September 11

Labor Relations Conference | September 11-12 | Lincoln

Thriving Children, Families, and Communities Conference | September 16 | Kearney

Learn More & Register at: <http://events.r20.constantcontact.com/register/event?llr=hzuhmhtab&oeidk=a07egbmwu5q06810010>

School Board Member of the Year Nominations - Due September 27

<http://members.nasbonline.org/index.php/ann-mactier-school-board-member-of-the-year-award>

4th Annual Sparq Data Solutions Tailgate Party | Saturday, September 28 | Lincoln

Facilities & Construction Workshop | October 10 | Kearney

2019 STATE EDUCATION CONFERENCE | NOVEMBER 20-22
CHI HEALTH CENTER - DOWNTOWN OMAHA

Nominate the 2020 Nebraska Teacher of the Year now at www.NASBonline.org

Board Presidents: Check your inbox each month for the monthly 'NASB Update' to include in your meeting agenda.
Please contact mbelka@NASBonline.org with any questions, or if you are not receiving them.

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NASB BOARD NOTES

A monthly publication from the Nebraska Association of School Boards



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IN THIS EDITION

- BRINGING THE GOOD LIFE TO THE GREAT WALL
- FROM SCHOOL BOARD TO THE STATE CAPITOL W/ SEN. GRAGERT
- CHANGING THE NARRATIVE
- A SUMMER ROAD TRIP WITH THE NASB BOARD OF DIRECTORS
- IS THIS YEAR'S BOARD MEMBER OF THE YEAR ON YOUR BOARD?
- TRAINING, NETWORKING, ENGAGEMENT & EVENTS
- YOUR NASB BOARD OF DIRECTORS & STAFF
- ... AND MUCH MORE!

AS WELL AS "THIS MONTH IN ..."

- ... ADVOCACY & GOVERNMENT RELATIONS
- ... ALICAP & INSURANCE
- ... BOARD LEADERSHIP
- ... ENERGY PURCHASING
- ... MEMBER ENGAGEMENT
- ... NEBRASKA WHOLE CHILD PROJECT
- ... POLICY
- ... SEARCH, STRENGTHS & AWARDS
- ... TECHNOLOGY

**Principal's Report
Mullen Elementary School
Justin Moore
August 12th, 2019**

School begins with students on August 14th!!!

Teacher Meetings

Had productive meetings on Friday with the staff. Morning Building meeting went over a lot of information and presented my goals for the year. Focusing on positivity with students and setting the right tone. Asked the question to staff "If students were not required to come to school on Thursday (2nd day of school), would they show up?" Just something to think about.

Afternoon meetings were based on Continuous Improvement Process. We set up our teams to evaluate the school and met for about 20 minutes in those groups. Everyone had a good start to the process. After that we split into building teams and worked through the WIN time and Edgenuity. The elementary time worked really well.

Building Update

Old Boiler Room/Coal Room

The Walk-in-Freezer has been installed and a wall has been built in the old boiler room. A restroom was finished off on one side and then a storage room was finished off on the other side of the wall. State Fire Inspector said we could not allow students into a storage room to go to the restroom, so we had to finish the wall off.

Tree Trimming

We need to get some trees either trimmed or taken out on the west side of the playground.

CIP/MTSS

We had our training with the companies (Edgenuity/Educlimber) and staff over the last couple of weeks. It will be a learning experience and a process but we are expecting great things with it.

Current Enrollment

Kindergarten-17 students

1st Grade-9 students

2nd Grade-10 students

3rd Grade-10 students

4th Grade-9 students

5th Grade-15 students

Dates

8/14-First Day of School

8/20-Dr. Ferial Pearson Speaks to school

8/21-School Pictures

9/2-Labor Day-No School

Principal's Report

August 2019

Mike Kvanvig

Student Count

6th grade = 9

7th grade = 12

8th grade = 13

9th grade = 9

10th grade = 19

11th grade = 11

12th grade = 14

Total = 87

Handbook Changes

Open house - Wednesday 2:30-4:00

Parents Please attend the High School open House

Wednesday August 14 @ 2:30-4:00

Our goal is to keep an open line of communication with everyone involved in your child's learning.

Periods will be 10 minutes long with no passing time. Period 1 - 2:30 Period 2 - 2:40 Period 3 - 2:50 Period 4 - 3:00	Period 5 - 3:10 Period 6 - 3:20 Period 7 - 3:30 Period 8 - 3:40 General Information/Questions Hilltop Gym 3:50
---	---

Concessions- Melanie Overmyer has agreed to manage concessions this year. Greg will be providing the main food items and she will work and clean up after 5 pm.

Teacher Meeting review

Administrative Report – August 2019

Hearing to Amend the School Nutrition Fund Budget and the Activities Fund Budget- This is to increase our activities and school lunch funds so we can pay some additional bills out of each fund. Mainly some activity costs and the rest of the walk in cooler.

Regular Agenda Items:

6. Option enrollment for Chase Rundback.

Chase came to us from Gordon-Rushville and lives at Mike & Rachel Dent's place and they live just outside of our district. **I recommend approval**

7. Option enrollment for Abbigail Grooms.

Abbi is Tristan Grooms' sister and she is opting in from Valentine. **I recommend approval**

8. Option enrollment for Brenner Ambrosek

Brenner's family moved to Imperial but Brenner chose to graduate from Mullen as he is a senior student. He is living with the Kessler family, but we needed option because they do not have guardianship or parental rights. I believe this is the best move for Brenner. **I recommend approval**

9. Mullen School Board membership to NRCSA for the 2019-2020 school year for the price of \$850.00.

This is the annual fee for NRCA which is a nice resource for us to have. **I recommend approval**

10. 2019-2020 Mullen Public Schools student handbook.

Changes made to the handbook were more stringent attendance policy, more stringent cell phone policy, and the staff changes. **I recommend approval**

11. 2019-2020 Mullen Public Schools staff handbook.

There were not a lot of changes in the staff handbook. **I recommend approval**

12. 2019-2020 Mullen Public Schools activities handbook. There were some minor changes to wrestling lettering requirements and NHS requirements are detailed in the handbook. **I recommend approval**

13. 2019-2020 Mullen Public Schools student computer loan agreement. We decided to increase the fee to \$25 so that way if they pay the fee for all 7 years it will pay for the chromebook. With students being able to keep the chromebook, we did not think a maximum per family was fair to the district as each student gets to keep their chromebook. **I recommend approval**

14. 2019-2020 Bus Routes.

Bus routes are very similar. Rosemary Tracy took Glenn Garner's old route and Tammi Simonson/Artis Hicks took Rosemary's old route. I am advertising for bus drivers with zero luck. **I recommend approval**

15. Sale of excess items and equipment.

With the walk in freezer, we have some freezers and refrigerators to sell. We also have some other excess materials that were found in the 4H building that we are going to try to sell. **I recommend approval**

16. Approve revised Policy 4039 Employment of Classified Staff and revised Policy 5044 Safe Pupil Transportation. **I recommend approval**

Administrative Report – August 2019

4039 Employment of Classified Staff	Superintendent must complete a background check on all classified employees.
5044 Safe Pupil Transportation	Meets new standards to Rule 91. No driving through major flooding. Superintendent checks for functional capacity of the driver, outlines pupil safety and evacuations.

17. Review the Gym/Weight Room agreement- I wanted to make sure everyone was on the same page on this agreement.

Non-Agenda Items

Bottle Filling Dispensers and Water Fountains- I ended up not using Elkay to install the water filling stations. They hiring a company out of North Platte and were not giving them enough money to install the water fillers compared to what we were bid which was around \$6900. They called and wanted us to pay more money. I told them I would not pay any more money and we dissolved our agreement. I turned around and hired the guys from North Platte to install the coolers and they thought it would be around \$3500-\$4000 estimating on the high side. They also installed a bottle filling station right by the boiler room.

Hail Damage- Mark and I had Weathercraft roofing come out to check the roofs and facing of the schools. The adjuster ended up finding a lot of hail damage in several areas. I called ALICAP and they came out today. He is writing up the proposal but it is looking like we will get some new roofs on the press box, the restrooms, the 4H building, the elementary school, new sky lights at the HS, new facing at the HS, and new roofing on the HS. There is also damage to the HVAC units on the gym that will be replaced. We also had hail damage on 8 different vehicles that we can have fixed or they will pay out. Once I get the report, I will know more and be able to report more.

Bus driver meeting- We had a meeting last Monday and they are ready to get started. They went to training last Thursday at ESU 16. We have also been advertising for subs and possible a full time driver as Tammi and Artis would like to go back to subbing. I have not had a single inquiry or applicant yet.

Coaches Meeting- We had a meeting last Wednesday and went over a variety of things from coaching etiquette to scheduling. The meeting went well and we are all excited to get started.

Teachers meetings- We had meetings on Friday and I thought both Mr. Kvanvig and Mr. Moore did a great job with their meetings and presentations.

NASB Area Meetings in Valentine August 20- Who would like to attend?

Athletic Director's Monthly Report
August 2019

1. Fall practices started today
 - a. Football- 23
 - b. Volleyball- 17
 - c. Cross Country- 4- 3 boys and 1 girl.
2. Notable Dates
 - a. August 24- Jamboree Volleyball at Grand Island Heartland Lutheran
 - i. 10:00 AM vs Winside
 - ii. 11:00 AM vs Spalding Academy
 - b. August 28- Fall MNAC Meeting in Thedford
 - c. August 29- Cross Country at Scottsbluff
 - d. August 30- FB at Hemingford
 - e. September 2-6- Homecoming week (Really early this year)