

Regular Meeting  
Monday, July 14, 2025 6:30 PM  
HPC Elementary- Clarks BOE Room (June-  
Dec)  
205 W. Pearl St.  
Clarks, NE 68628

1. Call Meeting to Order

- 1.1. Public Meeting Announcement

- 1.2. Open Meetings Act Recognition

- 1.3. Board Member Attendance, Roll Call

- 1.4. Consent Agenda

- 1.4.1. Consider Minutes of Previous Meeting(s) and Their Approval (Appendix A)

# Regular Meeting

*The Regular monthly meeting of the High Plains Community Schools Board of Education was held on Wednesday, June 11, 2025, at HPC Secondary- Polk BOE Room (Jan-June), 260 S Pine, Polk, NE 68654-0029. The meeting was called to order at 7:00 AM by Shane Van Pelt. Also present were Superintendent Brown, Principal Helgoth & Principal Fisher.*

A motion to excuse Kayla Zoucha from the June 11th regular board of education meeting passed with a motion by Megan Pike and a second by Dorinda Brown.

Yea: 5 Nay: 0

A motion to approve the consent agenda as presented for past minutes, bills, and financial statements passed with a motion by Nathan Spurling and a second by Dorinda Brown.

Yea: 5 Nay: 0

HPC Student Council: No student council report given.

Community Input: None

Elementary Principal Report- Mrs. Helgoth-Building & Grounds update, summer clearing, gym floors refinished on July 5th, MANDT training, ESU 7 workshops, Admin. Team PD with EUS 7, LTRS training, Elem. Jumpstart July 9-24th, & end of year success Field Day, PK graduation, academic awards ceremony

Junior High & High School Principal Report- Mr. Fisher-EduClimber training with ESU7 to help implement conversations with staff. Online Registration is open for the 25-26 school year.

AD Report-Mr. Wood-Congrats to Brodey S. for being a State Champion in triple jump at state track, 3rd place in long jump, 4 x 800 - 9th place, 4x 100 - 6th, Caleb S. - 21st shot put, Colin H-22 in high jump, summer weights started a few weeks back, NSAA reminders on dates and regulations

Superintendent Report-Mr. Brown-Welcome Stacey Troutman as bookkeeper, summer projects update, NPERS changes as of July 1, 2025, legislative update with session ending the first week of June, budget and valuation projections for 2025-26, training for all staff to start the 2025-26 school year

## Discussion Items

The board discussed COOP considerations with Fullerton Public Schools to coop JH Football.

The board discussed the evaluation and contract. Thanked Superintendent Brown for his efforts.

Review, discuss, and take any necessary action to authorize Stacey Troutman as the signatory to all financial accounts and the safety deposit box of High Plains Community Schools and remove Tonya Bannister from all financial accounts of High Plains Community Schools.

A motion to remove Tonya Bannister from all financial accounts and replace her with Stacey Troutman as the signatory for all financial accounts and the safety deposit box at High Plains Community Schools Passed with a motion by Nathan Spurling and a second by Megan Pike.

Yea: 5 Nay: 0

Review, discuss, and take any action on the certified contract of Mr. Alexandar Bradenburg for the 2025-26 school year.

A motion to approve the certified contract for Mr. Alexander Brandenburg for 2025-26 school year at HPC passed with a motion by Nathan Spurling and a second by Chad Hoffman.

Yea: 5 Nay: 0

Review, discuss, and take all action on the 2025-26 HPC preschool calendar.

A motion to adopt and approve the 2025-26 preschool calendar for the upcoming school year passed with a motion by Nathan Spurling and a second by Megan Pike.

Yea: 5 Nay: 0

Review, discuss, and take any necessary action on the flooring bids for the west building at Polk.

A motion to approve the bid from Midwest Flooring in the amount of \$12,371.00 for new carpet passed with a motion by Megan Pike and a second by Dorinda Brown.

Yea: 5 Nay: 0

Review, discuss, and take all action on setting breakfast and lunch prices as presented for the 2025-26 school year at HPC.

A motion to approve the increases in breakfast prices of \$0.15 to \$2.55 (K-12), \$2.95 (Adult), lunch prices to increase \$0.25 to \$3.65 (K-6), \$3.75 (7-12), seconds decrease to a \$1.00 (-\$0.50), Adult Lunch increase \$0.25 to \$5.15 and salad bar to \$4.75, milk & juice increase \$0.10 to \$0.75 and reduced lunch remains at \$0.40 and reduced breakfast remains at \$0.30 Passed with a motion by Megan Pike and a second by Chad Hoffman.

Yea: 5 Nay: 0

Review, discuss, and take any necessary action on the certified contract for Mrs. Tana Pankoke for the 2025-26 school year.

A motion to approve the certificated contract for Mrs. Tana Pankoke for 2025-26 school year at HPC Passed with a motion by Chad Hoffman and a second by Megan Pike.

Yea: 5 Nay: 0

Review, discuss, and take all action on the current HPC Board Policy revisions.

A motion to approve the revisions to the following policies: #1002, #2006, #3003, #3004.1, #3023, #3026, #3036, #3043, #3047 #3057, #4051, #4057, \$4059, #5001, #5015 #5018, #5016, #5031, #5034, #6025, #6031, & #6034 and application for employment form Passed with a motion by Nathan Spurling and a second by Megan Pike.

Yea: 5 Nay: 0

Review, discuss, and take all action on adopting new policies to the HPC Board of Education Policies.

A motion to approve policy #6044 (Participation and Assignment of Athletic Teams) and #6045 (Behavioral Intervention) to the HPC Board of Education Policies Passed with a motion by Megan Pike and a second by Chad Hoffman.

Yea: 5 Nay: 0

A motion to adjourn the meeting at 8:57 AM and set the next regular meeting for July 14th at 6:30 PM. Passed with a motion by Megan Pike and a second by Dorinda Brown.

Yea: 5 Nay: 0

Respectfully submitted

Chad Hoffman, Board Secretary

1.4.2. Consider Current Bills and Their Approval (Appendix B)

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 01	Fund Number 01	General Fund	
AKRS EQUIPMENT SOLUTIONS	4208870	Bolt	7.10
Total AKRS EQUIPMENT SOLUTIONS			<u>7.10</u>
AMAZON CAPITAL SERVICES	1G7GRCJQ-QHFY	summer bulk order for teachers	3,985.11
AMAZON CAPITAL SERVICES	1MCD-XHHJPR4R	Office supplies	35.17
Total AMAZON CAPITAL SERVICES			<u>4,020.28</u>
ARAMSCO INC.	S7115421.001	Carpet Rinse for HS and ES	104.40
Total ARAMSCO INC.			<u>104.40</u>
ATS, LLC	16166	July Billing Janitorial Services	8,984.00
Total ATS, LLC			<u>8,984.00</u>
AURORA NEWS REGISTER	93098,93326,93421	Legal, Minutes and Record Plate	187.32
Total AURORA NEWS REGISTER			<u>187.32</u>
BLACK HILLS ENERGY	20250701	MS Energy bill	193.07
Total BLACK HILLS ENERGY			<u>193.07</u>
BLACK HILLS ENERGY	20250701	Energy Bill	543.01
Total BLACK HILLS ENERGY			<u>543.01</u>
BLACK HILLS ENERGY	20250701	HS Energy Bill	172.48
Total BLACK HILLS ENERGY			<u>172.48</u>
BLACK HILLS ENERGY	20250701	Energy Bill	491.10
Total BLACK HILLS ENERGY			<u>491.10</u>
CAPITAL ONE	1663372457	June Walmart Bill	149.92
Total CAPITAL ONE			<u>149.92</u>
CARL'S SKRAP	252390/252391	Trash Collection	420.00
CARL'S SKRAP	252391, 252390	July Trash Bill	420.00
Total CARL'S SKRAP			<u>840.00</u>
CENTRAL NE REFRIGERATION	2744	Repair Ice Machine Clarks	204.81
Total CENTRAL NE REFRIGERATION			<u>204.81</u>
CENTRAL TRUE VALUE	20250707	Screws for Nick	16.14
Total CENTRAL TRUE VALUE			<u>16.14</u>
CLARKS LUMBER	20250707	JULY 2025 Charges	870.34
Total CLARKS LUMBER			<u>870.34</u>
CULLIGAN OF GRAND ISLAND	86016	Water Cooler Rent	39.00
Total CULLIGAN OF GRAND ISLAND			<u>39.00</u>
CULLIGAN of YORK	20250707	Water Cooler Rent	62.00
Total CULLIGAN of YORK			<u>62.00</u>
DIODE TECHNOLOGIES INC.	20250707	July 2025 Charges	1,211.38
Total DIODE TECHNOLOGIES INC.			<u>1,211.38</u>

EAKES OFFICE SOLUTIONS	20250627		661.58
EAKES OFFICE SOLUTIONS	91377140	Paper delivery	1,479.60
EAKES OFFICE SOLUTIONS	9142006-0	Chairs for Hedrick	3,097.35
EAKES OFFICE SOLUTIONS	9164842-0	Floor Mat Office	72.99
Total EAKES OFFICE SOLUTIONS			<u>5,311.52</u>
ECOLAB	20250627		219.36
Total ECOLAB			<u>219.36</u>
ESU 7 NETWORK SUPPORT	16166, 15846	Tech Support	2,996.25
Total ESU 7 NETWORK SUPPORT			<u>2,996.25</u>
HAMILTON TELECOMMUNICATIONS	11059224	Circuit Charge	180.10
Total HAMILTON TELECOMMUNICATIONS			<u>180.10</u>
HANS SERVICE, LLC	14265	Parts for HVAC	2,370.12
HANS SERVICE, LLC	14302	HVAC service	2,687.08
Total HANS SERVICE, LLC			<u>5,057.20</u>
KSB SCHOOL LAW	19182	Law services	693.00
Total KSB SCHOOL LAW			<u>693.00</u>
KWIK STOP	10177940	Fuel in Clarks	493.18
Total KWIK STOP			<u>493.18</u>
MANSTEDT K-LAWN, LLC.	202523	2nd applic practice field	2,187.90
Total MANSTEDT K-LAWN, LLC.			<u>2,187.90</u>
MCILNAY & CO INC.	19557	July 2025 Supplies	55.97
Total MCILNAY & CO INC.			<u>55.97</u>
MENARDS	3205	Lock on Concession Stand	229.00
Total MENARDS			<u>229.00</u>
Network Computer Solutions	130574	Tri Band Access Point	15,066.05
Total Network Computer Solutions			<u>15,066.05</u>
NORTHEAST NEBRASKA TELEPHONE COMPANY	10991317	Clarks Phone Bill	181.66
Total NORTHEAST NEBRASKA TELEPHONE COMPANY			<u>181.66</u>
NRCSA	1099	25-26 NRCSA Dues Renewal	850.00
Total NRCSA			<u>850.00</u>
ONE SOURCE	2022182801	Background Check	21.50
Total ONE SOURCE			<u>21.50</u>
Planbook Inc	1003144	12 mo teacher curriculum	540.00
Total Planbook Inc			<u>540.00</u>
POLK CO HEALTH DEPT	20250627	School Nurse	3,105.69
Total POLK CO HEALTH DEPT			<u>3,105.69</u>

Invoice Number	Description	Amount
20250627	Electric Bill	2,534.94
<b>Total POLK COUNTY RPPD</b>		<b>2,534.94</b>
20250707	June Light & Sewer	263.10
20250707-0001	June Light & Sewer	5,368.91
<b>Total POLK LIGHT &amp; WATER DEPT</b>		<b>5,632.01</b>
78461466	Spray for Termites	1,215.00
<b>Total Presto-X</b>		<b>1,215.00</b>
SRV122967	Condensate Tank Clarks	1,655.86
<b>Total RASMUSSEN MECHANICAL SERVICES INC.</b>		<b>1,655.86</b>
20250628-099	SAS Annual Fee	6,650.00
<b>Total Software Unlimited, Inc</b>		<b>6,650.00</b>
54103	Snow Plow Repair	380.00
<b>Total STROBEL MANUFACTURING</b>		<b>380.00</b>
257048220-32	Tower Usage	400.00
<b>Total T-Mobile for Business</b>		<b>400.00</b>
20250707	Supply Orders	3,725.77
<b>Total U.S. BANK</b>		<b>3,725.77</b>
214439	Water and Sewer	316.47
<b>Total VILLAGE OF CLARKS</b>		<b>316.47</b>
20250703	Elem Phone Bill	636.64
<b>Total WINDSTREAM</b>		<b>636.64</b>
20250627	Phone Bill	347.24
<b>Total WINDSTREAM</b>		<b>347.24</b>
<b>Fund Number 01</b>		<b>78,778.66</b>
<b>Checking Account ID 01</b>		<b>78,778.66</b>

# High Plains Community Schools Payroll & Bills 2024-25

Month

July 2025

PAYROLL		OTHER PAYROLL	
COMPANY	AMOUNT	COMPANY	AMOUNT
Cornestone Bank	\$156,122.61	Ameritas	\$511.68
BCBS	\$57,786.99	Emp. Benefit Fund	
Cross County	\$1,126.01	125 Plan	\$1,415.81
Madison Nat. Life	\$378.70	General Fund	\$1,421.43
Union Bank & Trust	\$1,726.57	Madison Nat. Life	\$142.16
EFTPS	\$43,762.97	Mutual of Omaha	\$1,044.27
NE. Dept. of Revenue	\$6,632.39	Misc.	\$1,925.40
NPERS	\$33,294.63	Transamerica	\$225.60
Total	\$300,830.87		\$6,686.35
<b>PAYROLL TOTAL</b>	<b>\$307,517.22</b>		
G. Fund Bills	\$78,778.66		
Total Transfer	\$386,295.88		

1.4.3. Consider Financial Statements and Treasurer's Report (Appendix C)

1.4.3.1. Activity Account Statements

Fund: 55      Activities Fund K-6

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
55 1720	BOOKSTORE SALES	0.00	0.00	1,160.80	0.00	(1,160.80)
55 1920	CONTRIBUTIONS & DONATIONS	0.00	0.00	11.73	0.00	(11.73)
	Subtotal: LOCAL RECIEPTS	0.00	0.00	1,172.53	0.00	(1,172.53)
55 5200	TRANSFERS	0.00	0.00	2,000.00	0.00	(2,000.00)
	Subtotal: NON-REVENUE RECEIPTS	0.00	0.00	2,000.00	0.00	(2,000.00)
	Fund Total:	0.00	0.00	3,172.53	0.00	(3,172.53)

**Revenue Summary Report**

Processing Month: 06/2025

User ID: SE

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	0.00	0.00	3,172.53	0.00	(3,172.53)

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 55	Fund Number 55	Activities Fund K-6	
HPC GENERAL FUND	CC Repayment April	6th grade Leadership M&Ms	11.67
HPC GENERAL FUND	CC Repayment May	Academic Awards	483.12
HPC GENERAL FUND	CC Store May Bill	Water for Field trips	33.32
Total HPC GENERAL FUND			<hr/> 528.11
Fund Number 55			<hr/> 528.11
Checking Account ID 55			<hr/> 528.11

Check Reconciliation Report

Batch Description: Elem Act. June 2025  
Checking Account: 55

Activities K-6

Processing Month: 06/2025

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	06/30/2025	10,928.30

Outstanding Checks

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
1062	HPC GENERAL FUND	06/30/2025	528.11
		Total:	<u>528.11</u>

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
10,928.30	(528.11)	10,400.19	10,400.19	0.00

Cleared Automatic Payment Total:  
Cleared Checks Total:  
Cleared Direct Deposit Total:  
Cleared Void Total:  
Cleared Cash Receipt Total:  
Cleared Manual Journal Entries Total:  
Cleared Sales Journal Total:

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 05 BSN SPORTS	Fund Number 05 310476284	Activity Fund 7-12 SPORT EQUIPMENT MULTIPLE SPORTS	2,420.12
Total BSN SPORTS			<u>2,420.12</u>
CASH	CONC STRTR CAR SHOW	CHEER CAR SHOW CONCESSIONS STARTER CASH	100.00
Total CASH			<u>100.00</u>
CENTENNIAL ACTIVITY FUND	25SUMMERLEAGUEV BALL	2 TEAMS 2025 SUMMER LEAGUE VBALL	400.00
Total CENTENNIAL ACTIVITY FUND			<u>400.00</u>
CENTENNIAL GIRLS BASKETBALL	GIRLS BBALL CAMP ENT	GIRLS BBALL CAMP ENTRY FEE	200.00
Total CENTENNIAL GIRLS BASKETBALL			<u>200.00</u>
CENTENNIAL PUBLIC SCHOOLS	HS BOYS BBALL CAMP	HS BOYS BASKETBALL CAMP FEE	50.00
Total CENTENNIAL PUBLIC SCHOOLS			<u>50.00</u>
CONCORDIA GIRLS BASKETBALL CAMP	G BBALL CAMP ENTRY	CONCORDIA G BBALL TEAM CAMP ENTRY FEE	275.00
Total CONCORDIA GIRLS BASKETBALL CAMP			<u>275.00</u>
DAVID CITY VOLLEYBALL	2024 VBALL TEAM CAMP	2025 VBALL TEAM CAMP DAVID CITY	260.00
Total DAVID CITY VOLLEYBALL			<u>260.00</u>
Eileen's Cookies	COOKIE DOUGH FUNDRAI	CHEER COOKIE DOUGH FUNDRAISER	2,119.00
Total Eileen's Cookies			<u>2,119.00</u>
GAMEONE	BASKETBALL SHORTS	REPLACE BOYS BASKETBALL SHORTS	82.00
Total GAMEONE			<u>82.00</u>
HPC GENERAL FUND	PUTT PUTT TRACK	PUTT PUTT GOLF @ OMAHA ST TRK	120.00
HPC GENERAL FUND	SP/JR/TR/FFA/STUC/N H	MISC ACT SP/JR/TRK/STUCO/NHS/FFA	2,185.58
HPC GENERAL FUND	WELLNESS DAY SUPPLIE	WELLNESS DAY SUPPLIES CLARKS SITE	68.12
Total HPC GENERAL FUND			<u>2,373.70</u>
KATHY MILLER	CHEER CAR SHOW	CHEER CAR SHOW TROPHIES/DASH PLAQUES	355.00
KATHY MILLER	MEDALS FOR GRADUATIO	GRADUATIONS MEDALS VALED/SALUT	45.00
Total KATHY MILLER			<u>400.00</u>
KEARNEY HIGH SCHOOL	BOYS BBALL CAMP	2025 BOYS BBALL CAMP AT KEARNEY	200.00
KEARNEY HIGH SCHOOL	HS BOYS BBALL CAMP	HS BOYS BBALL CAMP ENTRY FEE	200.00
Total KEARNEY HIGH SCHOOL			<u>400.00</u>
LEADERSHIP CENTER, THE	2025-1321	FFA BANQUET CATERING	1,176.87
Total LEADERSHIP CENTER, THE			<u>1,176.87</u>

Board Report - Board

Vendor Name	Invoice Number	Description	Amount
Midwest Inn	STATE TRACK ROOMS	STATE TRACK COACHES/ATHLETES HOTEL ROOMS	1,706.00
Total Midwest Inn			<hr/> 1,706.00
Regal Awards Group	3x4 ATHLETE PLATES	3X4 ATHLETE PLATES FOR 3X4 AWARDS	120.00
Total Regal Awards Group			<hr/> 120.00
ROBERTSON HOME CREATIONS	CHEER CAR SHW SHRTS	CHEER CAR SHOW T-SHIRTS	48.61
Total ROBERTSON HOME CREATIONS			<hr/> 48.61
SMALL TOWN FAMOUS	3037	VBALL CAMP SHIRTS	690.00
Total SMALL TOWN FAMOUS			<hr/> 690.00
Wahoo Public Schools	BOYS SUMMER BBALL EN	2025 BOYS SUMMER BBALL CAMP	160.00
Total Wahoo Public Schools			<hr/> 160.00
YORK HIGH SCHOOL	GIRLS BBALL CAMP 25	GIRLS BBALL TEAM CAMP AT YORK SUMMER 25	275.00
Total YORK HIGH SCHOOL			<hr/> 275.00
Fund Number 05			<hr/> 13,256.30
Checking Account ID 05			<hr/> 13,256.30

Fund: 05 Activity Fund 7-12

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
05 1510	INTEREST ON INVESTMENTS	0.00	0.00	173.36	0.00	(173.36)
05 1510 0775	INTEREST ON INVESTMENTS	0.00	41.52	248.20	0.00	(248.20)
05 1710	ACTIVITIES Admissions Receipts	0.00	0.00	38,284.01	0.00	(38,284.01)
05 1710 0170	ACTIVITIES RECEIPTS	0.00	0.00	4,044.30	0.00	(4,044.30)
05 1710 0200	ACTIVITIES RECEIPTS CONCESSIONS	0.00	539.75	11,160.55	0.00	(11,160.55)
05 1710 0250	ACTIVITIES RECEIPTS ONE ACT	0.00	0.00	909.73	0.00	(909.73)
05 1710 0400	ACTIVITIES RECEIPTS STUCO IC PROFIT BBALL	0.00	0.00	546.00	0.00	(546.00)
05 1710 0575	ACTIVITIES RECEIPTS SPEECH INV FUND	0.00	0.00	894.50	0.00	(894.50)
05 1710 0775	ACTIVITIES RECEIPTS	0.00	0.00	50,685.67	0.00	(50,685.67)
05 1730	STUDENT ORGANIZATION DUES	0.00	0.00	1,300.00	0.00	(1,300.00)
05 1740	STUDENT TECH FEES	0.00	0.00	105.00	0.00	(105.00)
05 1740 0625	FEES	0.00	0.00	230.00	0.00	(230.00)
05 1740 0775	TECH FEES/OTHER FEES	0.00	0.00	768.00	0.00	(768.00)
05 1760	REVENUE FROM ACTIVITIES	0.00	0.00	23,830.65	0.00	(23,830.65)
05 1760 0104	Revenue for Activities	0.00	1,350.00	1,350.00	0.00	(1,350.00)
05 1760 0105	Softball Fundraiser	0.00	0.00	259.50	0.00	(259.50)
05 1760 0108	Revenue Fundraiser GBB	0.00	775.00	841.00	0.00	(841.00)
05 1760 0109	Revenue for Activities	0.00	336.00	336.00	0.00	(336.00)
05 1760 0113	Revenue Track	0.00	0.00	3,440.00	0.00	(3,440.00)
05 1760 0115	REVENUE QUIZ BOWL	0.00	0.00	450.00	0.00	(450.00)
05 1760 0150	REVENUE CHEER	0.00	6,189.25	7,339.25	0.00	(7,339.25)
05 1760 0170	Revenue Junior Class	0.00	0.00	113.00	0.00	(113.00)
05 1760 0171	Revenue sophomore class	0.00	0.00	4,690.00	0.00	(4,690.00)
05 1760 0172	REVENUE FRESHMEN CLASS	0.00	0.00	2,280.00	0.00	(2,280.00)
05 1760 0300	Revenue FFA	0.00	140.00	9,022.50	0.00	(9,022.50)
05 1760 0400	REVENUE STUCO	0.00	0.00	325.80	0.00	(325.80)
05 1760 0550	Revenue National Honor Society	0.00	0.00	110.00	0.00	(110.00)
05 1790	Activity Income from other Schools	0.00	0.00	9,514.53	0.00	(9,514.53)
05 1790 0625	Activity Income from other Schools	0.00	0.00	410.00	0.00	(410.00)
05 1790 0675	OTHER ACTIVITY INCOME/YRB ADS	0.00	225.00	1,420.00	0.00	(1,420.00)
05 1790 0775	Activity Income from other Schools	0.00	315.00	315.00	0.00	(315.00)
05 1920	CONTRIBUTIONS & DONATIONS	0.00	0.00	22,055.27	0.00	(22,055.27)
05 1920 0113	CONTRIBUTIONS & DONATIONS	0.00	0.00	100.00	0.00	(100.00)
05 1920 0250	CONTRIBUTIONS & DONATIONS ONE ACT	0.00	0.00	101.00	0.00	(101.00)
05 1920 0300	CONTRIBUTIONS & DONATIONS FFA	0.00	0.00	3,259.35	0.00	(3,259.35)
05 1920 0575	CONTRIBUTIONS & DONATIONS	0.00	0.00	950.00	0.00	(950.00)
05 1920 0775	CONTRIBUTIONS & DONATIONS	0.00	0.00	6,299.00	0.00	(6,299.00)
05 1990 0108	MISCELLANEOUS LOCAL REVENUE	0.00	0.00	346.87	0.00	(346.87)
05 1990 0109	MISCELLANEOUS LOCAL REVENUE	0.00	0.00	64.00	0.00	(64.00)
05 1990 0113	MISCELLANEOUS LOCAL REVENUE	0.00	0.00	600.00	0.00	(600.00)
05 1990 0150	MISCELLANEOUS LOCAL REVENUE	0.00	0.00	124.75	0.00	(124.75)
05 1990 0165	MISC REVENUE TO CLASS OF 2025/SENIOR	0.00	0.00	60.00	0.00	(60.00)
05 1990 0200	MISCELLANEOUS LOCAL REVENUE	0.00	0.00	183.41	0.00	(183.41)
05 1990 0300	MISCELLANEOUS LOCAL REVENUE	0.00	0.00	3,637.90	0.00	(3,637.90)
05 1990 0775	MISCELLANEOUS LOCAL REVENUE	0.00	0.00	3,727.50	0.00	(3,727.50)
Subtotal: LOCAL RECIEPTS		0.00	9,891.52	216,905.60	0.00	(216,905.60)
Fund Total:		0.00	9,891.52	216,905.60	0.00	(216,905.60)

**Revenue Summary Report**  
Processing Month: 06/2025

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	0.00	9,891.52	216,905.60	0.00	(216,905.60)

**Check Reconciliation Report - Summary**  
Activities Account

<u>Processing Month</u>	<u>Checking Account ID</u>	<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
06/2025	05	194,803.09	(5,252.82)	189,550.27	189,550.27	0.00
Total:		194,803.09	(5,252.82)	189,550.27	189,550.27	0.00

#### 1.4.3.2. Building Fund Account Statements

High Plains Community School  
07/10/2025 09:17 AM

**Board Report - Board**

Posted - All; Fund Number 08; Processing Month 06/2025

Page: 1

User ID: ST

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 08	Fund Number 08	Building Fund	
M & O Door Metals, Inc	20250604	Down Payment for Clarks Door Replacement	26,850.00
Total M & O Door Metals, Inc			<hr/> 26,850.00
Rathman Manning Construction LLC	2025042	Clarks roof repair	6,200.00
Total Rathman Manning Construction LLC			<hr/> 6,200.00
Fund Number 08			<hr/> 33,050.00
Checking Account ID 08			<hr/> 33,050.00

Regular; Processing Month 06/2025; Accounts to Include Accounts with Activity; Fund Number 08

Fund: 08 Building Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
08 1100	TAXES	0.00	33,760.43	746,342.64	0.00	(746,342.64)
08 1115	CARLINE TAXES	0.00	747.55	1,152.18	0.00	(1,152.18)
08 1120	PUBLIC POWER DIST SALES TAX	0.00	0.00	3,946.35	0.00	(3,946.35)
08 1510	INTEREST ON INVESTMENTS	0.00	602.06	5,652.06	0.00	(5,652.06)
08 1990	MISCELLANEOUS LOCAL REVENUE	0.00	0.00	(35.00)	0.00	35.00
Subtotal: LOCAL RECIEPTS		0.00	35,110.04	757,058.23	0.00	(757,058.23)
08 3130	HOMESTEAD EXEMPTION	0.00	1,050.34	4,079.06	0.00	(4,079.06)
08 3131	PROPERTY TAX CREDIT	0.00	0.00	326,793.88	0.00	(326,793.88)
08 3180	PRO-RATE MOTOR VEHICLE	0.00	0.00	1,539.55	0.00	(1,539.55)
Subtotal: STATE RECEIPTS		0.00	1,050.34	332,412.49	0.00	(332,412.49)
Fund Total:		0.00	36,160.38	1,089,470.72	0.00	(1,089,470.72)

**Revenue Summary Report**

Processing Month: 06/2025

Regular; Processing Month 06/2025; Accounts to Include Accounts with  
Activity; Fund Number 08

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	0.00	36,160.38	1,089,470.72	0.00	(1,089,470.72)

**Batch Description:** June 2025 BF Check Rec  
**Checking Account:** 08

**Processing Month:** 06/2025  
**Building Fund**

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	06/30/2025	2,832,278.13

Outstanding Deposits and Manual Journal Entries

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	04/30/2025 Receipts	04/30/2025	88.41
	Reversal: Adjust Posted Entry	04/30/2025	(88.41)
	<b>Total:</b>		<u>0.00</u>

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
2,832,278.13	0.00	2,832,278.13	2,832,278.13	0.00

Cleared Automatic Payment Total:  
Cleared Checks Total: 33,050.00  
Cleared Direct Deposit Total:  
Cleared Void Total:  
Cleared Cash Receipt Total: 36,160.38  
Cleared Manual Journal Entries Total:  
Cleared Sales Journal Total:

### 1.4.3.3. Depreciation Fund Account Statements

Regular; Processing Month 06/2025; Accounts to Include Accounts with Activity; Fund Number 02

Fund: 02 Depreciation Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
02 1510	INTEREST ON INVESTMENTS	0.00	79.51	913.99	0.00	(913.99)
	Subtotal: LOCAL RECIEPTS	0.00	79.51	913.99	0.00	(913.99)
02 5300	5300	0.00	0.00	1,000.00	0.00	(1,000.00)
	Subtotal: NON-REVENUE RECEIPTS	0.00	0.00	1,000.00	0.00	(1,000.00)
	Fund Total:	0.00	79.51	1,913.99	0.00	(1,913.99)

**Revenue Summary Report**

Processing Month: 06/2025

User ID: ST

Regular; Processing Month 06/2025; Accounts to Include Accounts with  
Activity; Fund Number 02

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	0.00	79.51	1,913.99	0.00	(1,913.99)

Batch Description: June 2025 Dep Fund-0001

Processing Month: 06/2025

Checking Account: 02 Depreciation Fund

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>	
	Statement Balance	06/30/2025	374,533.84	
<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
374,533.84	0.00	374,533.84	374,533.84	0.00

Cleared Automatic Payment Total:

Cleared Checks Total:

Cleared Direct Deposit Total:

Cleared Void Total:

Cleared Cash Receipt Total: 79.51

Cleared Manual Journal Entries Total:

Cleared Sales Journal Total:

#### 1.4.3.4. General Fund Account Statements



**Batch Description:** June 2025 115

**Processing Month:** 06/2025

**Checking Account:** 03

505115 Hordville

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	06/30/2025	3,530,715.19

Outstanding Deposits and Manual Journal Entries

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Merchant income correction	01/31/2024	(11.19)
	01/30/2024 Receipts	01/30/2024	(11.19)
	01/31/2024 Receipts	01/31/2024	24.00
	<b>Total:</b>		<u>1.62</u>

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
3,530,715.19	1.62	3,530,716.81	3,530,716.81	0.00

Cleared Automatic Payment Total:

Cleared Checks Total:

Cleared Direct Deposit Total:

Cleared Void Total:

Cleared Cash Receipt Total: (28,290.13)

Cleared Manual Journal Entries Total:

Cleared Sales Journal Total:

Regular; Processing Month 06/2025; Accounts to Include Accounts with  
Activity; Fund Number 01

Fund: 01      General Fund						
Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	LOCAL DISTRICT TAXES	4,953,000.00	209,018.73	3,280,329.28	66.23	1,672,670.72
01 1115	CARLINE/AIRLINE TAXES	5,000.00	4,628.26	7,009.81	140.20	(2,009.81)
01 1120	Public Power District Sales Tax	11,000.00	0.00	25,261.86	229.65	(14,261.86)
01 1125	MOTOR VEHICLE TAXES	200,000.00	16,731.81	222,055.67	111.03	(22,055.67)
01 1510	INTEREST ON LOCAL REVENUE	28,000.00	9,233.83	55,190.51	197.11	(27,190.51)
01 1911	LOCAL LICENSE FEES	800.00	0.00	2,150.00	268.75	(1,350.00)
01 1925	CATEGORICAL GRANTS FROM CORPORATIONS & O	290.00	0.00	350.00	120.69	(60.00)
01 1990	OTHER LOCAL RECEIPTS	15,500.00	5,428.00	67,030.43	432.45	(51,530.43)
Subtotal: LOCAL RECIEPTS		5,213,590.00	245,040.63	3,659,377.56	70.19	1,554,212.44
01 2110	COUNTY FINES & LICENSE FEE	15,000.00	1,275.60	11,533.08	76.89	3,466.92
Subtotal: COUNTY AND ESU RECEIPTS		15,000.00	1,275.60	11,533.08	76.89	3,466.92
01 3110	STATE AID	343,742.00	33,885.00	343,742.00	100.00	0.00
01 3120	SPECIAL EDUCATION	150,000.00	99,754.00	397,565.00	265.04	(247,565.00)
01 3125	SPECIAL ED-TRANS	5,000.00	8,780.00	20,165.00	403.30	(15,165.00)
01 3130	HOMESTEAD EXEMPTION	0.00	6,502.89	26,755.02	0.00	(26,755.02)
01 3131	RELIEF TO PROPERTY TAXPAYE	310,000.00	0.00	2,186,677.34	705.38	(1,876,677.34)
01 3132	Personal Property Tax Credit	0.00	0.00	1,827.99	0.00	(1,827.99)
01 3180	PRO-RATE MOTOR VEHICLE	9,000.00	0.00	6,350.62	70.56	2,649.38
01 3400	STATE APPORTIONMENT	35,000.00	0.00	67,656.09	193.30	(32,656.09)
01 3512	QUALITY ED GRANT	2,000.00	0.00	0.00	0.00	2,000.00
01 3535	HIGH ABILITY LEARNERS	2,500.00	0.00	0.00	0.00	2,500.00
01 3599	Other Grants	0.00	0.00	2,633.29	0.00	(2,633.29)
Subtotal: STATE RECEIPTS		857,242.00	148,921.89	3,053,372.35	356.19	(2,196,130.35)
01 4310	REAP	0.00	0.00	19,815.00	0.00	(19,815.00)
01 4505	TITLE I	27,000.00	0.00	42,181.00	156.23	(15,181.00)
01 4516	IDEA PRESCHOOL(619) BASE ALLOCATION	0.00	0.00	2,081.00	0.00	(2,081.00)
01 4518	IDEA	0.00	0.00	67,390.00	0.00	(67,390.00)
01 4524	OTHER FEDERAL NON-CATEGORICAL REC	89,000.00	0.00	0.00	0.00	89,000.00
01 4708	MEDICAID IN PUBLIC SCHOOLS	4,400.00	0.00	2,214.61	50.33	2,185.39
01 4709	MEDICAID ADMIN ACTIVITIES	14,000.00	0.00	568.49	4.06	13,431.51
01 4998	ESSRS 3	0.00	0.00	31,276.39	0.00	(31,276.39)
Subtotal: FEDERAL RECEIPTS		134,400.00	0.00	165,526.49	123.16	(31,126.49)
01 5200	TRANSFERS	0.00	1,421.43	501,421.43	0.00	(501,421.43)
01 5300	SALE OF PROPERTY	0.00	0.00	165.85	0.00	(165.85)
01 5301	INSURANCE ADJUSTMENTS	0.00	4,665.05	4,665.05	0.00	(4,665.05)
Subtotal: NON-REVENUE RECEIPTS		0.00	6,086.48	506,252.33	0.00	(506,252.33)
01 6406	IDEA	0.00	0.00	0.00	0.00	0.00
Subtotal: 6000		0.00	0.00	0.00	0.00	0.00
Fund Total:		6,220,232.00	401,324.60	7,396,061.81	118.90	(1,175,829.81)

**Revenue Summary Report**  
Processing Month: 06/2025

Regular; Processing Month 06/2025; Accounts to Include Accounts with  
Activity; Fund Number 01

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	6,220,232.00	401,324.60	7,396,061.81	118.90	(1,175,829.81)

Regular; Processing Month 06/2025; Accounts to Include Accounts with  
 Activity; Fund Number 56

Fund: 56      Petty Cash Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
56 1510	INTEREST ON INVESTMENTS	0.00	1.28	11.31	0.00	(11.31)
	Subtotal: LOCAL RECIEPTS	0.00	1.28	11.31	0.00	(11.31)
	Fund Total:	0.00	1.28	11.31	0.00	(11.31)

**Revenue Summary Report**

Processing Month: 06/2025

Regular; Processing Month 06/2025; Accounts to Include Accounts with  
Activity; Fund Number 56

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	0.00	1.28	11.31	0.00	(11.31)

**Batch Description:** June 2025 Petty Cash Check Rec  
**Checking Account:** 56 Petty Cash fund

**Processing Month:** 06/2025

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>	
	Statement Balance	06/30/2025	3,135.56	
<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
3,135.56	0.00	3,135.56	3,135.56	0.00

Cleared Automatic Payment Total:  
Cleared Checks Total: 294.50  
Cleared Direct Deposit Total:  
Cleared Void Total:  
Cleared Cash Receipt Total: 1.28  
Cleared Manual Journal Entries Total:  
Cleared Sales Journal Total:

**2024-2025**

**General Fund Expenditures:**

<u>Month</u>	<u>Bills/Expenses</u>	<u>Payroll</u>	<u>Monthly Total</u>	<u>YTD Expend.</u>	<u>% Spent</u>
Sept.	\$75,537.53	\$395,752.30	\$471,289.83	\$471,289.83	6.90%
Oct.	\$121,349.95	\$355,845.56	\$483,098.20	\$954,388.03	13.44%
Nov.	\$126,110.10	\$362,570.85	\$494,501.04	\$1,448,889.07	21.21%
Dec.	\$143,700.34	\$348,810.22	\$492,510.56	\$1,941,399.63	28.42%
Jan.	\$129,106.11	\$339,120.70	\$468,226.81	\$2,409,626.44	35.28%
Feb.	\$123,545.35	\$357,209.55	\$480,754.90	\$2,890,381.34	42.32%
March	\$121,394.51	\$337,146.07	\$458,540.58	\$3,348,921.92	49.03%
April	\$152,874.88	\$343,958.08	\$496,832.96	\$3,845,754.88	56.30%
May	\$136,426.53	\$353,504.72	\$489,931.25	\$4,335,686.13	63.48%
June	\$108,292.50	\$334,099.35	\$442,391.85	\$4,778,077.98	69.95%
July	\$78,778.66	\$307,517.22	\$386,295.88	\$5,164,373.86	75.61%
Aug					0.00%
<b>Aug/EOY</b>					<b>0.00%</b>



	<u>YTD Expend</u>	<u>YTD Revenue</u>	<u>Cash Balance</u>	
<b>Activities</b>				
<b>Elem Act</b>				
<b>Empl Ben</b>				
<b>Depreciation</b>				
<b>Building</b>				
<b>Nutrition</b>				
	<b>General Fund Budget</b>	<b>\$6,830,500.00</b>	<b>2024-25 Operating Budget</b>	<b>92% (Through the Budget)</b>
		<b>\$7,102,164.00</b>	<b>2023-24 Operating Budget</b>	
			<b>Average Monthly Bills =</b>	<b>\$542,744.58</b>



<b>Other Funds:</b>		<b>Balances:</b>	<b>BF &amp; DF</b>		<b>Balances:</b>	
	<b>Fund Name:</b>	<b>24-25 Year</b>	<b>Projects:</b>		<b>24-25</b>	
9/1/2024	Building	\$2,421,662.54	Transferred \$115,000.00-(Aug 26th)	Activities (hs+elm)	\$118,937.53	
	Depreciation	\$471,374.65		Nutrition	\$35,307.43	
10/1/2024	Building	\$2,602,707.55		Activities (hs+elm)	\$55,257.24	
	Depreciation	\$464,811.44		Nutrition	\$38,669.45	
11/1/2024	Building	\$2,665,322.57		Activities (hs+elm)	\$217,489.83	
	Depreciation	\$464,910.41		Nutrition	\$31,624.36	
12/1/2024	Building	\$2,677,761.46		Activities (hs+elm)	\$211,797.82	
	Depreciation	\$465,002.76		Nutrition	\$24,045.46	
1/1/2025	Building	\$2,679,886.80		Activities (hs+elm)	\$202,818.74	
	Depreciation	\$465,104.68		Nutrition	\$29,033.05	
2/1/25	Building	\$2,759,067.28		Activities (hs+elm)	\$208,701.22	**
	Depreciation	\$453,965.17		Nutrition	\$21,709.32	
3/1/2025	Building	\$2,999,762.57		Activities (hs+elm)	\$209,185.25	
	Depreciation	\$436,470.31		Nutrition	\$33,100.06	
4/1/2025	Building	\$2,521,862.58		Activities (hs+elm)	\$199,303.99	
	Depreciation	\$436,562.99		Nutrition	\$23,701.98	
5/1/2025	Building	\$2,531,822.13		Activities (hs+elm)	\$203,095.80	
	Depreciation	\$374,377.40		Nutrition	\$16,875.17	
6/1/2025	Building	\$2,829,167.75		Activities (hs+elm)	\$217,942.38	
	Depreciation	\$374,454.33		Nutrition	\$16,265.29	
7/1/2025	Building	\$2,832,278.13		Activities (hs+elm)	\$199,950.46	
	Depreciation	\$374,533.84		Nutrition	\$10,712.85	
8/1/2025	Building			Activities (hs+elm)		
	Depreciation			Nutrition		

<u>Prior Years:</u>	<u>Balances:</u>	<u>Balances:</u>	<u>Balances:</u>				
<u>Fund Name:</u>	<u>23-24 Year</u>	<u>22-23 Year</u>	<u>21-22 Year</u>				
Building	\$2,126,001.00	\$1,696,574.93	---				
Depreciation	\$473,167.00	\$274,343.87	---				
Building	\$2,342,301.09	\$1,750,560.81	\$2,102,833.32				
Depreciation	\$425,614.02	\$274,399.11	\$221,610.68				
Building	\$2,140,472.34	\$1,745,100.83	\$1,453,177.72				
Depreciation	\$425,707.31	\$274,455.49	\$218,005.35				
Building	\$2,154,600.52	\$1,738,498.33	\$1,453,549.17				
Depreciation	\$425,794.78	\$274,511.88	\$159,464.61				
Building	\$2,155,772.64	\$1,925,013.78	\$1,619,320.31				
Depreciation	\$426,029.38	\$240,574.95	\$159,457.75				
Building	\$2,337,122.10	\$2,064,614.20	\$1,717,830.55				
Depreciation	\$384,713.64	\$240,621.09	\$159,463.87				
Building	\$2,451,242.21	\$1,665,574.86	\$1,054,945.50				
Depreciation	\$384,793.51	\$222,821.09	\$159,470.64				
Building	\$2,061,028.82	\$1,769,350.83	\$1,117,723.79				
Depreciation	\$384,869.94	\$222,914.43	\$159,476.98				
Building	\$2,097,984.45	\$2,003,585.24	\$1,420,348.51				
Depreciation	\$384,954.30	\$203,175.47	\$159,483.97				
Building	\$2,403,650.81	\$2,126,191.80	\$1,499,135.38				
Depreciation	\$385,036.04	\$193,152.25	\$99,655.93				
Building	\$2,480,675.93	\$2,133,518.31	\$1,498,492.89				
Depreciation	\$377,532.93	\$182,948.53	\$99,667.12				
<b>Building</b>	\$2,449,366.28	\$2,128,411.06	\$1,481,919.19				
<b>Depreciation</b>	\$373,854.28	\$182,948.53	\$274,295.12				

#### 1.4.3.5. Nutrition Account Statements

Fund: 06 Lunch Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
06 1611	DAILY SALES-SCHOOL LUNCH PROGRAM	0.00	0.00	66,674.94	0.00	(66,674.94)
06 1630	Revenue Special Functions	0.00	0.00	1,133.70	0.00	(1,133.70)
06 1920	CONTRIBUTIONS & DONATIONS	0.00	0.00	1,450.00	0.00	(1,450.00)
	Subtotal: LOCAL RECIEPTS	0.00	0.00	69,258.64	0.00	(69,258.64)
06 3150	STATE REIMBURSEMENT(OF NUTRITION PROG)	0.00	0.00	37,150.85	0.00	(37,150.85)
06 3200	GRANTS	0.00	0.00	1,094.50	0.00	(1,094.50)
	Subtotal: STATE RECEIPTS	0.00	0.00	38,245.35	0.00	(38,245.35)
06 4210	FEDERAL NUTRITION PROGRAM	0.00	3,861.68	19,629.42	0.00	(19,629.42)
	Subtotal: FEDERAL RECEIPTS	0.00	3,861.68	19,629.42	0.00	(19,629.42)
06 5200	TRANSFER FROM GENERAL FUND	0.00	0.00	40,000.00	0.00	(40,000.00)
	Subtotal: NON-REVENUE RECEIPTS	0.00	0.00	40,000.00	0.00	(40,000.00)
	Fund Total:	0.00	3,861.68	167,133.41	0.00	(167,133.41)

**Revenue Summary Report**  
Processing Month: 06/2025

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	0.00	3,861.68	167,133.41	0.00	(167,133.41)

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 06	Fund Number 06	Lunch Fund	
HILAND DAIRY FOODS	May's Bill	Milk Both Sites	562.43
Total HILAND DAIRY FOODS			<hr/> 562.43
HPC GENERAL FUND	20250617	Repayment of Sam's Card for Kitchen Food	63.06
HPC GENERAL FUND	20250630	Repayment of Kitchen Salaries	8,281.43
HPC GENERAL FUND	20250630-0001	Check Blanks for Hot Lunch Fund	175.00
Total HPC GENERAL FUND			<hr/> 8,519.49
Fund Number 06			<hr/> 9,081.92
Checking Account ID 06			<hr/> 9,081.92

Check Reconciliation Report

Batch Description: Hot Lunch June 2025 Check Rec  
Checking Account: 06 LUNCH ACCT

Processing Month: 06/2025

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	06/30/2025	18,371.78

Outstanding Checks

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
2849	NATHAN DOHMEN	05/19/2025	23.55
2857	KELLY URKOSKI	05/19/2025	5.30
2861	HPC GENERAL FUND	06/30/2025	8,456.43
	Total:		<u>8,485.28</u>

Outstanding Deposits and Manual Journal Entries

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Needs to be custodial	02/02/2021	826.35
	Total:		<u>826.35</u>

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
18,371.78	(7,658.93)	10,712.85	10,712.85	0.00

Cleared Automatic Payment Total:  
 Cleared Checks Total: 1,755.19  
 Cleared Direct Deposit Total:  
 Cleared Void Total:  
 Cleared Cash Receipt Total: 3,861.68  
 Cleared Manual Journal Entries Total:  
 Cleared Sales Journal Total:

1.5. HPC Student Council

1.6. Community Input

2. Discussion/Action Items

2.1. Administrator Reports

2.2. Elementary Principal Report

**High Plains Community Board of Education Meeting**  
**Mrs. Helgoth's Elementary Report**

**Date: 7/14/25**

*The mission of the High Plains Community Schools is to provide an educational environment which develops citizens who are lifelong learners and can contribute to a global society.*

*Every Student! Every Day! Every Way!*

**1. Elementary Building and Grounds**

- a. Facility cleaning and maintenance is on schedule.
- b. Teacher supplies and classroom furniture has arrived.
- c. Gym floor was refinished.
- d. Rathman-Manning roof leak repairs have been completed and also reassessed for leaks.
- e. Final finishes on the interior along with windows and crosswalks will be completed in the next few weeks.
- f. Rathman-Manning has assessed our interior and exterior gym wall project.

**2. Working toward Academic Success**

- a. Summer Jumpstart began on July 9th. This is an optional opportunity that K-6th students are invited to attend to get a "jumpstart" on the year. We provide a shuttle from Polk to Clarks for student transportation.
- b. We currently have 15 students attending.
- c. Our teachers this year are Mrs. Lindburg, Mrs. Rieken, and Mrs. Swanson. We appreciate their time to support our students greatly!

**3. Staff Update and Mentoring**

- a. We are currently advertising for an afternoon/evening custodian.
- b. Our new teaching staff have gotten started in the district with their classrooms, mentoring assignments, and other school year preparation. Mentoring connections have been determined through our mentoring program.
- c. New teachers will begin August 8th with a day focused on their orientation to HPC and teambuilding with their mentors. Some will begin with the ESU new teacher academy as well.



### 2.3. Junior High & High School Principal Report

- 5-year CTE Strategic Plan - Revamping our vision and direction as a school district to address the wants and needs of our students and staff. We also revisited our 5-year CTE strategic plan on implementing the next step. One of the big pieces will be establishing what work-based learning looks like and how we can support our community partners to meet their career opportunities. It'll be nice to demonstrate that it does take a school district to address these measures, as there are items in the elementary that will support our students.
- Back-to-School Night - We will have our back-to-school night on Tuesday, August 12th at 7 pm. Elementary will hold the same event prior to ours. This way we can have the event in one night and value your time as parents. I will also be holding a portion directed towards the 7th grade parents and students. I understand that this is a big transition and want to ease that process. There may be some additional meetings with families to discuss the upcoming cell phone and dress code concerns. I would like to
- ESU7 Annual Consultation - We are very fortunate to have an agency that is very supportive to HPC while help address our needs. Every year, we meet with ESU7 to discuss our priorities going into the following school year and implementing PD around it. This will allow us to continue with the many great things happening and ensure an easy transition for new staff.
- Administrator's Day - The annual NDE and NCSA administrator's day is coming up. This will be an important resource to the administration staff with all the new changes or updates within the legislation. More information will be provided at the next BOE meeting.
- Online Registration - This is a friendly reminder that all families must register online each year. All students that are currently enrolled at HPC have to register yearly. This is a mandatory requirement that all school districts have to follow. If you have not done so already, please take the time to enter in the necessary information into Infinite Campus.
- NRPFS - Students at HPC will take part in a survey with the University of Nebraska-Lincoln called the Nebraska Risk and Protective Factor Student Survey. It partners with NDE to address common school-related issues regarding drugs, alcohol, bullying, and other potential risks. All 8th, 10th, and 12th graders may participate in the survey. Information will be sent out to families next couple of months. We will follow Policy 5018 for those that do not want their child(ren) participating in the survey. HPC is looking at doing the survey in October.
- Maintenance - We are ahead of schedule and preparing for the new school year. Huge thanks to Mike, Nick, and ATS crew (Monica and Nicole) for their efforts in getting everything ready to go. There is a lot behind the scenes that go unnoticed.

**High Plains Public Schools  
5-Yr CTE Action Plan**



Year 1	Year 2	Year 3	Year 4	Year 5 (1)
2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
<p>Curriculum</p> <p>Compile Program Needs &amp; Wants</p> <p>Continue with Current Job Shadow Format</p> <p>Review Work-Based Learning Student Packet with CTE Team</p> <p><b>reFRESH</b></p>	<p>Contact Businesses to communicate district needs and to identify the needs of the business.</p> <p>Budget - Pekins funding - reVISION grant (if necessary) - State Allocation (\$7,500)</p> <p>Explore opportunities for students through Central Community College</p> <p>Identify Facility needs/capabilities</p>	<p>Schedule for opportunities for students</p> <p>PILOT: Job shadows for ALL students in the graduating Class of 2027</p> <p>Facilities - updated and complete</p> <p><b>REVIEW &amp; REVISE reVISION Workbook &amp; 5-yr Action Plan</b></p>	<p>PILOT: Work-Based Learning Internships/Experiences for ALL students in the graduating Class of 2028</p>	<p>GOAL is to be recognized as "THE" program in Nebraska.</p> <p>Have certification opportunities for students in multiple content areas.</p> <p>Have a streamlined &amp; flexible process for job shadows for ALL students.</p> <p>Have an established Work-Based Learning program that is streamlined &amp; flexible to maximize student opportunity.</p>
<p><b>Annual Events:</b> Needs, Wants Assessment Updated Student Course Interest Survey Programs of Study Updates Course Code Updates Hire and Retain CTE Staff</p>	<p><b>Annual Events:</b> Needs, Wants Assessment Updated Student Course Interest Survey Programs of Study Updates Course Code Updates Hire and Retain CTE Staff</p>	<p><b>Annual Events:</b> Needs, Wants Assessment Updated Student Course Interest Survey Programs of Study Updates Course Code Updates Hire and Retain CTE Staff</p>	<p><b>Annual Events:</b> Needs, Wants Assessment Updated Student Course Interest Survey Programs of Study Updates Course Code Updates Hire and Retain CTE Staff</p>	<p><b>Annual Events:</b> Needs, Wants Assessment Updated Student Course Interest Survey Programs of Study Updates Course Code Updates Hire and Retain CTE Staff</p>

## 2.4. AD Report

## **ACTIVITIES DIRECTOR'S REPORT**

**July, 2025.**

### **Gym Floors**

- All three gym floors were redone on July 5<sup>th</sup>. With us putting in a new gym floor in the high school I had them use the oil base finish instead of the water base finish. It was \$500 cheaper.

### **Weight Room Annual Inspection/Prevention Maintenance**

- Fat Cat Fitness Repair was hired out by Johnson Fitness to do our annual inspection. He was able to come out Wednesday, July 9<sup>th</sup>. Overall, he said our equipment was in good shape. Only found a few minor issues.

### **Golf Fundraiser**

- Our annual golf fundraiser which was scheduled for August 7th, has been canceled. They were not able to furnish the number of carts that we needed.

### **Fall Sports – First Contest**

- August 11<sup>th</sup> is the first day for fall practices

### **Congratulations**

- Gage Friesen was selected by York News-Times as their Male athlete of the year.
- Dakota Gress qualified to wrestle at the Maine-Nebraska exchange. The first dual is July 18<sup>th</sup>.

### **HPC Summer Camps/Leagues**

- Boys and Girls Basketball Camps have come to and end. The girls had 6 girls attend each HS camp. The boys had 9 to 11 boys attend each camp.
- This month the girls VB has started up its camps as well as football. Girls have had around 16 girls attend their camps. They have been able to have both a JV team and Varsity team compete. For football we had 5 kids (4 Freshman and 1 Sophomore) attend the Unsung Hero's lineman individual camp in Wahoo. Thursday, we took 10 kids to participate in the team camp at Osmond. We had one get sick and one wasn't able to play. We played the majority of the camp with just 8 kids. I put them in the JV division with us having half of the team being Freshman. I felt our young kids learned a lot. I was very proud of them.
- Teams at the camp: Emerson Hubbard, Wausa/Osmond, Pender, Stanton (had three teams), Elgin, Loup City/Arcadia, Osceola, Riverside, Mead, Nibara/Verdigre. Not all of them had JV teams, but majority did.

Greg Wood  
HPC AD

## 2.5. Superintendent Report

# High Plains Community School Superintendent Board of Education Report

July 14th Superintendent Report

HPC Schools-Mr. Brown

*The mission of the High Plains Community Schools is to provide an educational environment which develops citizens who are lifelong learners and can contribute to a global society.*

*Every Student! Every Day! Every Way!*

1. Summer Projects, toilet repair at Polk is ongoing with Hans repair. Gym floors are being redone on July 5th. The faucet and sink in Polk in the east building need to be replaced in the janitor's closet. We were notified on July 1 & 3 that we are using too much water at the school in Polk. We are using 4 gallons per minute. Hans has been contacted and will be replacing the faucet and sink in the janitor's closet. Deep cleaning, painting, mowing, and maintenance repairs continue by the HPC and ATS staff. Thank you to them for all their hard work this summer (Mike, Ryan, Nick, Nicole, Monica, Wilka, & Linda).
2. Alfalfa is being put up by Matt Redmen and Isaac Samuelson. Matt inquired about it after the June board meeting. Matt is cutting it and raking it. Isaac Samuelson is baling it. Arrangements will be made for the bales. They have now put the hay up twice.
3. I have met with Lara Wurtz at Cornerstone Bank here in Polk. We currently have three accounts that were non-interest-bearing (Hot Lunch, 125 Plan, & Regular Checking) and are not gaining any interest. Lara is moving those three accounts to match the other accounts we have there. Looking at our General Fund Account, we have two accounts the 115 and 123 accounts, putting those together and getting a better interest rate with Cornerstone. I want to discuss your interest in doing that. The interest rate would be 3.00 or higher.
4. Budget discussion, the budget is coming along nicely. I have it about 80% done on the state auditors' document. I will use last year's valuations and take the budget to administrator days and meet with an NDE finance person. Work with them one one-on-one. Carl Dietz is hosting a budget workshop on July 17th at ESU 10, and I plan to attend that and work with him that day. It looks as if valuations are going up 10-15%. We do have quite a bit of cash on hand. We need to look at options in the building fund. The general fund, I plan to leave alone and keep it as is. Due to never knowing what state and federal changes may occur. The building fund we need to look at is for long-term and short-term projects for the district
  1. HVAC at Clarks, 2. Bus Barn at Polk, 3.?? (other thoughts)Another option to discuss is paying off the debt on the addition at Polk. There are three years left to pay off the principal and interest. The total is \$1,357,100.00. The interest rate is 1.93%. That is not hurting us at all. We can continue to draw good interest on the money in the bank.
5. Van changes have come. The Chevy Express Vans can no longer be driven. We need to replace them. I am trying to find new and used Suburbans. I am trying to find a used mini for the route to Columbus as well.
6. NDE has sent a certificate and has approved accreditation for the 2025-26 school year.
7. A new carpet shampoo machine was purchased for the Clarks building. The one that was in place was used and was of residential size. Eakes got us a 15-inch extractor with

a 5-gallon clean tank and a 5-gallon dirty tank that are removable to fill each time, so the machine can stay in the room. The carpet shampoo machine was \$3,850.00.

8. Training People who have worked with Stacey (Eakes all departments, York Public Schools, ESU 7, Blue Cross Blue Shield, Apex/Aliant, NAS, Omnify, NPERS). Stacey and Sarah have done a great job transitioning with the bookkeeper responsibilities.
9. August 11th-13th In-Service Schedule, on the 11th 12th, the staff will have many of the required trainings, staff meetings, KSB Attorney-Steve Williams will present on the 11th, CPR training with Shelly Urkoski on the 11th for new staff and staff who need updated (thanks to Cheryl Erickson for updating the staff), OPEN HOUSE????
10. Title Funds that include the following grants Title I, II-A, III-A, IV-A, IV-B, have all been awarded funds from the federal government. The NDE released a statement on July 2nd about this. This impacts HPC as we fund our Title I program for our elementary school with the grant and program, along with Title II-A, III-A, IV-A (those are smaller grants). We will need the most help with our migrant program. Our funds for our Title I teacher are gone as well.
11. Excess desks, chairs, and materials not needed, we are looking to haul off. We have quite a collection of old things that are taking up space and storage. We need to deem it surplus and haul it off. Cameron Hudson is letting us use his trailer to haul things away. Mike, Nick, and Ryan are going to haul things off to a salvage yard.

#### Board Meeting Guidance on the Agenda for July 14th, 2025 (CLARKS)

- 1.0 Open the meeting
- 1.1 Public Meeting Announcement
- 1.2 Open Meetings Act Recognition- Posted on the wall
- 1.3 Board Member Attendance
- 1.4 HPC Student Council
- 1.5 Community Input
- 1.6 Consent Agenda- Take action on the following
  - 1.6.1 Appendix: Previous Minutes, June 11th, 2025
  - 1.6.2 Appendix B- May Bills
  - 1.6.3 Appendix C- Financial statements for the General Fund, Nutrition Fund, Activity Fund, Depreciation Fund, and Special Building Fund Accounts.

#### II. Discussion Items

- 2.1 Admin. Reports
- 2.2 Mrs. Helgoth-Elementary
- 2.3 Mr. Fisher-JH/HS
- 2.4 Mr. Wood-AD Report
- 2.5 Mr. Brown-Supt. Report

#### III. Discussion/Action Items

- 2.6 This is a required hearing that must be done yearly on student fees. Public comment must be taken if anyone wants to speak on student fees only. We will approve the policy after changes are made or not made to the fees for the school year.

2.7 This is a required hearing that must be done yearly on Parental Involvement. Public comment must be taken from anyone who wants to speak on Parental Involvement only. We will discuss the policy on parental involvement and approve it.

2.8 An annual review of the Title I Parental Involvement Policy #5057 and Bullying #5054 must be reviewed by the board of education. No hearing is required for public comment. This will be a review of the policy.

2.9 Please approve board policy revisions to policy #2008 (Meetings), #5002 (Admission of Students), and #5003 (Admission of Part-Time Students). KSB put out a notice a couple of weeks ago that they had a few late policy revisions to update as a second go-around.

2.10 Presentation by Mr. Fisher of the master schedule for the 2025-26 school year.

2.11 Please approve the insurance renewal for the 2025-26 school year from Myers Insurance and EMC for \$167,921.00. I had them increase the cybersecurity coverage, and that increase raised the insurance plan \$1,012.00. Janet and Kevin are coming to the meeting to explain the coverage.

2.12 Please approve the HPC Student Handbook.

2.13 Please approve the HPC Activity Handbook.

2.14 Please approve the HPC Staff Handbook.

2.15 Please approve the presented bus route, activity driving pay, and substitute teaching wages.

2.16 Please approve the bid from Rathman-Manning to fix the outside siding issue and drywall on the inside. This was originally approved in October for \$7,256.95 and was not completed. This was for the outside only. Rathman Mannig is going to do the outside and inside for us. It will cost, \$16,100.00. We will use the building fund to pay for this project.

2.17 Please approve the cooperative agreement with Fullerton Public School for Junior High Football for the 2025-26 school year. This will be a one-year contract. I will discuss the details at the meeting.

2.18 Please approve the items that are surplus to be hauled off to a salvage yard in Grand Island. We have many old tables, chairs, bookcases, desks, and other items that are of no use and taking up a lot of space and storage. We are going to haul them off. Cameron Hudson is going to let us use his trailer.

3.0 Ex. Session (If needed, my philosophy is to try and avoid Ex. Session if possible).

4.0 Adjourn the meeting and set the next regular meeting for August 11th @ 6:30 in **CLARKS!**

2.6. Hearing on Policy #5045 (Parental Involvement)

- A). The board will receive public comment on Policy #5045 on all student fees.
- B). Approval of student fees

## **5045 Student Fees**

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

### **A. Definitions.**

- 1.** "Students" means students, their parents, guardians or other legal representatives.
- 2.** "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
- 3.** "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

### **B. Listing of Fees Charged by this District.**

#### **1. Guidelines for Clothing Required for Specified Courses and Activities.**

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

## **2. Safety Equipment and Attire.**

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

## **3. Personal or Consumable Items.**

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

## **4. Materials Required for Course Projects.**

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

## **5. 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.

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. The maximum dollar amount of this insurance coverage facilitated by the district will be \$500. The district may also charge a damage deposit which will be returned or may be rolled to cover the damage deposit for the next year if it is not needed to cover the costs of any damage to the device. The maximum dollar amount of this damage deposit will be \$25.

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.

## **6. Extracurricular Activities.**

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student Activity Card: \$25
  - Covers admission to all extracurricular events
- Student Participation Fee: \$0
  - Required of all students who participate in athletics and/or other extracurricular activities
- Future Business Leaders of America: \$30
- DECA: \$0
- National Honor Society: \$30
- Cheerleading, Drill Team, Flag Corps: \$0
  - Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- Football: \$ 0
  - Students must provide their own football shoes, undergarments, and mouthguards

- Golf: \$0
  - Students must provide their own golf shoes, undergarments, and clubs
- Softball and Baseball: \$0
  - Students must provide their own shoes, gloves, and undergarments
- Track, Volleyball, and Wrestling: \$0
  - Students must provide their own shoes and undergarments
- Future Farmers of America: \$30
  - Students must purchase their own jackets and pay dues
- Rifle and Trap Teams: \$0
  - Students must provide their own weapons and ammunition
- Science Club: \$0
- FCCLA: \$30
- Spanish Club: \$0

## **7. Post-Secondary Education Costs.**

Some students enroll in postsecondary courses while still enrolled in the district's 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. Transportation Costs.**

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by this district shall be \$.58 per mile.

## **9. Copies of Student Files or Records.**

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record

fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of \$.10 per page for reproduction of student records.

**10. Participation in Before-and-After-School or Pre-Kindergarten Services.**

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$3.50hr.

**11. Participation in Summer School or Night School.**

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be \$50.

**12. Charges for Food Consumed by Students.**

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-6
  - Regular Price \$2.40
  - Reduced Price \$.30
- Breakfast Program – Grades 7-12

- Regular Price \$2.40
- Reduced Price \$.30
- Lunch Program – Grades K-6
  - Regular Price \$3.40
  - Reduced Price \$.40
- Lunch Program – Grades 7-12
  - Regular Price \$3.50
  - Reduced Price \$.40
- Milk Break- Grades K-6
  - Regular/Reduced \$.65

### **13. 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. The following list details the maximum dollar amount of all musical extracurricular activities fees and the equipment or attire required for participation in musical extracurricular activities:

- Band:
  - Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers
- Swing Choir:
  - Students must purchase outfits and shoes selected by the sponsor and/or student group.

### **14. Contributions for Junior and Senior Class Extracurricular Activities.**

Students are eligible to participate in a number of unique extracurricular activities during their last two years in 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. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$30.

### **C. Waiver Policy.**

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for

course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

**D. Distribution of Policy.**

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

**E. Voluntary Contributions to Defray Costs.**

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

**F. Fund-Raising Activities**

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

**G. Student Fee Fund.**

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve as a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Adopted on: 5/8/17

Revised on: 7/12/21, 7/11/22, 8/11/23, 7/8/24  
Reviewed on: 7/12/21

2.7. Hearing on Policy #5018 (Parental Involvement)

- A). The board will receive public comment on Policy #5018 (Parental Involvement)
- B). Approval of Parental Involvement Policy

## 5018

### Parent and Guardian Involvement In Education Practices

The school district recognizes the importance of parental and guardian involvement in the education of their children. The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.
  - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
  - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
  - c. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
  - a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.

- b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
  - a. Building principals may excuse a student from any single school experience at the parent's written request.
  - b. When appropriate, alternative experiences will be provided for the student by the school.
4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
  - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
  - b. State Assessments

State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents or guardians to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot "approve" the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.

c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least three days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
  - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
  - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

Adopted on: 7/10/17

Revised on: 7/8/24

Reviewed on: 7/11/22, 7/10/23

2.8. Review and discuss the following annual policy reviews: Policy #5057 (Title I Parental Involvement) and #5054 (Bullying).

## **5054 Student Bullying**

**Definition of Bullying.** Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” The school district’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. These definitions include both in-person and cyberbullying behaviors.

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

**Reporting Bullying.** Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. **Students can use the district’s anonymous platform Safe2Help and direct form that can be turned in to make this report.** Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

**Bullying Investigations.** School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

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

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

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the

educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

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

**Support for Students Who Have Experienced Bullying.** Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team.

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

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

Adopted on: 5/8/17

Revised on: 7/13/20

Reviewed on: 6/13/22, 5/8/23, 6/10/24, 7/8/24, 7/14/25

**5057**  
**District Title I Parent and Family Engagement Policy**

The school district will jointly develop with parents a School-Parent-Student Compact that outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

The written District Parent and Family Engagement Policy will be jointly developed and distributed to parents and family members of participating children and the local community in an understandable format and to the extent practicable, in a language the parents can understand. An annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy will be used to design evidence-based strategies for more effective parental involvement, to revise the Parent and Family Engagement Policy and to remove barriers to participation.

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities such as training to help parents work with their children to

improve achievement. A goal of parent activities is to provide parents 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 of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
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.
7. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

This policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parent and Family Engagement Policy.

Adopted on: 5/8/17

Revised on: 10/10/21, 7/8/24

Reviewed on: 7/11/22, 7/10/23, 7/14/25

2.9. Review, discuss, and take all action on the current HPC Board Policy revisions.

## **2008 Meetings**

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

### 1. Types of Meetings

- a. The board shall hold its regular meetings on or before the third Monday of each month.
- b. Special and emergency meetings may be called as provided by law.
- c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

### 2. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public.

**Publication Procedure if the Newspaper Will Be Finalized for Printing Prior to the Time and Date of the Meeting.** Notice of regular and special meetings shall be (1) published in a newspaper of general circulation within the district that is finalized for printing prior to the time and date of the meeting, (2) posting on the newspaper's website, if available, and (3) posting on a statewide website, **if available**, established and maintained as a repository for such notices by a majority of Nebraska newspapers.

**Publication Procedure if the Newspaper Will Not Be Finalized for Printing Prior to the Time and Date of the Meeting.** Notice of regular and special meetings shall be (1) posting on the newspaper's website, if available, and (2) posting on a statewide website, **if available**, established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the school district's jurisdiction is to be finalized for printing prior to the time and date of the meeting.

Newspapers of general circulation in the district include the Aurora New-Register. Such notice shall contain a statement that the agenda shall be

readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting on the school district's website, posting in three prominent places within the school district, or by any other appropriate method designated by the board.

In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the school district will (1) post the notice on its website, if available, (2) submit a post on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (3) post the notice in a conspicuous public place in the school district's jurisdiction. The school district will keep a written record of the posting.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

### 3. Weather Delays

In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which notice has already been given, such meeting may be postponed by the board president. The board will communicate the delay to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media members and business owners to assist in notifying the public of the delay. Notice of the date, time, and location of the postponed meeting will be advertised as required in the "Notice" section above.

### 4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.
- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session,

and the record shall state how each member voted, or if the member was absent or not voting.

- c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and shall be published on the school district's website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes shall be available on the website for at least six months.

Adopted on: 7/10/17

Revised on: 6/13/22, 12/9/24, 7/14/25

Reviewed on: 1/9/23, 1/8/24, 1/13/25

## Guidance on Policy 5003 Admission of Part-Time Students

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Nebraska requires school districts to allow the admission of part-time students. However, the statute that governs part-time enrollment, section 79-2,136, creates several areas of ambiguity regarding the rights of part-time students.

In 2023, LB 705 added a clause into the original statute, which now reads: "Each school board shall allow the part-time enrollment of students, *for all courses selected by the students...*" We know many schools limit the classes available to part-time students, in addition to limitations based on class sizes and things like that. It is unclear whether the Unicameral intended the new clause to mean students can select *any* courses they want, or if they intended that to mean any courses offered to part-time students but not necessarily all courses they might be eligible to take if they were full-time students. This policy contains general restrictions based on class sizes and resources intact but is silent on strict class availability for part-time students (e.g., only essential courses or only specials) giving each school the opportunity to decide whether they want to make all courses available or continue to limit courses a part-time student can take even if you have capacity.

State law also requires school boards to establish policies and procedures relating to participation in extracurricular activities. It requires schools to permit part-time students to participate in extracurriculars "subject to the same requirements, conditions, and procedures" as your full-time students. This means they must comply with all academic, behavioral, and other eligibility rules established by the school, including your student code of conduct. This policy specifies that this includes being eligible for NSAA participation, or eligible based on the governing body of any activity not subject to NSAA rules.

The part-time enrollment statute has two specific limitations. Current NSAA rules require students to be enrolled in at least 20 credit hours, 10 of which must come from the public school. The statute changes now state that part-time students must be allowed to participate if they are enrolled in 5 credit hours in the public school. This change will reduce the public school enrollment requirement from 10 to 5 hours, and we anticipate the NSAA will

make any changes necessary on its end to allow schools to comply with this statute. The statute also prohibits schools from giving a preference in team selection to full-time students over part-time students.

As for transportation, the statute does not require schools to provide transportation for school attendance purposes, but it does require schools to provide extracurricular transportation or mileage to a part-time student on the same terms as you provide extracurricular transportation to your full-time students. For example, if you drive a bus from the school parking lot to away contests or off-site practices, the part-time student gets to ride the bus to those events. The part-time student would be responsible for getting himself or herself to the designated pick-up point.

Please feel free to call us and work through these issues one-by-one whenever it is convenient for you.

## **5003 Admission of Part-Time Students**

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable curricular practices when enrollment is appropriate for reasons that include but are not limited to the following: the student attends another education institution on a primary basis; is enrolled for a limited number of credit hours needed to graduate; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively).

**Eligibility and Application for Enrollment.** A student may be eligible for part-time enrollment if the student:

1. is of appropriate age to attend school;
2. is a resident of this school district or a resident of another school district attending a private, denominational, parochial, or exempt school. For residents of another school district, the student is only eligible to part-time enroll if
  - a. this school district is the closest to the student's residence that offers the extracurricular sport or activity they desire to participate in, and their resident school district does not offer that sport or activity, or
  - b. the school building the student would attend if accepted for part-time enrollment is closer than the school building the student attends or would attend at the resident district;
3. has not graduated from high school; and
4. has not received a graduate equivalency diploma.

The parent or guardian must meet all of the district's admission requirements and file an application for enrollment on forms provided by the school district by [redacted] prior to the year of enrollment. For second semester high school courses, the application must be filed by [redacted]. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one school year to the next, and the parent or guardian must apply for enrollment each school year.

**Limitations Based on Resources.** The part-time enrollment of students is subject to limitations for grades, classes, courses, and programs based on the limited resources available to the school district. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

**Placement of Students.** Students accepted for part-time enrollment shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student's age, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students.

**Grades and Academic Honors.** Students accepted for part-time enrollment shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma or qualify for class ranking unless they meet all district requirements including earning a sufficient number of credit hours and semesters of attendance.

**Applicability of School Rules.** Students accepted for part-time enrollment are subject to all rules and standards of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and staff. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course, course-related activity, or an extracurricular activity or sport, unless the building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

**Extracurricular Sports and Activities.** [OPTION 1: accredited private school students can't participate] Students who are enrolled in a private, denominational, or parochial school may not participate in extracurricular sports and activities sponsored by the school district.

[OPTION 2: accredited private school students can participate]. Students who are enrolled in a private, denominational, or parochial school may not participate in extracurricular sports and activities sponsored by the school district if they participate in extracurricular sports and activities at any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member must be enrolled in 5 credit hours in this school district to participate. [Choice A: let them participate in non-regulated activities without enrolling in classes] Students seeking to participate in extracurricular sports and activities not

regulated by such an entity may participate without enrolling in any classes at the school district but must still fill out the application form. [Choice B: require some number of credit hours from the district to participate in non-regulated activities]. Students seeking to participate in extracurricular sports and activities not regulated by such an entity may only participate if they enroll in at least [insert your number here] credit hours on a part-time basis.

Exempt school students may only participate in extracurricular sports and activities if they are enrolled in at least 20 credit hours per semester and enrolled in the number of credit hours at this school district set out below. Exempt school students are not eligible to participate in extracurricular sports and activities sponsored by the school district if they participate in any sport or activity sponsored by any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member must be enrolled in 5 credit hours in this school district to participate. [Choice A: let them participate non-regulated activities without enrolling in classes] Students seeking to participate in extracurricular sports and activities not regulated by such an entity may participate without enrolling in any classes at the school district but must still fill out the application form. [Choice B: require some number of credit hours from the district to participate in non-regulated activities]. Students seeking to participate in extracurricular sports and activities not regulated by such an entity may only participate if they enroll in at least [insert your number here] credit hours on a part-time basis.

All students permitted to participate in extracurricular sports and activities under this policy must also meet all other eligibility requirements set by the board, administration, and coach/sponsor prior to participating and for continued participation in the sport or activity. This includes but is not limited to rules for completing courses; up/down lists for deficient grades and/or incompletes; and all eligibility and other requirements of the Nebraska School Activities Association and any other governing bodies for the activity or sport.

**Transportation.** Part-time school students are not entitled to transportation or reimbursement for transportation to and from the school for class attendance purposes, unless required by law. Eligible part-time students are entitled to transportation to and from practices and extracurricular events to the same extent as the school district's full-time students, but part-time students must arrange their own transportation and arrive timely to the designated pick-up point for such transportation.

**Option Enrollment.** Students may not enroll on a part-time basis pursuant to the school's option enrollment program.

Adopted on: 6/12/17

Revised on: 6/12/23, 7/14/25

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

## **5002 Admission of Students**

Students shall be admitted to the school district who are required by law to be enrolled or are permitted to enroll by law or board policy.

Students who have been placed in a foster home within the school district are not residents of the district and will not be permitted to enroll unless the district has received a written determination from the Nebraska Department of Health and Human Services that it is in the best interests of the student not to attend his or her district of residence.

Prior to enrolling any student who is a ward of the state of Nebraska or a ward of any court, the district will ask to review a completed copy of the "Education Court Report Form" promulgated by the Nebraska Supreme Court's Commission on Children and Families in the Courts – Education Sub-Committee. If there is no such completed form, district staff will offer assistance to the appropriate responsible individual in securing the information necessary to complete the form as part of the district's enrollment process.

Except in adult education classes or when otherwise required by law, no student who is of 21 years of age or older, or who has earned a high school diploma or its equivalent will be allowed to be enrolled in or continue to attend school in the district.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their situation. Grade level placement will be determined in accordance with district policy.

Adopted on: 7/8/19

Revised on: 7/14/25

Reviewed on: 10/10/23

2.10. Presentation and discussion on the master schedule for HPC students and staff for the 2025-26 school year

2.11. Review, discuss, and take all necessary action on the 2025-2026 HPC School insurance renewal.

**MYERS INSURANCE INC.**

**Invoice**

**CLARKS, NE 68628  
216 N GREEN ST**

DATE	INVOICE #
7/8/2025	3494

BILL TO

High Plains Community Schools  
PO Box 29  
Polk, NE 68654-0029

DUE DATE
8/11/2025

DATE	COMPANY	POLICY NUMBER	DESCRIPTION	AMOUNT
7/1/2025	BB7056-6 Emplo...	2X30307	Property	91,726.00
7/1/2025	BB7056-6 Emplo...	2X30307	Liability	3,252.00
7/1/2025	BB7056-6 Emplo...	2X30307	Crime and Fidelity	477.00
7/1/2025	BB7056-6 Emplo...	2X30307	Inland Marine	4,118.00
7/1/2025	BB7056-6 Emplo...	2X30307	Automobile	27,251.00
7/1/2025	BB7056-6 Emplo...	2X30307	Workers' Comp	28,741.00
7/1/2025	BB7056-6 Emplo...	2X30307	Umbrella	6,737.00
7/1/2025	BB7056-6 Emplo...	2X30307	Cyber (includes the coverage increase)	2,497.00
7/1/2025	BB7056-6 Emplo...	2X30307	Linebacker	3,122.00

Thank you for your business!

**Total** \$167,921.00

Call us at 308-548-2214 or Toll Free at 1-888-548-2214.  
Thank you for your business!!!!

2.12. Review, discuss, and take all necessary action for HPC Student Handbook for the 2025-26 school year.

# **High Plains Community Schools**

## **STUDENT HANDBOOK**



### **2025 - 2026 Edition**

Hordville, Polk, Clarks

Superintendent's Office

Phone: (402) 765-2271

Fax: (402) 765-7120

Middle/High School

7-12

Phone: (402) 765-3331

Fax: (402) 765-7104

Elementary

PK-6

Phone: (308) 548-2216

Fax: (308) 536-6985

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## WELCOME

Dear Students and Parents:

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

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

**There are several forms at the end of this handbook that you must read, sign, and return no later than first Friday of the first full week of school.**

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

Sincerely,

*Jason Brown*

Jason Brown  
HPC Superintendent

## **Intent of Handbook**

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

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Sarah Grigsby, School Guidance Counselor at 402-765-3331, sarahgrigsby@hpcstorm.org or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Micah Fisher, Jr./Sr. High School Principal at 402-765-3331, mfisher@hpcstorm.org, 260 S. Pine St., Polk, NE 68654 or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at school district policy #3053

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Micah Fisher, Jr./Sr. High School Principal at 402-765-3331, mfisher@hpcstorm.org, 260 S. Pine St., Polk, NE 68654 or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Building Principals, Micah Fisher at 402-765-3331 or Breanne Helgoth at 308-548-2216, email address of [mfisher@hpcstorm.org](mailto:mfisher@hpcstorm.org) or [bhelgoth@hpcstorm.org](mailto:bhelgoth@hpcstorm.org) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

## **SECTION ONE**

### **BASIC SCHOOL RULES AND GENERAL PRACTICES**

#### **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 attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

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 and 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 – 16- and 17-Year-Old Students**

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets

the district's legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

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

### **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.

### **Excused Absences**

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

1. Physical or mental illness of the student or of a child whom the student is parenting (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student or for a child whom the student is parenting.
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits

## 9. Personal or family vacations

### **Excessive Absenteeism**

When a student receives five (5) absences or the hourly equivalent in any semester, the Attendance Officer will place a phone call or a letter will be mailed to the parent/guardian as a reminder of the absence status. A conference with the attendance appeals committee may be requested. A second notification to the parent/guardian will be made after the tenth (10) absence. A third notification to the parent/guardian will be made after the fifteenth (15) absence. In High School, notice of a loss of credits and appeals procedure will be sent on the eighth (8) absence.

When a student is absent more than twenty days (20) per year or the hourly equivalent, the Attendance Officer **may** file a report with the county attorney of the county in which the student resides.

### **Tardiness**

#### **Elementary School:**

The morning tardy "bell" is at 8:20. Excessive tardiness will be dealt with on a case-by-case basis and parents will be notified and may need to meet with the school administration. A tardy may be excused at the discretion of the principal.

#### **Junior High/High School:**

The morning tardy bell is at 8:10. Students arriving within 15 minutes past the start of 1st period (8:11-8:25) are tardy. Students arriving after 8:25 are counted absent from the period.

Students are tardy between periods if not in the classroom by the tardy bell.

Each semester, students can have up to 2 tardies without disciplinary action. Students getting their third tardy will serve a detention. Excessive tardies will lead to further discipline actions. A tardy may be excused at the discretion of the principal.

### **Absences due to illness**

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

### **Planned absences**

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will

be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

**Students are obligated to:**

- 1) Complete all class work in advance for any absence that can be anticipated.
- 2) Attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or prearranged absences.
- 3) Check out of school at the office if leaving school during the school day.
- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

**Parents are obligated to:**

- 1) Call the appropriate building office to inform the school of the reason for each absence.
- 2) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.

**Pregnant and Parenting Students**

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. 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 in collaboration with the Title IX Coordinator.

**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 policy.

## **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 **High Plains Community Schools** unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

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

## **Birthdays PK-6th**

Students may bring snacks or special treats on their birthdays or on a date agreed upon by the teacher for those with summer birthdays. We ask that snacks provided be healthy, washed, cut and or ready to eat. Pre-packaged snacks are highly encouraged, but not required.

**If you wish to send birthday party invitations, an invitation must be given to all students of the same gender or the entire class. Please seek clarification as needed.**

## **Books and Supplies**

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

## **Breastfeeding and Lactation**

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which 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. A written copy of daily announcements will be posted on the main bulletin board by the offices.

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

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

### **Bullying**

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions

up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

### **Reporting Bullying**

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district's anonymous platform Safe2Help or HPC Bullying Report to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

### **Bullying Investigations**

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

### **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 who wish their child to eat lunch away from school must provide a written authorization to the student's building principal.
8. Students must treat lunch personnel with respect.
9. Students who violate the above rules will be disciplined.

### **Candy and Gum**

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

### **Cell Phones and Other Electronic Devices**

Students may not use cell phones or other electronic devices while at school, except as permitted in this handbook.

Students may NOT use cellular phones or other electronic devices while at school during school hours. Any student who is found to be in possession of

any cellular phone, or other electronic device (AirPods, Smart watches/electronic watches, personally-owned tablet, gaming device, etc.) during school hours is in violation of this policy and the student code of conduct.

Staff who discover students in possession of a cellular phone or electronic device while at school during the school day will immediately confiscate the device and turn it into the administration.

Students who repeatedly violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including 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. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

Progressive consequences for reoccurring policy violations at the Elementary: (Following PBIS Model)

1st offense: device is confiscated and parents contacted

2nd offense: device is confiscated and student serves a lunch detention; parents must retrieve confiscated device from school

3rd offense: device is confiscated and student serves a lunch and/or recess detention; parents must retrieve confiscated device from school

4th offense: device is confiscated and administrative discretion is exercised

Progressive consequences for reoccurring policy violations at the at the Junior High & High School:

1st offense: device is confiscated and parents contacted

2nd offense: device is confiscated and parents contacted; parents must retrieve the confiscated device from building administrator.

3rd offense : device is confiscated and meeting is required before cellular device is returned to student.

4th offense : device is confiscated and administrative discretion is exercised

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.

### **Cheating, Plagiarism, and Academic Dishonesty**

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

### **Child Abuse and Neglect**

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state

law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

### **Class Dismissal**

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

### **Classroom 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 permission from the administration.

### **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 overshoes 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" guideline 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 not otherwise specified in board policy or this handbook, please call **402-765-2271**.

### **Communicating with Parents**

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

### **Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those 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 in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

### **Complaint and Appeal Process.**

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

with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
  - 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 applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the respondent.
    - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

- 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, 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 involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.
  - a) The appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
  - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
  - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or

harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
  - a) When the complaint is about a board policy, not implementation of the policy;
  - b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
  - c) When the board is required by law, policy, or contract to hear a complaint or appeal.
  
6. If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) calendar 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 allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
  - d) The board president will notify the complainant and any other person legally required to receive the decision in writing of its

decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

- e) There is no appeal from any decision of the board unless authorized by law.
7. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
  - b) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
    - 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 or must be pursued further.
  - 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 by the full board.

- d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

**No Retaliation.** The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

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

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

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

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

**Bad Faith or Serial Filings.** The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

### **Computer Network Use by Students**

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

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

##### **A. Acceptable Use**

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

##### **B. Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as

their names, school, addresses, or telephone numbers outside the school network.

6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not 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 deems appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

**III. Protection of Students**

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

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

**B. Education About Appropriate On-Line Behavior**

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
  - 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 & building principals** 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 as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

### **Copyright and Fair Use**

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

### **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.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law - **policy 5030**.

### **Discrimination and Harassment**

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: Sarah Grigsby, School Guidance Counselor at 402-765-3331, [sarahgrigsby@hpcstorm.org](mailto:sarahgrigsby@hpcstorm.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: Micah Fisher, Jr./HS Principal at 402-765-3331, [mfisher@hpcstorm.org](mailto:mfisher@hpcstorm.org), 260 S Pine, Polk, NE 68654 or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Building Principals, Micah Fisher at 402-765-3331 or Breanne Helgoth at 308-548-2216, email address of [mfisher@hpcstorm.org](mailto:mfisher@hpcstorm.org) or [bhelgoth@hpcstorm.org](mailto:bhelgoth@hpcstorm.org) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

### **Dress Code**

The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

Violations of the dress code shall be addressed in a manner consistent with the Student Code of Conduct. The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

### **Driving and Parking Personal Vehicles**

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

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. 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.

### **Eligibility Grades 7-12**

Student academic eligibility for participation in extra-curricular 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. The grading period will end at the

conclusion of school on the last school day of the week. Beginning on the fourth Monday of each semester, classroom teachers must submit the names of all students who are not academically eligible to the office by noon on the first school day of each school week. 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, and similar organizations or events.
2. Cheerleading.
3. Music competition, performances (except Christmas and Spring concerts), and clinics.
4. All school dances.
5. Other activities deemed appropriate by the principal.

### **Emergency Contact Information**

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

### **Evacuations**

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

### **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 7:30 a.m. until 7:50 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students \$2.55 and adults \$2.95 for breakfast.

### **Lunch**

Lunch prices depend on the federal funding that the program receives. Lunch for K-6 is \$3.65. Lunch for 7-12 lunch is \$3.75 for students and \$5.15 for adults.

### **Milk break**

The school will offer a milk program to students in grades K-2. All milk served to a student (except the initial carton served with lunch) will cost \$0.75 per half pint. The price for milk may change during the school year. Milk will be served at the morning recess. Teachers will record the number of cartons of milk each child consumes and give the information to the office at the end of the month where it will be added to the family account.

### **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 limited "courtesy meal" option, such as a plain sandwich.

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.

You may put money into student lunch accounts online in Infinite Campus or send money to school with the student.

### **Collection of Delinquent Meal Charge Debt**

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

Collection efforts may continue into a new school year.

### **Notice of Non-discrimination**

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

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 school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

### **Field Trips**

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

the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

### **First-Aid**

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

### **Head Lice**

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

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

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

### **Health Problems Limiting Activities**

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

Parents should notify 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 eligibility.

## **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 **Elementary or Secondary Counselor**, who may be contacted at **308-548-2216 or 402-765-3331**.

## **Illness or Injury at School**

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

## **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 caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

### **Lockers and Other School Property**

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

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

### **Lost and Found**

All lost and found articles are to be taken to **building office**. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

### **Medications**

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

Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

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

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

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

## **Media Center**

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day per book may be charged for overdue books. Each student is responsible for any fine that accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

## **Memorials**

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

## **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 at 402-765-3331 or [jasonbrown@hpcstorm.org](mailto:jasonbrown@hpcstorm.org) or can be viewed online by visiting <https://www.hpcstorm.org>

## **Parental Involvement**

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with

other Federal, State, and district programs, and evaluations of progress.

3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
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.
7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with, and work with parents as equal partners.

### **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. Invitations for private parties and non-school-sponsored events may not be distributed at school.

### **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 to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are to wear tennis shoes for P.E. PK through sixth grade are requested to keep tennis shoes at school. **Sixth Grade, Middle School and High School students are required to change to appropriate physical education clothes for P.E.**

### **Physical Exam**

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

### **Pictures**

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

### **Playground Rules**

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

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

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

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

### **Police Questioning and Apprehension**

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

### **Protection of Student Rights**

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

### **ACT Exam**

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

### **Public Displays of Affection**

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

### **Reasonable Suspicion Testing**

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

### **Rights of Custodial and Non-Custodial Parents**

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

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

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

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

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

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

### **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.

### **School Day**

The K-6 school day begins at 8:20am and ends at 3:37 p.m. The 7-12 school day begins at 8:10 a.m. and ends at 3:40 p.m. Students are to leave the school grounds after dismissal. On regular scheduled school

days, school staff will provide supervision for students on school grounds beginning at 7:40 a.m. before the school day begins and until 4:00 p.m. (for K-6 students waiting for the shuttle) after the school day ends. **There will be no supervision provided by the school before or after these times.** Parents must make arrangements for their children to leave school promptly at the end of the day.

### **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 nurse.

### **Smoking and Tobacco**

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

### **Sniffer (Drug) Dogs**

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

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

### **Standardized Testing**

Academic assessments are administered 3 times in grades K-11 to determine the students' achievement probability for individual success. Assessments are administered in the fall, winter, and spring, and the results are sent home or shared during Parent-Teacher conferences.

### **Student Assistance**

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the

teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

### **Student Fee Policy**

The school district shall provide free instruction in accordance with the Nebraska State Constitution and 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. Safety Equipment and Attire.** The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students

use the devices as required. Students are responsible for using the devices safely and as instructed.

- 3. Personal or Consumable Items.** The district **does not** provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.
- 4. Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.
- 5. 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 \$35.

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. The maximum dollar amount of this insurance coverage facilitated by the district will be \$124. The district may also charge a damage deposit which will be returned or may be rolled to cover the damage deposit for the next year if it is not needed to cover the costs of any damage to the device. The maximum dollar amount of this damage deposit will be \$500.

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.

**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.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Future Business Leaders of America: \$30
- National Honor Society: \$30
- Cheerleading, Drill Team, Flag Corps: \$0
  - Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- Football: \$ 0
  - Students must provide their own football shoes, undergarments, and "specialty" mouthguards
- Golf: \$0
  - Students must provide their own golf shoes, undergarments, and clubs
- Softball: \$0
  - Students must provide their own shoes, gloves, and undergarments
- Track, Volleyball, and Wrestling: \$0
  - Students must provide their own shoes and undergarments
- Future Farmers of America: \$30
  - Students must purchase their own jackets and pay dues
- FCCLA: \$30
  - Students must purchase their own required shirts

**7. Post-Secondary Education Costs.** Some students enroll in post-secondary 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. The costs of these items will naturally vary, but the maximum dollar amount of the fee is anticipated to be \$700 per course.

**8. Transportation Costs.** The district will charge students reasonable fees for district-provided transportation services to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be \$.70 per mile.

**9. Copies of Student Files or Records.** The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of \$0.10 cents per page for reproduction of student records.

**10. 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.

**11. Participation in Summer School or Night School.** The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses. The maximum dollar amount for summer and night school shall be \$50.

**12. Charges for Food Consumed by Students.** The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-6
  - Regular Price     \$2.55
  - Reduced Price    \$0.30

- Breakfast Program – Grades 7-12  
   Regular Price   \$2.55  
   Reduced Price   \$0.30
- Lunch Program – Grades K-6  
   Regular Price   \$3.65  
   Reduced Price   \$0.40
- Lunch Program – Grades 7-12  
   Regular Price   \$3.75  
   Reduced Price   \$0.40
- Second milk or second entrée (each)   \$0.75

**13. Charges for Musical Extracurricular Activities.** Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band       students must provide their own instruments.
- Swing choir students must purchase outfits and shoes selected by the sponsor and/or student group.

**14. Contributions for Class Extracurricular Activities.** Students are eligible to participate in a number of extracurricular activities during their years in Junior/ Senior High school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class’s fund beginning in seventh grade. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$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. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal. Application forms are available in each school building office.

### **Voluntary Contributions to Defray Costs.**

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

### **Fund-Raising Activities**

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

### **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 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) 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) regarding treatment for the child. If the parents 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 Government**

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

## **Student Records (see BOE Policy 5016)**

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

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

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

name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames 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 prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

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

### **Non-Directory Information**

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

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

### **Transfer of Records Upon Student Enrollment**

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

### **Complaints**

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

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

### **Student Schedule Changes**

Student schedule changes may be made without penalty during the first three days of each semester. Drop and Add slips are to be obtained from the office of the Guidance Counselor and must be signed by the guidance counselor and building principal before they are presented to the teacher of the class that is to be added or dropped.

After the first **3 days** of the semester, students who insist on dropping a class, except for instances of an extended illness, will receive a "0" on their permanent records, and that grade will be averaged into the student's cumulative grade point average. If an extended illness makes it impossible or impracticable for a student to successfully complete a class or classes, the student may be allowed to withdraw from a class or classes as (WP)-Withdraw Passing or (WF)-Withdraw Failing. If permission to withdraw as WP or WF is given by the building principal and guidance counselor, the grade(s) will not be averaged into the cumulative grade point average of the student.

Before students are allowed to withdraw from a class as WP or WF, the student, the parents of the student, the guidance counselor, and the building principal must meet and review the circumstances of the situation. All

available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as WP or WF is given by the building principal and guidance counselor.

### **Tardiness**

A student who does not have a valid excuse for being tardy to any class may be required to serve detention. After four tardies to school, the student and parents will be required to meet with the principal to discuss the situation.

### **Telephone Calls**

The school's telephone may be used only with permission of staff. Students are not permitted to use cell phones during school hours or on school property except as otherwise provided in this handbook and school policy.

### **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. Definitions**

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
  - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
  - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
  - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.

- i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
- ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

## **2. Obligation to Report Threatening Statements or Behaviors.**

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such 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.

## **3. Threat Assessment Team**

The threat assessment team (team) shall consist of **HPC Superintendent, HPC Building Principals, HPC Guidance Counselors, Local/County and/or State Law Enforcement, HPC School Nurse, HPC Crisis Team Member**. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

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

patrons and shall collaborate with local mental health service providers as appropriate.

#### **4. Threat Assessment Investigation and Response**

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

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

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

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

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

#### **5. Communication with the Public about Reported Threats**

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

## **6. Coordination with the Crisis Team After Resolution of Threat**

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

### **Transportation Services**

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

#### **Transportation to School**

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

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

#### **Bus Regulations**

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

##### **a) Rules of Conduct on School Vehicles:**

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.

- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) 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 a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short-term or long-term suspension from school, and/or expulsion.

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

### **c) Records**

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

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

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

### **Transportation to Activities**

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

### **Video Surveillance, Recordings, and Photographs**

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

### **Recordings Made by Parents/Guardians and Patrons.**

Parents/guardians and patrons may make recordings of school activities intended to be public in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their

child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 Plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

**Recordings Made by Students.** This policy applies to students 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. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

### **Weather-Related School Closing**

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced on **local radio and television stations and the school alert system.**

KZEN-FM Radio, Columbus  
KAWL-AM Radio, York  
KOLN-KGIN TV, Lincoln, Grand Island  
KHAS-TV, Hastings  
KLKN-TV, Lincoln

Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

**Withdrawal From School**

Students who are moving from the district must notify the school office.

**Work Permits**

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

## **SECTION TWO**

### **ACADEMIC INFORMATION**

#### **Academic Lettering**

A student in grades 9-12 is eligible for an academic letter if he/she achieves a 3.9 grade average or higher (93%-100%) in any three of the four quarters of the year.

#### **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 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.

#### **Correspondence and Online Courses**

Under certain circumstances, the school district will reimburse students for the cost of tuition, textbooks, and other mandatory class materials for high school correspondence or online courses that are not part of the school district's regular curriculum. To receive reimbursement, the student must: 1) pay all initial course costs when he/she registers for the course; 2) select a course that is not available in the school curriculum, nor is any comparable course available; 3) register for the course during a specific school period; 4) have a faculty member designated as course monitor; and 5) complete the course during the regular school semester(s).

The district will not be liable for the costs of such courses until the student has successfully completed the course according to the established timelines. After the student has completed the course and the district has reimbursed the student for these costs, the textbooks and class materials shall become the property of the district.

## **Grades**

The elementary, grades K-6, utilize a standards based grading system of four proficiency levels. Student learning is assessed through clearly defined priority standards, using at least three data points per standard for accuracy, and focusing on progress toward proficiency. Student progress is communicated to students and families through standard-specific proficiency scales and through quarterly report cards.

The 7-12 grading system, grading and expectations???

7-12 students will receive letter grades for their academic core classes.

The middle grading system is as follows:

A - Superior	100% - 94%
B - Above Average	93% - 86%
C - Average	85% - 78%
D - Below Average	77% - 70%
F - Failing (no credit)	69% - 0%
I - Incomplete	

The high school grading system is as follows:

A+	98-100
A	95-97
A-	93-94
B+	91-92
B	88-90
B-	86-87
C+	83-85
C	80-82
C-	77-79
D+	75-76
D	72-74
D-	70-71
F	0-69

Grades for classes taught by High Plains Community instructors will be weighted.

### **Conversion to 4.0 Grading Scale**

#### **GRADE GPA**

100-94	4.0
93	3.9
92	3.8
91	3.7
90	3.6
89	3.4
88	3.3
87	3.2
86	3.1
85	3.0
84	2.9
83	2.8
82	2.7
81	2.6
80	2.4
79	2.3
78	2.2
77	2.1
76	2.0
75	1.8
74	1.6
73	1.4
72	1.2
71	1.1
70	1.0
0-69	0.0

### **Conversions to 4.5 Grading Scale**

Advanced Placement Courses include any courses taken for college credit.

#### **GRADE GPA**

100-94	4.5
93	4.4
92	4.3
91	4.2
90	4.1
89	3.9
88	3.8
87	3.7

86	3.6
85	3.5
84	3.4
83	3.3
82	3.2
81	3.1
80	2.9
79	2.8
78	2.7
77	2.6
76	2.5
75	2.3
74	2.1
73	1.9
72	1.7
71	1.6
70	1.5
0-69	0.0

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.

Students whose cumulative grade point average in core curriculum course work completed in grades nine through twelve ranks them in the top twenty-five percent of their class and will be recognized during commencement exercises.

### **Graduation Requirements**

Students must earn **240** total credit hours in order to graduate from high school.

Required courses and credit hours that students must complete in order to qualify for the High Plains Community Schools Diploma are:

#### **COURSE REQUIREMENTS CREDIT HOURS**

Math 30 credits (\*Please note that all 30-credits of math must be earned in 9th - 12th grade)

Social Studies 30 credits

English 40 credits

PE 20 credits (5 credits must be in Health)

Financial Literacy 5 credits

Computer Science & Technology 5 credits

Science 30 credits

Electives 65 credits

Senior Seminar 10 credits

Speech 5 credits

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 this school district.

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 Multi-Disciplinary 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.

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.

### **Homework**

Classroom teachers will often assign homework. Parents 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**

An honor roll recognizing scholastic excellence, grades 7-12, will be published at the conclusion of each nine weeks and semester. For a student to be placed on the honor roll, the student must maintain a 3.5 GPA or above. Students maintaining a 4.0 GPA will be placed on the "High Honors" list. No student will be placed on the High Honors list if they receive a "C" or less in any graded class.

### **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 mid-term 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. The Board of Education will act on all requests. Any student who is granted mid-term exit from high school forfeits all privileges of high school enrollment, 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 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.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

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

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

#### **Forms of School Discipline**

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school

after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

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

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

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

### **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 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.

### **In-School Suspension**

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

### **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. Any of the conduct described in the subsections under "Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment" below irrespective of the location at which such misconduct; 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 (not to exceed an additional 48 hours), 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.

**Firearms.** No student may bring, possess, handle, or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

**Definition of Firearm.** The term "firearm," as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

**Exceptions Regarding Firearms.** The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

**Consequences - Firearm.** Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

### **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.

### **Pre-Kindergarten through Second Grade Students**

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 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 his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

### **Expulsion**

- 1. Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
- 2. Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall 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. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
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, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form

- of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
  - f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
  - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
  - 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 simulation 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 e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- m. Using any object to simulate possession of a weapon;
- n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

### **Reporting Requirement to Law Enforcement**

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;

4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

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

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing

concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and

- f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.
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 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 parent(s), guardian(s) or representative(s) from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed

by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.

8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. 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 examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. 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).

## **SECTION FOUR OTHER IMPORTANT INFORMATION**

### **Prekindergarten (Preschool or Early Childhood) Program**

The school board establishes a program to provide prekindergarten services to resident and non-resident students, also referred to as an early childhood or preschool program. The school district will provide the program in compliance with state law and 92 NAC 11 (Nebraska Department of Education "Rule 11"). The availability of the program is subject to the district being able to employ and retain appropriate and qualified personnel.

**Purpose.** The purpose of the program is to promote the social, emotional, intellectual, language, physical, and aesthetic development and learning for the children served and to promote family development and support.

**Age Participation.** The program will be available to children of the following ages:

- Children who are 3 years of age before July 31 of the enrollment year;
- Children who are 4 years of age at the start of the enrollment year; and
- Children who are 5 years of age at the start of the enrollment year, so long as they do not turn 6 years of age prior to January 1 of that year (subject to the participation limitation below).

All enrollment is subject to capacity limitations and enrollment priorities established in this policy.

**Five-Year-Old Participation.** Participation of 5-year-old students who will not turn 6 prior to January 1 of the enrollment year will be further limited to those students who have a raw score on a district approved screening assessment.

**Capacity Limitation.** The maximum capacity for the program is 17 children. In the event where the total number of children registered for the program by July 15 rises above 17, the district will only offer the program to children with the following priority for enrollment:

- 4-year-olds;
- “At-risk” children (as defined by Rule 11);
- Qualified five-year-old students; and

If the program is at capacity after July 15, further enrollment applications will be denied. Exception: If an “at-risk child” (as defined by Rule 11) moves into the district and the program is at capacity, the child will be enrolled in the program. The youngest child in the class that is not “at risk” will be withdrawn from the program.

**Participation and Inclusion.** Participation of children and families in the program will be voluntary. The program will not exclude children verified as having disabilities and will include to the extent possible children of diverse social and economic characteristics. HPC will only allow any one student to attend two consecutive years of prekindergarten before transitioning to Kindergarten.

**Birth Certificates.** Within 30 days of enrollment, parents or guardians must submit a certified copy of the child's birth certificate or other documentation in compliance with the Missing Children Identification Act (sections 43-2001 through 43-2012).

**Fees.** The district may charge a fee for its program in accordance with the Policy 5045 - Student Fees, provided that the fee may not exceed the actual cost of the program. If the district charges a fee, it will also use a sliding fee scale in order to maximize the participation of economically and categorically diverse groups. The district may waive fees on the basis of need.

**Other PK Program Information:**  
**Arrival and Dismissal**

Students that reside in the Polk and Hordville areas will meet at the east campus building in Polk and ride the bus to Clarks. The bus will depart in the morning at **7:55am** and in the afternoon by **12:05pm**. Please be there 5 minutes before departure time to get the students loaded onto the bus/van. Students being transported to the elementary by their parents should enter through the PreKindergarten door (southeast door). Any student arriving after 12:30pm will need to enter through the office door.

Students will be dismissed at the door by the PK door (southeast door). Please wait outside for your child there. Students riding the bus will arrive back in Polk at approximately **11:35pm** and **4:00pm**.

All students need to be picked up in a timely manner, this is greatly appreciated. If someone other than a parent or guardian is picking up your child, you need to notify the office or the teacher.

**Class Times and Days**

**Morning session:** 8:20-11:20am. Students may not arrive before 8:10 a.m. to start the school day. This session will be Monday-Friday with the exception of occasional Mondays off. **This session will be for the younger students that will attend Pre Kindergarten one more year.**

**Afternoon session:** 12:30-3:35pm. This session will be Monday-Friday. Students may not arrive before 12:20pm to start the school day. Students will not attend on Mondays when there are PD no school days. **This session will be for the students that will be attending Kindergarten the following year.** In the event that a session is full, school personnel have the right to reassign a child to a different session.

**Parent Teacher Conferences/Home Visits.** The preschool teacher will conduct two home visits during the school year. The teacher will make arrangements to schedule home visits with the parent of each child. This will be conducted before school starts and at the conclusion of the school year.

Parent/teacher conferences will also be offered in conjunction with the K-12 parent-teacher conferences in the first and second semester of the school year. Parents will be sent an email to sign up for a scheduled time to visit with the teacher.

**Snacks.** Students will have a daily break for milk and a snack. Pre-Kindergarten families will be responsible for the expense of the milk and snacks. Please let the school know of any food allergies for your child. Parents may be asked to provide snacks if a student requires a "specialized diet".



# HIGH PLAINS COMMUNITY SCHOOLS 2025-2026 PK CALENDAR

August, 2025						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
			Stu	11	Tchr	15

August, 2025	
8	New Teacher PD
11 & 12	Teacher PD
13	Teacher Workday
14	PK First Day
18	No School PK

September, 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
			Stu	19	Tchr	21

September, 2025	
2	Labor Day, No School
15	Teacher PD, No Students
8	No School PK

October, 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
			Stu	19	Tchr	22

October, 2025	
PK-12 PT Conferences 2:30-4:00 pm (all students dismiss @ 1:30)	
2	PK No School
3	No School, PT Comp Day
20	Teacher PD, No Students/End of 1st Quarter (46 Days)
21	Start of 2nd Quarter
6	PK No School

November, 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
			Stu	15	Tchr	17

November, 2025	
11	Veteran's Day
19	HPC Hosting One-Act/PD No PK-12 Students
26-28	Thanksgiving Break, No School
3	PK No School

December, 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
			Stu	13	Tchr	15

December, 2025	
8	No School PK
19	PK-12 Students Dismiss @ 1:30 PK No School
24-28	Moratorium (all facilities closed to)
30-31	Holiday Break, No School

January, 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			Stu	18	Tchr	20

January, 2026	
1-2	Holiday Break, No School New Year's Day
5	Teacher PD, No Students
6	PK-12 Students Resume
19	No School PK

February, 2026						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
			Stu	17	Tchr	20

February, 2026	
12	PK-12 PT Conferences 2:30-4:00 pm (all students dismiss @ 1:30) No School PK
16	Teacher PD, No Students President's Day
2	No School PK

March, 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
			Stu	17	Tchr	19

March, 2026	
4-6	Spring Break, No School
6	End of 3rd Quarter(40 Days)
16	Teacher PD, No Students
23	No School PK

April, 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
			Stu	18	Tchr	20

April, 2026	
3-6	Easter Break, No School
13	Teacher PD, No Students
27	No School PK

May, 2026						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
			Stu	11	Tchr	16

May, 2026	
9	Graduation
20	Students Last Day, 1:30 Dismissal End of 4th Quarter/End of 2nd Semester
21	Teacher PD
22	Teacher Work Day/Last Day
15	PK Graduation and PK Students' Last Day

<span style="background-color: #f4a460; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> New Teacher PD	<span style="background-color: #cccccc; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> No School PK
<span style="background-color: #90ee90; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Staff PD/No Students	<span style="background-color: #add8e6; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> No School/Breaks
<span style="background-color: #ff00ff; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Teacher Workday/No Students	<span style="background-color: #ff0000; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> No School for PK-6 Students/ 7-12 Students in Session
	<span style="background-color: #800000; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> High School Graduation

## **5057**

### **District Title I Parent and Family Engagement Policy**

The school district will jointly develop with parents a School-Parent-Student Compact that outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

The written District Parent and Family Engagement Policy will be jointly developed and distributed to parents and family members of participating children and the local community in an understandable format and to the extent practicable, in a language the parents can understand. An annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy will be used to design evidence-based strategies for more effective parental involvement, to revise the Parent and Family Engagement Policy and to remove barriers to participation.

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities such as training to help parents work with their children to improve achievement. A goal of parent activities is to provide parents 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 of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.

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

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.

7. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

This policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parent and Family Engagement Policy.

### **School Wellness Policy 5052**

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.\*

#### **1. Goals for Nutrition Promotion and Education**

a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.

- b. The health curriculum will include information on good nutrition and healthy living habits.
- c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- d. The district will collaborate with public and private entities to promote student wellness.
- e. Water will be made available to students throughout the school day.

## **2. Goals for Physical Activity**

- a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

## **3. Goals for Other School-Based Activities Designed to Promote Student Wellness**

- a. The district will participate in state and federal child nutrition programs as appropriate.
- b. The district will provide professional development, support, and resources for staff about student wellness.
- c. Students will be provided sufficient time in which to eat school-provided meals.
- d. The district's lunchrooms will be attractive and well-lighted.
- e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.

- f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
- g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- h. The district will use evidence-based strategies to develop, structure, and support student wellness.

**4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day**

- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
  - i. USDA National School Lunch and School Breakfast nutrition standards
  - ii. USDA Smart Snacks in School nutrition standards.
- b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

**5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day**

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

**6. Food and Beverage Marketing**

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

- a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
- b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.
- c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

## **7. Public Participation**

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

## **8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, and Fundraisers)**

- a. Definitions. "Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, "school day" means the period from the midnight before to 30 minutes after the end of the official school day.
- b. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day hours, weekends, and off-campus fundraising events such as concessions during after-school

sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)

- c. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.
- d. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.
- e. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

## **9. Triennial Assessment**

The school board shall assess and review this policy at least every three years to determine:

- a. Compliance with this policy;
- b. How this policy compares to NDE model wellness policies;
- c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

## **10. Public Notice**

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial

Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

### **11. Recordkeeping**

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

### **12. Operational Responsibility**

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

\* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated June 2020 to Reflect the USDA Final Rule) found at <https://api.healthiergeneration.org/resource/2>.

**3057**  
**Title IX Policy**

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

## STAFF DIRECTORY

### Members of the Board of Education:

Shane Van Pelt	President
Nate Spurling	Vice-President
Chad Hoffman	Secretary
Megan Pike	Treasurer
Dorinda Brown	Member
Kayla Zoucha	Member

### Administrative Staff:

Jason Brown	Superintendent
Micah Fisher	Jr./HS Principal
Breanne Helgoth	Elementary Principal
Greg Wood	Activities Director

### Teaching Staff:

#### **Elementary**

Sydnee Asche	Early Childhood
Jacey Shenk	Kindergarten
Tabitha Rieken	1st Grade
Kristi Lindburg	2nd Grade
Kierra Bearinger	3rd Grade
Laura Hedrick	4 <sup>th</sup> – 6 <sup>th</sup> Grade ELA
Maegan Pinneo	4 <sup>th</sup> – 6 <sup>th</sup> Grade SS & Title I
Bailey Williams	4th - 6th Grade Science
Sarah Person	4th - 6th Grade Math
Jessica Hatfield	Media Specialist/Tech
Madison Hinrichs	Special Education
Haylee Sandman	4-6 P.E./Health
Raydee Swanson	Title I/Art
Alexander Bradenburg	Music/5-6 Band
Megan Bruce	Guidance Counselor

#### **MS/HS**

Erin Ackerson	Math
Stephanie Carlson	English/Speech
Hannah Conner	Art
Sarah Grigsby	Guidance Counselor
Jessica Hatfield	Business/Library
Seth Wert	Vocational Ag
Martin Phillips	Special Education
Brittany Klingsporn	Math/Science

Kent Frenzen	PE/Weights
Kodee Finkral	FCS
Scott Musil	Science
Tanner Wood	Soc. Studies
Tana Pankoke	English/Ag
Greg Wood	Math/A.D.
Alexander Bradenburg	Instrumental/Vocal Music
Jeremy Struckman	Spanish
Rebekah Kraeger	Vocational Ag/Welding

**Tech Staff**

Emma Moore	PK-12
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**Office Staff:**

Stacey Troutman	Bookkeeper/Superintendent's Admin. Asst.
Carrie Swanson	7-12 Admin. Asst./Athletic Admin. Asst.
Sarah Engler	PK-6 Admin. Asst./Child Nutrition Program Director

**Support Staff:**

Megan Buller	K-6 Paraprofessional/Clarks
Sierra Konwinski	Early Childhood Paraprofessional/Clarks
Shelby Osantowski	K-6 Paraprofessional/Clarks

**Child Nutrition Program:**

Penny Bengtson	Head Cook/Clarks
Donna Graham	Assistant Cook/Clarks
Linda Szatko	Assistant Cook/Clarks
Maria Acuna	Head Cook/Polk
Wilka Santos	Assistant Cook/Polk

**Custodians:**

Ryan Jones	Head Custodian/Clarks
Mike Howell	Head Custodian/Maintenance/Polk
Nick Rodine	Custodian/Polk
Monica Dunham	Custodian/Polk
Nicole Giron	Custodian/Polk

**Transportation Department:**

Mike Howell	Regular
Norm Manstedt	Regular

Greg Wood	Activities
Kelly Urkoski	Regular
Justin Smith	Regular
Dorinda Brown	Sub
Brandy Glasser	Regular
Carrie Swanson	Regular



# HIGH PLAINS COMMUNITY SCHOOLS 2025-2026 DISTRICT CALENDAR

August, 2025						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
		Stu	12	Tchr	15	

August, 2025	
2	New Teacher PD
11 & 12	Teacher PD
13	Teacher Workday
14	Students First Day 1:30 Dismissal

September, 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
		Elem	Stu	20		
		JHHS	Stu	20	Tchr	21

September, 2025	
2	Labor Day, No School
15	Teacher PD, No Students

## OPTION #2.

October, 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
		Stu	21	Tchr	22	

October, 2025	
2	PK-12 PT Conferences 2:30-6:00 pm (all students dismiss @ 1:30)
3	No School, PT Comp Day
20	Teacher PD, No Students/End of 1st Quarter (46 Days)
21	Start of 2nd Quarter

November, 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
		Stu	16	Tchr	17	
1st Q	44	elem	Stu	1st Q	49	Tchr
1st Q	44	JHHS	Stu			

November, 2025	
11	Veteran's Day
19	HPC Hosting One-Act/No PK-12 Students
25-29	Thanksgiving Break, No School

1 q - 44 49  
2q - 40 41

December, 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
		Stu	15	Tchr	15	
1st sem	84	elem	Stu	1st sem	90	Tchr
1st sem	84	JHHS	Stu			
2nd Q	40	Stu	2nd Q	41	Tchr	

December, 2025	
19	PK-12 Students Dismiss @ 1:30 End of 2nd Quarter/1st Semester
24-31	Moratorium (all facilities closed to public)
28-31	Holiday Break, No School

January, 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
		Stu	19	Tchr	20	

January, 2026	
1-2	Holiday Break, No School New Year's Day
5	Teacher PD, No Students
6	PK-12 Students Resume

February, 2026						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
		Stu	15	Tchr	15	
1st sem	84	elem	Stu	1st sem	90	Tchr
1st sem	84	JHHS	Stu			
2nd Q	40	Stu	2nd Q	41	Tchr	

February, 2026	
12	PK-12 PT Conferences 2:30-6:00 pm (all students dismiss @ 1:30)
16	Teacher PD, No Students President's Day

March, 2026						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
		Stu	18	Tchr	19	
3rd Q	40	Elem	Stu	3rd Q	42	Tchr
3rd Q	40	JHHS	Stu			

March, 2026	
4-6	Spring Break, No School
6	End of 3rd Quarter (40 Days)
18	Teacher PD, No Students

3q - 40 42  
4q - 49 53

April, 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
		Stu	19	Tchr	20	

April, 2026	
3-4	Easter Break, No School
13	Teacher PD, No Students

May, 2026						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
		Stu	14	Tchr	16	
4th Q	49	Stu	4th Q	53	Tch	
2nd Sem	89	Elem	Stu			
2nd Sem	89	JHHS	Stu			
2nd Sem	89	Stu				
Year	173	Elem	Stu	Year	185	Tch
Year	173	JHHS	Stu			

May, 2026	
9	Graduation
20	Students Last Day, 1:30 Dismissal End of 4th Quarter/End of 2nd Semester
21	Teacher PD
22	Teacher Work Day/Last Day

<span style="background-color: #f08080; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> New Teacher PD	<span style="background-color: #ffff00; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Early Dismissal 1:30
<span style="background-color: #90ee90; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Staff PD/No Students	<span style="background-color: #add8e6; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> No School/Breaks
<span style="background-color: #ff00ff; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Teacher Workday/No Students	<span style="background-color: #ff0000; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> No School for PK-6 Students/7-12 Students in Session
	<span style="background-color: #ffa500; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Graduation

## **SECTION FIVE**

### **FORMS**

This section contains forms that students and their parents must complete and return to the school office **NO LATER THAN** the first Friday after the first full week of school.

# RECEIPT OF STUDENT HANDBOOK

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..."

**Parents (or guardians) and students are required to sign & return the receipt form below before the first Friday of the first full week of school.**

## PARENT/STUDENT AGREEMENT

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

## RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

The rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

---

Student's Signature	Date	Parent/Guardian's Signature	Date
---------------------	------	-----------------------------	------

---

Student's Grade(s)	Parent's Email Address
--------------------	------------------------

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

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student's parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska's Medication Aide law which states:

Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student's name.
- Provide the district with specific written instructions regarding the requested nonprescription drug's administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that is expired.

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

\_\_\_\_\_  
(name of the student)

I authorize and request school personnel to administer nonprescription drugs to my student. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

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

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

**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 receive (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 the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

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

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

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

DATE \_\_\_\_\_

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

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

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

Date \_\_\_\_\_ administration of drug is to begin

Possible adverse reactions to be reported to physician \_\_\_\_\_

Special instructions for the administration and storage of the drug \_\_\_\_\_

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

Name of Physician and Designee

\_\_\_\_\_  
Print or Type

\_\_\_\_\_  
Primary Phone Number

\_\_\_\_\_  
Secondary Phone Number

\_\_\_\_\_  
Signature of Physician

## RECORD OF SELF-ADMINISTRATED MEDICINE

Parent's Phone \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Date to Begin \_\_\_\_\_ Date to End \_\_\_\_\_

Name of Medication \_\_\_\_\_

Dosage of Medication \_\_\_\_\_ Time \_\_\_\_\_

Doctor \_\_\_\_\_ Phone #1 \_\_\_\_\_

Phone # \_\_\_\_\_

Possible Adverse Reaction: \_\_\_\_\_

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

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

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

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent 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

\_\_\_\_\_

# High Plains Community School Field Trip Consent Form

I give permission for my child, \_\_\_\_\_, to attend field trips with High Plains Community Schools. There could be activities on/near water (fishing, hiking, swimming pool). Activities with water will be closely supervised. For any field trip where you choose the school to prepare a sack lunch, the child's lunch account will be charged accordingly.

\_\_\_\_\_ I give my child permission to attend all field trips with High Plains Community Schools.

\_\_\_\_\_ My child does NOT have permission to participate in swimming activities.

\_\_\_\_\_ My child knows how to swim.

\_\_\_\_\_ My child does NOT know how to swim.

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

\_\_\_\_\_  
Date

## HPC PK-6 Student Technology Agreement Terms

*As a student at High Plains Community Schools, I promise to use technology tools safely, responsibly, and respectfully. I agree to follow these rules:*

I, \_\_\_\_\_, will:

... be safe.

- I will not give out personal information about me or others on the Internet.
- I will only share my passwords with my teacher, or parents; I will not use another student's password to access his/her account for any reason.
- I will not download, view, send, or display inappropriate pictures or messages.
- I will tell an adult if I see or read something that is inappropriate, dangerous, or makes me feel uncomfortable.

... be responsible.

- I will use all the technology tools in a responsible and careful manner.
- I will use technology tools and the Internet at school for teacher approved schoolwork only.
- I promise to obey the copyright laws and not take credit for someone else's work.

... be respectful.

- I will use technology tools to interact with others appropriately.
- I will not use technology tools to tease, harass, frighten, or bully anyone; I will be an upstander and report any inappropriate incidents to a trusted adult.
- I will make sure that what I share is something I don't mind showing my parents or teachers.
- I understand that everything I do online can be traced back to me and can never be fully erased.

### **Consequences**

Should a student be found to have violated these terms or to have utilized technology improperly in any way, consequences may be applied. As with our typical discipline procedures, all infractions will be handled individually and the application of consequences will be determined by the teacher and/or school principal.

Consequences may include, but are not limited to:

- conversations with teacher/principal

- conferences with parents
- loss of computer/technology privileges
- reimbursement to the district for materials lost/damaged

**Students:** I have read this agreement and understand all of the school rules and consequences related to using computers and the Internet at HPC School. I also understand that my family has expectations for using technology at home. I will do my best to be a good digital citizen. I understand that my work on the computer is not private and that the use of the computer and Internet at HPC School is a privilege, not a right.

---

**Student Name (Print)**

---

**Student Signature**

---

**Teacher**

**Grade** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Parent/Guardian:** I have read and discussed this Technology Acceptable Use Agreement with my child. I give permission for my child to use technology tools at HPC School, and I understand that it is a privilege for my child to utilize them. I agree that my child will do his/her best to follow the rules and will abide by the consequences if any rules are broken. I will do my best to help my child become a good digital citizen.

---

**Parent/Guardian Name (Print)**

---

**Parent/Guardian Signature**

**Date**

## High Plains Community Schools JH/HS Student Computer Agreement

Student: \_\_\_\_\_ Username: \_\_\_\_\_

Email address: \_\_\_\_\_@hpcstorm.org

### Parent Responsibilities

### Student Responsibilities

<p>Your child has been issued a tech device to improve and personalize their education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operations of this device.</p>	<p>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.</p>
<ul style="list-style-type: none"> <li>• I will supervise my child's use of their device at home.</li> </ul>	<ul style="list-style-type: none"> <li>• I will treat the device with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.</li> </ul>
<ul style="list-style-type: none"> <li>• I will make sure that my child charges the device nightly.</li> </ul>	<ul style="list-style-type: none"> <li>• I will bring the device to school every day</li> </ul>
<ul style="list-style-type: none"> <li>• I will make sure my child brings their device to school every day.</li> </ul>	<ul style="list-style-type: none"> <li>• I will charge the device each night.</li> </ul>
<ul style="list-style-type: none"> <li>• I will discuss our family's values and expectations regarding the use of the internet and email at home, as well as, supervise my child's use of the internet and email.</li> </ul>	<ul style="list-style-type: none"> <li>• When using the device at home, school and anywhere else, I will follow the policies of High Plains Community Schools. Specifically the Student Code of Conduct and abide by all local, state, and federal laws.</li> </ul>
<ul style="list-style-type: none"> <li>• I will not attempt to repair the device, nor will I attempt to clean it with anything other than specified cleaning supplies in the Tech Office.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>I will not lend the device</b> to anyone, not even my friends or siblings; it will stay in my possession at all times.</li> </ul>
<ul style="list-style-type: none"> <li>• I will report to the school Tech Coordinator any problems with the device.</li> </ul>	<ul style="list-style-type: none"> <li>• I will not give personal information when using the device.</li> </ul>
<ul style="list-style-type: none"> <li>• I will not install or delete any software from the device.</li> </ul>	<ul style="list-style-type: none"> <li>• I will not install or remove any software onto the device.</li> </ul>
<ul style="list-style-type: none"> <li>• I understand that if my child comes to school without their computer, I may be called to bring it to school.</li> </ul>	<ul style="list-style-type: none"> <li>• I agree that email or other communication, should be used only for appropriate, legitimate, and responsible communication.</li> </ul>
<ul style="list-style-type: none"> <li>• I agree to make sure that the device is returned to the school when requested and upon my child's withdrawal from High Plains Community Schools.</li> </ul>	<ul style="list-style-type: none"> <li>• I will not attempt to repair the device, nor will I attempt to clean it with anything other than specified cleaning supplies in the Tech Office.</li> </ul>
	<ul style="list-style-type: none"> <li>• I will keep all accounts and passwords assigned to me secure and will not share.</li> </ul>
	<ul style="list-style-type: none"> <li>• I agree to make sure that the device is returned to the school when requested and upon my withdrawal from High Plains Community Schools.</li> </ul>

## High Plains Community Schools JH/HS Student Computer Agreement

Student/Borrower: \_\_\_\_\_ Grade: \_\_\_\_\_

User Name: \_\_\_\_\_ Home phone: \_\_\_\_\_

Checkout Date \_\_\_\_\_ Latest Date for Return: Last Day of School

Item Description	Condition	Estimated Repair/Replacement Cost
MacBook Air	Used Like New	\$799
Apple Charger Cable & Block	Used Like New	\$35
Carrying Case/Bookbag	Used Like New	\$35
Screen Repair	Used Like New	\$500

The above listed items are being lent to Borrower and are in good working order. It is the borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all times remains the property of High Plains Community Schools of Polk, 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 their right to use this equipment. The equipment will be returned to the school when requested by High Plains Community Schools, or sooner if the student withdraws from High Plains Community Schools prior to the end of the school year.

The District Property may be used by Borrower only for non-commercial purposes, in accordance with the District's policies and rules, Code of Conduct, 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 the Student's and Parents 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 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's acknowledges and agrees that Borrower's use of 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 High Plains Community Schools. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked and school disciplinary action and/or appropriate legal action will be taken.

## HIGH PLAINS COMMUNITY SCHOOLS Computer Damage/Loss Insurance Fund

Please read this entire document to determine if this program is needed for you and your student's protection against damage and loss of the loaned computer equipment in your care.

**\*\*This form must be completed and marked Yes or No before the computer will be provided to the student.**

### COVERAGE AND BENEFIT:

Parents/students may pay \$35.00 and be part of the HPC District Computer Damage/Loss Insurance Fund. Belonging to the School District Insurance coverage would cover 75% of expense on the first incident and 50% of expense on the 2nd incident. Three or more incidents, involving damages to a laptop, will be the sole responsibility of the parent/student. Coverage for the School District Protection Plan is 24/7. Parents will be given the option of Self Insurance, under their homeowner's insurance plan and not pay the \$35.00. Proof of insurance is required.

### EFFECTIVE AND EXPIRATION DATES:

This coverage is effective from the date of this request form and premium payment is received by the school through the date at which the computer is requested to be returned in good order to the school.

### PREMIUM:

The total premium cost is \$35.00 per school year, per student. Partial semesters are not refundable.

#### Option 1: (participate in HPC insurance)

- Yes, I would like to participate in the High Plains Community Damage/Loss Insurance Fund as noted above.
  
- \$35.00 Payment, per Student
  - Check #
  - Cash

#### Option 2: (use own insurance & provide proof)

No, I decline High Plains Community Damage/Loss Insurance Fund at this time, and I understand that I am responsible for 100% of any damages or loss to the loaned computer and will provide proof of insurance for the laptop through our home owners before laptop will be checked out to student(s).

#### Option 3: (no insurance & leave computer at HPC)

No, I decline High Plains Community Damage/Loss Insurance Fund at this time, and I understand that I am responsible for 100% of any damages or loss to the loaned computer. I will leave my laptop at school every day.

Name of Student (s) \_\_\_\_\_ Grade (s) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**High Plains Community Elementary School**  
**Written Parent/Guardian Consent To Opt Child Out of SunScreen**  
**Protection at School**

I \_\_\_\_\_ opt out my child \_\_\_\_\_  
Print Parent/Guardian Name Print Child's Name

from self-applying and/or having sunscreen applied by school personnel at school for school-sponsored events.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Contact Information for Parent/Guardian:**

\_\_\_\_\_  
Printed Name(s)

\_\_\_\_\_  
Phone Number

**If you choose to have sunscreen applied to your child at school, please send it with your child's name on it. We recommend spray sunscreen with SPF 15+. If you chose not to have sunscreen applied to your child at school, please return this form by Friday of the first full week of school. The sunscreen application is a recommendation from NDE. Thank you.**

2.13. Review, discuss, and take any necessary action for HPC Activity Handbook for the 2025-26 school year.

# **High Plains Community Schools**

## **ACTIVITIES HANDBOOK**



## **Rules and Regulations 2025 - 2026 Edition**

Hordville, Polk, Clarks

Superintendent's Office  
Phone: (402) 765-2271  
Fax: (402) 765-7120

Middle/High School  
7-12  
Phone: (402) 765-3331  
Fax: (402) 765-7104

Elementary  
PK-6  
Phone: (308) 548-2216  
Fax: (308) 536-6985

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## **Introduction**

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement, and greater student self-confidence and self-esteem. High Plains Community Schools 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, 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 are responsible for complying with all of the rules and procedures detailed in this booklet.**

**Parents must sign the acknowledgment 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.

## **Notice of Nondiscrimination**

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the Section 504 Coordinator: Sarah Grigsby, School Guidance Counselor at 402-765-3331, sarahgrigsby@hpcstorm.org or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment on the basis of sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: Micah Fisher, Jr./Sr. High School Principal at 402-765-3331, mfisher@hpcstorm.org, 260 S. Pine St., Polk, NE 68654 or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at school district policy #3053

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Micah Fisher, Jr./Sr. High School Principal at 402-765-3331, mfisher@hpcstorm.org, 260 S. Pine St., Polk, NE 68654 or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Building Principals, Micah Fisher at 402-765-3331 or Breanne Helgoth at 308-548-2216, email address of [mfisher@hpcstorm.org](mailto:mfisher@hpcstorm.org) or [bhelgoth@hpcstorm.org](mailto:bhelgoth@hpcstorm.org) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

## **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, (2) meet the requirements of board policy including all rules applicable to the activity, 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 may not participate in any activity, performance or practice while serving a short-term suspension, long-term suspension, or expulsion from school.

### **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 for any part of the day will not be permitted to practice or participate in an athletic contest or activity performance unless the student has the building principal's prior permission to participate despite the absence. **Tardiness versus Absence:** The morning tardy bell is at 8:10. Students arriving within 15 minutes past the start of 1st period (8:11-8:25) are tardy. Students arriving after 8:25 are counted absent from the period. Students are tardy between periods if not in the classroom by the tardy bell.

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 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. Unless the administration determines that it is permissible for the activity to continue as scheduled.

### **Colors**

The High Plains Community Schools colors are Red, Royal Blue, and White

### **Complaint Procedure**

To reduce conflicts in the school's activities program, students and/or their parents should use district's formal complaint procedure to manage conflicts about the program. The complaint procedure is printed in the school's student handbook and may be found on the district's web site: [www.hpcstorm.org](http://www.hpcstorm.org)

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

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

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

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

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

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

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

Students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall follow the model provided by the

Nebraska Department of Education. Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

## **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.

### **Junior High/Middle School Dances**

Middle school (7-8) dances are restricted to students currently enrolled in the middle school and will be sponsored by middle school teachers and parents. Any organization wishing to sponsor a middle school dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members and one additional adult couple. Once admitted to the dance, students must 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.

### **High School Dances (Homecoming/Prom)**

All high school dances are restricted to 9-12 High School students and their guests. Guests must follow all rules that the students must follow. Each student is responsible for his/her guest's conduct. No guests age 21 or over are allowed to attend. No students in grades lower than the 9<sup>th</sup> will be permitted. Any organization wishing to sponsor a dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members. Once admitted to the dance, students must 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. 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 with Students**

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.**

## **Coach/Sponsor-Student Communication**

To ensure student safety, clear expectations, and professional boundaries, High Plains Community Schools has established the following communication guidelines for all athletic coaches. These rules apply to all school-sponsored sports programs.

### **1. Approved Communication Platform**

- All communication between coaches and student-athletes must occur **exclusively through the SportsYou platform** using its text messaging feature.
- When using SportsYou, all team members and the AD should be included in your message.
- If a student contacts you directly, you need to respond with a parent and or AD included in the response
- Coaches are **not permitted** to communicate with student-athletes through personal text messaging, phone calls, or social media platforms such as Instagram, Snapchat, WhatsApp, or Facebook Messenger.

### **2. Email Communication**

- In situations where email is necessary, coaches **must include** the following individuals:
  - The student-athlete's **parent or legal guardian**
  - The **Athletic Director (AD)**
- **Direct one-on-one emails** between a coach and a student-athlete are prohibited.
- If a student emails you directly, you need to respond with a parent and/or AD included in the response.

### **3. Communication Guidelines**

- All communication must be professional, respectful, and focused strictly on sport-related matters (e.g., practice times, game schedules, team expectations).
- Communications should occur during appropriate hours, **preferably between 8:00 AM and 8:00 PM.**
- Coaches must avoid engaging in conversations about personal or non-sport-related topics with student-athletes through email or the SportsYou platform.

### **4. Accountability & Enforcement**

- All coaches are expected to comply with this communication policy fully.
- **Violations** of this policy may result in:
  - A written warning
  - Suspension
  - Possible dismissal depending on the severity of the infraction

### **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. (If a student uses a personal lock a copy of the key and/or combination must be provided to the office.)

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 for 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 check out to him/her and is lost, stolen, or intentionally damaged.

### **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 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.

### **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 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 at least one quarter for every varsity game that is played (Example: 8 varsity games, it takes 8 quarters to letter) and or have the recommendation of the head coach based on sportsmanship/years of participation, etc....

**Volleyball:** The athlete must participate in 33% of the total games, complete the season, and/or have the recommendation of the head coach.

**Softball:** The athlete must play in at least the same amount of innings as games (Example: 30 varsity games = 30 varsity innings) and or have the recommendation of the head coach based on sportsmanship/years of participation, etc....

**Wrestling:** If an athlete achieves any of the following listed requirements, they shall be eligible for an athletic letter from HPC:

1. State Medalist / State Qualifier
2. Qualified to wrestle on the 2<sup>nd</sup> day of the HPC Invite
3. Finish as a top three medalist in any one-day tournament(s)  
(3 point meets)
4. Medalist at the Conference Tournament

5. Contributes to the team's success as a District Champion or District Runner-Up
6. Contribute to the teams success qualifying to the State Dual Team Championships
7. Each athlete's individual merit, based on the athlete's performance both in competition and practice, work ethic and dedication to the team throughout the season regardless of achieving any of the previously listed requirements.

**Note:** Violation of the school handbook regulations related to contest participation would negate **Item #7** from consideration for an athlete's letter.

**Basketball:** The athlete must participate in 25% of the total games, complete the season, and/or have the recommendation of the head coach.

**Basketball:** The athlete must participate in 25% of the total games, complete the season, and/or have the recommendation of the head coach.

**Golf:** The athlete must score in a meet, complete the season, and/or have the recommendation of the head coach.

**Track:** The Lettering Policy

- A. Total points earned (30); To include a combination of points obtained placing in any scheduled varsity meets and varsity participation points. Any athlete who makes the lineup for a varsity invitational will receive 1 participation point.
- B. An athlete must place in the top 6 of a major meet; CRC, Central NE Championships, Districts.
- C. Coaches Discretion: The athlete must complete the season in good standing. Athletes must demonstrate a good work ethic, attendance, positive attitude, and good sportsmanship.

**Student Managers:** The student manager must complete the season and have the recommendation of the head coach of the sport involved.

## **Instrumental and Vocal Music:**

### **Instrumental**

- Students must do all of the following:
  1. Maintain at least a B average for each semester in their music class
  2. Participate in the respective music class for the full year
  3. Participate in all required performances of the music class

### **Vocal**

- Student must do one of the following:
  1. Be accepted to and participate in at least 1 honor ensemble
  - or-
  2. Participate in a solo or small group for district music contest

### **One Act:**

- Lettering in one act will include completing the season and meeting at least 7 of the 9 criteria:
  - Practice attendance = no more than 2 unexcused practice, 3 tardies, 2 excused practices
  - Meet deadlines = lines memorized, costumes, set building/props
  - Phone violation = never have phone on stage and/or at practice but in proper basket
  - Academics in good standings = not more than once on ineligibility list
  - Leadership = display support and leadership toward cast/crew while on stage, back stage, critiquing, etc.
  - Cooperation with everyone involved in the production, as well as exhibiting a supportive attitude from auditions through rehearsals
  - Effort displayed at all practices/competitions/performance is evident
  - Appropriate/supportive actions at competitions of HPC cast/crew and other schools
  - Receiving acting award at a competition
  - End the year in good standing with directors
- Although lettering criteria is outlined, the director and assistant director will make the final determination. Lettering in one act is also at the discretion of the director and assistant director.

## Speech:

- A member who accumulates 50 points or more and successfully completes the season. These points can be earned in a couple of ways:
  - Practice points: 2 points allotted each time a member practices. No Show will result in 2 points subtracted.
  - Ballot Ratings: count preliminary round of invitational, conference, district, state
    - 4 pt for Superior rating
    - 3 pt for Excellent rating
    - 2 pt for Good rating
    - 1 pt for Fair rating
  - Finals Placement (invitational/regular season meets)
    - 10 points for 1<sup>st</sup> place
    - 8 points for 2<sup>nd</sup> place
    - 6 points for 3<sup>rd</sup> place
    - 4 points for 4<sup>th</sup> place
    - 2 points for 5<sup>th</sup> place
    - 1 point for 6<sup>th</sup> – 15<sup>th</sup> place
  - Placement in conference finals & district finals
    - 10 points for 1<sup>st</sup> place
    - 8 points for 2<sup>nd</sup> place
    - 6 points for 3<sup>rd</sup> place
    - 4 points for 4<sup>th</sup> place
    - 2 points for 5<sup>th</sup> place
    - 1 point for 6<sup>th</sup> place
  - Placement in State Contest
    - 20 points for 1<sup>st</sup> place
    - 18 points for 2<sup>nd</sup> place
    - 16 points for 3<sup>rd</sup> place
    - 14 points for 4<sup>th</sup> place
    - 12 points for 5<sup>th</sup> place
    - 10 points for 6<sup>th</sup> place


Additionally, if a speech member does not accumulate enough points, they may still letter by:

- Competing in a major meet (conference, districts and/or state) and placing;

- At the discretion of the coaches, in which the coaches will consider the quality of practice, number of practice, team support throughout the season at practice and/or at meets, growth as a competitor/individual as a speechlete.

## **Mascot**



The official emblem for boys' and girls' athletic teams is the . 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) understand the school's position regarding the use or possession of alcohol, tobacco, and other related drugs.
2. Furnish the high school principal with proof of insurance.

## **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, 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, 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 activities director or building principal.

### **Transportation**

All participants are expected to ride to and from away activities by means of approved school transportation. If the student misses the departure time of the activity, they are required to be in school unless prior approval was made with the A.D., an Administrator, or coach. If approval was given for the student to attend the activity, they must be transported by a parent or guardian.

A participant may ride home with his or her parent/guardian **only if the parent/guardian personally contacts the sponsor at the activity.** A participant may ride home with an adult if the participant's parent/guardian has personally contacted the principal prior to the activity and the adult personally contacts the sponsor at the activity prior to leaving with the student. Parents 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.

### **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**

### **Athletic Teams**

- Basketball (boys and girls)
- Football
- Golf
- Track (boys and girls)
- Softball
- Volleyball
- Wrestling (boys and girls)

### **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 are selected by the sponsor(s) or judges appointed by the sponsor. Members of the cheer squad will attend all home and selected away athletic contests.

### **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. 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.

### **National Honor Society**

The National Honor Society is a national organization that recognizes student character, scholarship, leadership, and service to the school.

To be eligible for membership a student must have a cumulative grade point average of 3.5 or above through the first quarter of the current year. In addition to the academic requirement, participation and leadership in school and other activities is required. The faculty selection committee will review all 10th, 11th, and 12th grade students who are academically eligible for membership. After students become members of the National Honor Society, they are reviewed periodically by the faculty and must maintain the high

standards of the National Honor Society. Active members in the National Honor Society are required to maintain a minimum cumulative scholastic average of 3.5 and live up to the character, leadership, and service ideals of the National Honor Society. Members are required to participate in service activities throughout the year.

### **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, good will, and better understanding with other schools. The organization, operation, and scope of the student government shall be administered by the Superintendent or designee.

### **Speech Team**

Students compete in different categories of competition. These include debate, current events speaking, and several theatre-type acting events.

### **Student Publications**

The yearbook is published by the Journalism class along with the help of its teacher. The annual is financed partially by funds raised from the sale of the books.

The school paper is "HPC Monthly Forecast." It is published each three weeks by the journalism classes and their teacher. It is financed in part by advertising and subscription.

## **SECTION THREE: CODE OF CONDUCT**

All students associated with High Plains Community 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, 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 or 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 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, consumption, use, distribution, or being under the influence of alcohol, illicit drugs, tobacco, controlled substances, or any

lookalike or imitations thereof; or being in the presence of alcohol, illicit drugs, controlled substances, or any lookalike or imitations thereof that are being possessed, consumed, used, or distributed by any person under twenty-one (21) years of age without parental supervision. "Lookalike or imitations" means substances such as K2 and products like electronic nicotine delivery systems, 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/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault.

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 e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums; 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, handbook provision, or a coach's 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. (including but not limited to graduation ceremony and related activities). These disciplinary consequences and this Activity Code of Conduct are in addition to and do not prejudice, diminish, impede, or reduce any discipline that is

authorized by the Nebraska Student Discipline Act, NEB. REV. STAT. §§ 79-254 to 79-294, Board Policy, or the Student Handbook. 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/coach's/sponsor'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:

As used in this "Discipline Procedures" section, "Investigator" means the coach or activity sponsor of the team or activity in which the student is participating, or any teacher, school official, or school representative whom the Principal or the Superintendent has authorized to perform the duties and responsibilities of "Investigator" as described below.

1. The Investigator 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 Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator's decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator.

**Review of Investigator's Decision.** A student or the student's parents may, within five (5) school days of the notice of disciplinary action from the Investigator, 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 three (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 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.

## **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 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 health care professional who is familiar with sports concussions. Parents 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 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 are 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 health care professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise 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:* Game play.

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 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, phone, 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 cases 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’s Sports Medicine

Advisory Committee. See [www.cdc.gov/ncipc/tbi/Coaches Tool Kit.htm](http://www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm) for more information.

**3057**  
**Title IX Policy**

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

**6044**  
**Participation and Assignment of Athletic Teams**

**Designation of Athletic Team or Sport.** The terms male, female, and coed are defined as provided by state law. All athletic and sports teams of the district are hereby designated as male, female, or coed as follows:

<b>Sport/Team</b>	<b>Designation</b>
Football	Male
Volleyball	Female
Cross Country	Male and Female Teams
Golf	Male and Female Teams
Basketball	Male and Female Teams
Wrestling	Male and Female Teams
Track	Male and Female Teams
Track and Unified Track	Male, Female, and Coed Teams
Bowling and Unified Bowling	Male, Female, and Coed Teams
Baseball	Male
Softball	Female
[INSERT ALL OF YOUR SPORTS]	

**Participation on Assigned Teams.** Males shall not participate on teams designated for females. Females may only participate on male teams when there is no female team offered or available for such sport. Males and females may participate on coed teams and in coed events as long as their participation is consistent with the eligibility and other rules of that team or event.

**Determination of Student Sex.** To determine eligibility, a student and the student's parent or guardian shall provide the district with confirmation of the student's sex on a document signed by a doctor or signed under authority of a doctor.

**Conduct of Visitors and the Public.** Visitors and members of the public attending district interscholastic team activities are expected to comply with all district policies and practices, including sportsmanship rules.

**List of Coaches & Sponsors (when completed)**

## **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 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

\_\_\_\_\_  
Printed Name of Parent

\_\_\_\_\_  
Date

## ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, including the code of conduct.

**This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the school term.** I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Date

I understand that my student is obligated by this handbook, including the statements above.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Printed Name of Parent

\_\_\_\_\_  
Date

2.14. Review, discuss, and take all necessary action for HPC Staff Handbook for the 2025-26 school year.

# High Plains Community Schools

## STAFF HANDBOOK



## 2025 - 2026 Edition

Hordville, Polk, Clarks

Superintendent's Office  
Phone: (402) 765-2271  
Fax: (402) 765-7120

Middle/High School  
7-12  
Phone: (402) 765-3331  
Fax: (402) 765-7104

Elementary  
PK-6

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Phone: (308) 548-2216

Fax: (308) 536-6985

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## **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.

## **Notice of Nondiscrimination**

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the ADA/Title II Coordinator: Jason Brown, Superintendent at 402-765-3331, [jasonbrown@hpcstorm.org](mailto:jasonbrown@hpcstorm.org) or in person at school.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Micah Fisher, High School Principal at 402-765-3331, [mfisher@hpcstorm.org](mailto:mfisher@hpcstorm.org), 260 S. Pine St., Polk NE, 68654 or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at school district policy #3053

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the Title VI Coordinator: Micah Fisher at 402-765-3331, [mfisher@hpcstorm.org](mailto:mfisher@hpcstorm.org), 260 S. Pine St., Polk NE, 68654 or in person at school.

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Building Principals, Micah Fisher at 402-765-3331 or Breanne Helgoth at 308-548-2216, email address of [mfisher@hpcstorm.org](mailto:mfisher@hpcstorm.org) or [bhelgoth@hpcstorm.org](mailto:bhelgoth@hpcstorm.org) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

## **DRUG-FREE WORKPLACE REQUIREMENTS**

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

## **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.

### **Activity Accounts and Fundraising**

Activity accounts are handled through the High School Principal's office. No student or sponsor may make any purchase without a signed purchase order from the Activities Director, Building Principal, and/or the superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The superintendent and his/her designee is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

### **Activity Tickets**

All staff, 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.

### **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 and Circulars**

No announcements shall be made before any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

## **Board Policies, Rules, and Directives**

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 modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student Handbook, Staff Handbook, and Activity Handbook, respectively. Each of these handbooks are available on the district's website and in the main administrative office. **By signing below, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

## **Cell Phones and Other Electronic Devices**

Students may not use cell phones or other electronic devices while at school, except as permitted in this handbook.

Students may NOT use cellular phones or other electronic devices while at school during school hours. Any student who is found to be in possession of any cellular phone, or other electronic device (AirPods, Smart watches/electronic watches, personally-owned tablet, gaming device, etc.) during school hours is in violation of this policy and the student code of conduct.

Staff who discover students in possession of a cellular phone or electronic device while at school during the school day will immediately confiscate the device and turn it into the administration.

Students who repeatedly violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including 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. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy

may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

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**

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. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the 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 complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those 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 in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

### **Complaint and Appeal Process.**

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
  - 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 applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the respondent.
    - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, 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 involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.
- a) The appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
  - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate..
  - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
- a) When the complaint is about a board policy, not implementation of the policy;

- b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
- c) When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

- d) This appeal must be in writing.
  - e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
  - f) 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 allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
  - g) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
  - h) There is no appeal from any decision of the board unless authorized by law.
6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate

handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

- b) Determine whether the complainant has discussed the matter with the superintendent.
  - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
  - 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 or must be pursued further.
- 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 by the full board.
- d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

**No Retaliation.** The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

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

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

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

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

**Bad Faith or Serial Filings.** The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

### **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 the board policy regarding Staff Internet and Computer Use. A copy of this policy is attached below. Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use.

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

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

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by

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

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

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

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

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

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

### **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, review the school district's copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

### **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: **Sarah Grigsby – HPC Guidance Counselor at 402-765-3331, sarahgrigsby@hpcstorm.org** 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: **Micah Fisher – Jr./HS Principal at 402-765-3331, mfisher@hpcstorm.org** or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact the **Jason Brown – Superintendent, 402-765-2271, jasonbrown@hpcstorm.org** or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

### **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. Staff members will be provided a Driver's Certification form 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 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**

The attire worn by staff members projects an important image to students and the general public.

**Certified staff, paraeducators and office staff** should generally dress in business casual attire.

Classroom staff **may not** wear the following types of clothing during the traditional school day from 7:45 a.m. to 4:00 p.m. when students or visitors are in attendance or when the employee is supervising, directing or coaching students when the public is in attendance:

- For men: shirts worn without ties, except when the shirt has a logo which identifies the school and/or the school's mascot.
- Sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium or on a playing field.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices.
- Any clothing which creates modesty difficulties for the employee or distracts other employees or students in the learning environment.

The building principal may temporarily suspend all or a portion of the dress code in the event other factors support a lower dress expectation for school employees.

The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community. To help meet that end, jeans of any color will not be allowed to be worn except on Friday which is considered a "dress down" day. Casual dress is acceptable.

**Custodial, maintenance and transportation staff** should dress in attire appropriate to the work they are performing.

Staff **may not** wear visible body piercing jewelry, including tongue adornment, while at school or during a school function on or off school premises. This prohibition applies to all parts of the body other than the ear.

## **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 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.

## **Drug Free Workplace**

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

## **Duty to Report**

School personnel shall self-report any of the following to the District's Superintendent within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier:

- Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
- Any arrest for any reason;
- Any criminal conviction;
- Any sentence of incarceration;
- Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation for child abuse and/or neglect;
- Any complaint or other administrative that could impact any certificate or professional license held by the employee;
- Any action or threat of action by any entity against the employee's driver's license or ability or authority to operate a motor vehicle if the employee's job duties may require the operation of a motor vehicle.

The failure to make a report required by this section may result in disciplinary action up to and including cancellation, termination, and non-renewal.

## **Electronic Communication with Students**

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.**

## **Coach/Sponsor-Student Communication**

To ensure student safety, clear expectations, and professional boundaries, High Plains Community Schools has established the following communication guidelines for all athletic coaches. These rules apply to all school-sponsored sports programs.

## 1. Approved Communication Platform

- All communication between coaches and student-athletes must occur **exclusively through the SportsYou platform** using its text messaging feature.
- When using SportsYou, all team members and the AD should be included in your message.
- If a student contacts you directly, you need to respond with a parent and or AD included in the response
- Coaches are **not permitted** to communicate with student-athletes through personal text messaging, phone calls, or social media platforms such as Instagram, Snapchat, WhatsApp, or Facebook Messenger.

## 2. Email Communication

- In situations where email is necessary, coaches **must include** the following individuals:
  - The student-athlete's **parent or legal guardian**
  - The **Athletic Director (AD)**
- **Direct one-on-one emails** between a coach and a student-athlete are prohibited.
- If a student emails you directly, you need to respond with a parent and/or AD included in the response.

## 3. Communication Guidelines

- All communication must be professional, respectful, and focused strictly on sport-related matters (e.g., practice times, game schedules, team expectations).
- Communications should occur during appropriate hours, **preferably between 8:00 AM and 8:00 PM.**
- Coaches must avoid engaging in conversations about personal or non-sport-related topics with student-athletes through email or the SportsYou platform.

## 4. Accountability & Enforcement

- All coaches are expected to comply with this communication policy fully.
- **Violations** of this policy may result in:
  - A written warning
  - Suspension
  - Possible dismissal depending on the severity of the infraction

### **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 not related to the transportation and reading or responding to e-mails, 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 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 vehicle use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

### **Family and Medical Leave (FMLA)**

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy. The school district will utilize the "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

### **Infinite Campus**

All teachers/classroom aides will be required to use Infinite Campus. Attendance will be taken as follows: Elementary – at the beginning of the morning, and right after lunch; 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 Infinite Campus.

Classroom teachers will be required to have up-to-date grades.

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 Infinite Campus should contact **Sarah Engler, Bre Helgoth, Micah Fisher, and/or Jason Brown.**

### **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 e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff members are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail 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 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.

### **Locker Room Supervision**

Staff members must review and comply with the board's policy regarding locker room supervision.

### **Maintenance & Cleaning Request Forms**

Staff members should notify the custodian or principal or superintendent of any maintenance issues as soon as they need or see a maintenance problem.

### **Meals Program**

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria for **\$5.15** per day or salad bar only for **\$4.75** per day. Staff may purchase breakfast from the school cafeteria for **\$2.95** per day. The lunch price includes one carton of milk. Extra cartons and for milk break cost **\$.75** cents. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

### **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**

Except as otherwise provided by law, the district will provide reasonable break time for an employee who wishes to breastfeed or express breast milk for her nursing child each time such employee has the need to do so. The district will provide a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public. These accommodations will be provided for one year after the child's birth, unless otherwise required by law.

### **News and Press Releases**

Only individuals who have prior administrative approval may issue press releases or other official communications regarding school activities and events in furtherance of the individual's official responsibilities. The superintendent may delegate responsibility for communicating with the media to building principals, the activities director, event sponsors, and other staff on an ad hoc basis.

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.

### **Newsletters**

The **newsletter sponsor** 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 positive aspects of the district's mission.

### **Obligations Related to American Civics Instruction**

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

### **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.

### **Pregnant or Parenting Students**

The school district encourages students who are pregnant or parenting are encouraged to continue to participate 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 have been told to notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student and appropriate district staff to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and

4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance 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 as soon as possible, but always 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 professional development 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. Certified employees may refer to **policy 4032**.

## **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 3059 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. 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.

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 the **Board Policy 4060** regarding 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.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

### **Smoking on School Premises or at School Activities**

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

### **Sniffer (Drug) Dogs**

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified 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 the board's policies regarding Staff Internet and Computer Use and Staff and District 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.

The district may restrict access to its official accounts for violations of these rules, such as deleting comments or prohibiting comments. Accounts that are not official school accounts are those owned and operated by board members and employees for their personal use, even if they discuss school matters.

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

### **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 administration.

## **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 Appearance (Dress Code)**

The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

Violations of the dress code shall be addressed in a manner consistent with the Student Code of Conduct. The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

## **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 to brief conversations. Teachers will not be called to the telephone during 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. Definitions**

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
  - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
  - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
  - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
  - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

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

## **2. Obligation to Report Threatening Statements or Behaviors.**

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such 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.

## **3. Threat Assessment Team**

The threat assessment team (team) shall consist of **HPC Superintendent, HPC Building Principals, HPC Guidance Counselors, Local/County and/or State Law Enforcement, HPC School Nurse, HPC Crisis Team Member**. . Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

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

## **4. Threat Assessment Investigation and Response**

When a threat is reported, the school administrator shall initiate an initial

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

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

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

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

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

## **5. Communication with the Public about Reported Threats**

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

## **6. Coordination with the Crisis Team After Resolution of Threat**

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard

School Safety Plan.

### **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
- 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

### **Wage and Salary Payments**

Staff members are paid on the **15th** 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 monies 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 **local radio and television stations and the school alert system.**

KZEN-FM Radio, Columbus  
KAWL-AM Radio, York  
KOLN-KGIN TV, Lincoln, Grand Island  
KHAS-TV, Hastings  
KLKN-TV, Lincoln

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 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, lunch boxes, 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 principal by 6:00 a.m.

#### **2. Personal Leave**

Certified staff who wish to take personal leave must submit a leave request to their building principal at least 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 to take personal leave adjacent to a school break. For example, if school is not in session on a Monday, certified staff may 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. 7-12 teachers must keep the completed folder in the upper right-hand drawer of his/her desk. PK-6 teachers must keep the completed folder in the office and keep the folder updated by periodically reviewing the folder. The folder must contain:

- a.) the current seating chart for each class;
- b.) the daily routine followed by each class;

- c.) all schedules (fire drill procedures, lunch schedule, etc.);
- d.) a copy of this handbook; and
- 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.)

**Certified staff members may not make arrangements for their own substitute.**

### **Assemblies**

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 of Teachers**

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events. Certified staff are required to monitor hallways during passing periods or when walking students in the hallways.

### **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 zero grade for the test or assignment.

## **Check-out Forms**

All certified staff must complete a check-out 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 may not 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 where appropriate.

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. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without the authorization of the building principal.

### **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, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory only when they have run out of supplies.

Coaches must fill out and submit inventory forms to the activities director immediately after the season is complete.

### **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 **High Plains Community 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 and must do so when required by state law and board policy.

### **Computers**

Students and staff who use computers owned by the district must abide by the district's acceptable use policies.

### **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. Classroom teachers may use the window area of the central office or the commons area to display student work or they may use during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

### **Down Slips**

Down Slips are due by 4:00 on Friday or whenever the week ends.

### **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 Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education

(92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.

- 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) Refraining from joining book clubs or film clubs using the school name.
- j) Turning in all monies collected to the main office by the end of the school day.
- k) Clearing all class meetings or trips through the principal's office.
- l) Participating in Student Assistance Teams pursuant to board policy.
- m) Assisting with the administration of standardized testing as assigned by the administration.
- n) Provide homebound instruction as assigned by the administration.
- o) Performing additional duties as assigned by the administration.

### **Eligibility Grades 7-12**

Student academic eligibility for participation in extra-curricular 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. The grading period will end at the conclusion of school on the last school day of the week. Beginning on the fourth Monday of each semester, classroom teachers must submit the names of all students who are not academically eligible to the office by noon on the first school day of each school week. 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, and similar organizations or events.
2. Cheerleading.
3. Music competition, performances (except Christmas and Spring concerts), and clinics.
4. All school dances.
5. Other activities deemed appropriate by the principal.

## **Extracurricular Activities**

Staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar located in the activity director's office at least one week before the activity. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities.

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 fund raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extra-curricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes 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.

### **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) Students nearest the windows will close them before leaving.

- b) The classroom teacher will be the last to leave the room. He or she will turn out all lights and close the door as he or she leaves.
- c) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.
- d) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- f) 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 White Card (extra students listed)

The signal to return to the school building will be the short bell. It will be sounded upon completion of the drill. 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 students.

## **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.

## **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.

## **Field Trip 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**

**Progress** reports for MS/High School students must be generated and into the office on or before the end of the last day of school for the week. **Prior to a progress report with a failing or near failing grade, communication with parents and students should have occurred.**

MS/High School grades are given as a letter or percentage as requested by the building principal. No incomplete or condition grades will be given, but grades may be changed by request of the classroom teacher to the principal. If a student fails the first semester and passes the second semester, a classroom teacher may pass a student for the full year.

The elementary, grades K-6, utilize a standards based grading system of four proficiency levels. Student learning is assessed through clearly defined priority standards, using at least three data points per standard for accuracy, and focusing on progress toward proficiency. Student progress is communicated to students and families through standard-specific proficiency scales and through quarterly report cards.

The 7-12 grading system, grading and expectations???

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.

**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 administration before they are asked to 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.

### **Lesson Plans**

Each teacher will prepare and complete lesson plans by Monday at 8:00am for the week. Staff will utilize Planbook to submit lesson plans to the building principal. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. An up-to-date seating chart of the class or classes shall be part of the lesson plan book. 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.

## **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, e-mail, 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 or guidance counselor.

## **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. **Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.**

### **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 may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- 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.

### **Projection Maps**

The school district will only use the Gall-Peters projection map or a similar cylindrical equal-area projection map or the AuthaGraph projection map for display or use in the classroom. Use of the Mercator projection map is prohibited unless:

1. The Mercator projection map is used in conjunction with other projection maps in a teaching exercise to demonstrate that all maps are flawed in some way and different map projections serve different functions and may affect how individuals view the world; or
2. The Mercator projection map is part of any:
  - a. book or material obtained prior to July 19, 2024; or geographic information system; or computer program that renders a three-dimensional representation of Earth based primarily on satellite imagery, such as Google Earth or similar software; and
  - b. a Gall-Peters projection map or similar cylindrical equal-area projection map or an AuthaGraph projection map is displayed in the classroom or shown to students during the lesson in which a Mercator projection map is used.

### **Pupils' Records**

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case

of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. This book must be turned into the principal at the end of each school year.

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.

### **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 8:00 a.m. and 4:00 p.m., Monday through Friday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. 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 8:00 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 periods and conference periods.**

Personal work may not be done on school time.

### **Sponsors**

Certified staff members are assigned by the superintendent 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. **No student is to be left unattended in the school building at any time.**

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

### **Student Aides**

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

### **Student Attendance**

Students are expected to arrive at each class, be seated and ready for instruction 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 each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants 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. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

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 must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

### **Student Illness**

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

### **Student Medication**

Student medications should not be dispensed by staff members unless they follow the following procedures.

No staff members other than the school nurse, administrative assistant, and/or building principal may 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 and cough syrup or cough drops.

Staff members 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, a child guard cap and directions for administering the medication.

After receiving the medication, the school employee should lock the medication in a cabinet or 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. **HPC Negotiated agreement** - Teachers who must cover other classes when a substitute is not available will be compensated \$20.00 for each period equivalent to a high school class period or elementary planning period. The covering of classes must result in losing the only plan period said teacher has during the teaching day. Teachers requesting sub pay must fill out a form in each building's office and have it verified by the Administration, or his/her designee, to be eligible for said pay.

### **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**

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book 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 or damaged books. Student textbooks must be covered with a book cover.

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

## **SECTION THREE 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 will be granted up to 1 day off from work with pay in the event of the death of your spouse, child, parent, or sibling grandparents, father in-law, mother-in-law, son-in-law, or daughter-in-law; All requests for bereavement leave should be submitted to the Principal.

### **Holidays**

10 month classified employees will receive paid time off on the following 4 holidays: New Year's Day, Labor Day, Thanksgiving, and Christmas Day.

Building Secretaries will receive paid time off on the following 5 holidays: New Year's Day, Memorial Day, Labor Day, Thanksgiving and Christmas Day.

Twelve month classified employees will receive paid time off on the following 6 holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, 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.

### **Personal Leave**

Ten month classified employees will receive up to 1 day of paid personal leave, building secretaries and twelve month classified employees will receive up to 2 days of paid personal leave each school year 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 from year to year.

### **Reporting When School is Closed**

Unless the superintendent directs otherwise, staff shall not be required to report when school is canceled due to inclement weather.

### **Sick Leave**

Ten month classified employees will receive 5 days of sick leave and twelve month classified employees will receive 7 days of sick leave, accumulated to 25 days. A staff member who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone, must notify his or her immediate supervisor at least three hours prior to the time he/she regularly reports to work. Employees shall not be paid for accrued unused sick days at the end of the school year or in the event of termination of employment.

### **Vacation**

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

Twelve month classified employees anniversary dates will be set as August 1<sup>st</sup>. Ninety days after the date of hire, the employee will be awarded a prorated number of vacation days to be used up to August 1<sup>st</sup>. Employees will be awarded 10 vacation days to be used between August 1<sup>st</sup> and July 31<sup>st</sup> of each year. Additional vacation days are awarded referencing the chart below:

Year 1	Prorated after 90 Days
Year 2- 10	10 Days
Year 11 - 15	15 Days
Year 16 – 20+	20 Days

## STAFF DIRECTORY

### Members of the Board of Education:

Shane Van Pelt	President
Nate Spurling	Vice-President
Chad Hoffman	Secretary
Megan Pike	Treasurer
Dorinda Brown	Member
Kayla Zoucha	Member

### Administrative Staff:

Jason Brown	Superintendent
Micah Fisher	Jr./HS Principal
Breanne Helgoth	Elementary Principal
Greg Wood	Activities Director

### Teaching Staff:

#### **Elementary**

Sydnee Asche	Early Childhood
Jacey Shenk	Kindergarten
Tabitha Rieken	1st Grade
Kristi Lindburg	2nd Grade
Kierra Bearinger	3rd Grade
Laura Hedrick	4 <sup>th</sup> – 6 <sup>th</sup> Grade ELA
Maegan Pinneo	4 <sup>th</sup> – 6 <sup>th</sup> Grade SS & Title I
Bailey Williams	4th - 6th Grade Science
Sarah Person	4th - 6th Grade Math
Jessica Hatfield	Media Specialist/Tech
Madison Hinrichs	Special Education
Haylee Sandman	4-6 P.E./Health
Raydee Swanson	Title I/Art
Alexander Bradenburg	Music/5-6 Band
Megan Bruce	Guidance Counselor

#### **MS/HS**

Erin Ackerson	Math
Stephanie Carlson	English/Speech
Hannah Conner	Art
Sarah Grigsby	Guidance Counselor
Jessica Hatfield	Business/Library
Seth Wert	Vocational Ag
Martin Phillips	Special Education

Brittany Klingsporn	Math/Science
Kent Frenzen	PE/Weights
Kodee Finkral	FCS
Scott Musil	Science
Tanner Wood	Soc. Studies
Tana Pankoke	English/Ag
Greg Wood	Math/A.D.
Alexander Bradenburg	Instrumental/Vocal Music
Jeremy Struckman	Spanish
Rebekah Kraeger	Vocational Ag/Welding

**Tech Staff**

Emma Moore PK-12

**Office Staff:**

Stacey Troutman	Bookkeeper/Superintendent's Admin. Asst.
Carrie Swanson	7-12 Admin. Asst./Athletic Admin. Asst.
Sarah Engler	PK-6 Admin. Asst./Child Nutrition Program Director

**Support Staff:**

Megan Buller	K-6 Paraprofessional/Clarks
Sierra Konwinski	Early Childhood Paraprofessional/Clarks
Shelby Osantowski	K-6 Paraprofessional/Clarks

**Child Nutrition Program:**

Penny Bengtson	Head Cook/Clarks
Donna Graham	Assistant Cook/Clarks
Linda Szatko	Assistant Cook/Clarks
Maria Acuna	Head Cook/Polk
Wilka Santos	Assistant Cook/Polk

**Custodians:**

Ryan Jones	Head Custodian/Clarks
Mike Howell	Head Custodian/Maintenance/Polk
Nick Rodine	Custodian/Polk
Monica Dunham	Custodian/Polk
Nicole Giron	Custodian/Polk

**Transportation Department:**

Mike Howell	Regular
Norm Manstedt	Regular
Greg Wood	Activities
Kelly Urkoski	Regular
Justin Smith	Regular
Dorinda Brown	Sub
Brandy Glasser	Regular
Carrie Swanson	Regular

## **4012 Staff Internet and Computer Use**

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

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

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

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

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

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes

with the staff member's ability to perform their assigned duties.

4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

## **II. School Affiliated Websites**

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

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

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

## **III. Enforcement**

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

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

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with

the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

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

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

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

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

**3057**  
**Title IX Policy**

As required by Title IX of the Education Amendments of 1972, it is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report must be made by any means to the district's Title IX Coordinator whose contact information can be found on the district's website and in the district's student and staff handbooks. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.



## HIGH PLAINS COMMUNITY SCHOOLS 2025-2026 DISTRICT CALENDAR

August, 2025						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
		Stu	12	Tchr	15	

August, 2025	
8	New Teacher PD
11 & 12	Teacher PD
13	Teacher Workday
14	Students First Day 1:30 Dismissal

September, 2025						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
		Elem	Stu	20		
		JHHS	Stu	20	Tchr	21

September, 2025	
2	Labor Day, No School
15	Teacher PD, No Students

**OPTION #2.**

October, 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
		Stu	21	Tchr	22	

October, 2025	
2	PK-12 PFT Conferences 2:00-8:00 pm (all students dismiss @ 1:30)
3	No School, FT Comp Day
20	Teacher PD, No Students/End of 1st Quarter (46 Days)
21	Start of 2nd Quarter

November, 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
		Stu	16	Tchr	17	
1st Q	44	Elem	Stu	1st Q	49	Tchr
1st Q	44	JHHS	Stu			

November, 2025	
11	Veteran's Day
19	HPC Hosting One-Act/No PK-12 Students
26-28	Thanksgiving Break, No School

1q - 44 49  
2q - 40 41

December, 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
		Stu	15	Tchr	16	
1st sem	84	Elem	Stu	1st sem	90	Tchr
1st sem	84	JHHS	Stu			
2nd Q	48	Stu	2nd Q	41	Tchr	

December, 2025	
19	PK-12 Students Dismiss @ 1:30 End of 2nd Quarter/1st Semester
24-31	Moratorium (all facilities closed to public)
24-25	Holiday Break, No School

January, 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
		Stu	19	Tchr	20	

January, 2026	
1-2	Holiday Break, No School New Year's Day
5	Teacher PD, No Students
6	PK-12 Students Resume

February, 2026						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
		Elem	Stu	19		
		JHHS	Stu	19	Tchr	20

February, 2026	
12	PK-12 PFT Conferences 2:00-8:00 pm (all students dismiss @ 1:30)
16	Teacher PD, No Students President's Day

March, 2026						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
		STU	18	TCH	19	
3rd Q	46	Elem	Stu	3rd Q	42	Tchr
3rd Q	46	JHHS	Stu			

March, 2026	
4-6	Spring Break, No School
6	End of 3rd Quarter (40 Days)
16	Teacher PD, No Students

3q - 40 42  
4q - 49 53

April, 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
		Stu	19	Tchr	20	

April, 2026	
24	Easter Break, No School
13	Teacher PD, No Students

May, 2026						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
		Stu	14	Tchr	16	
4th Q	49	Stu	4th Q	53	Tch	
2nd Sem	89	Elem	Stu	2nd Sem	95	Tch
2nd Sem	89	JHHS	Stu			
Year	173	Elem	Stu	Year	185	Tch
Year	173	JHHS	Stu			

May, 2026	
9	Graduation
20	Students Last Day, 1:30 Dismissal End of 4th Quarter/End of 2nd Semester
21	Teacher PD
22	Teacher Work Day/Last Day

	New Teacher PD		Early Dismissal 1:30
	Staff PD/No Students		No School/Breaks
	Teacher Workday/No Students		No School for PK-6 Students/7-12 Students in Session
	Graduation		

[HPC Teacher Evaluation Tool](#) (please see link)

**ACKNOWLEDGMENT OF RECEIPT**

I acknowledge that I have received a copy of the **High Plains Community School's** 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

2.15. Review, discuss, and take all action for the bus route and subpay for the 2025-26 school year.

## **Charge/Rates 2025/26**

<b>Bus Rates</b>	<b>\$39/Route</b>
<b>Pre-K</b>	<b>\$39/Route</b>
<b>Activity</b>	<b>\$17/Hour</b>
<b>Shuttle</b>	<b>\$18</b>
<b>JH Sports Shuttle</b>	<b>\$18</b>
<b>Sports Route</b>	<b>\$18</b>
<b>Columbus SPED</b>	<b>\$39/Trip</b>
<b>Shuttle Rider</b>	<b>\$11.00/Trip</b>
<b>Summer Weights</b>	<b>\$42/Day or \$18/Trip</b>
<b>Summer School</b>	<b>\$42/Day or \$18/Trip</b>
<b>Painting</b>	<b>\$16.50</b>
<b>Mowing</b>	<b>\$16.50</b>



2.16. Review, discuss, and take any action for Clarks siding renovation and drywall project.



2.17. Review, discuss, and take all necessary action on Cooperative agreement with Fullerton Public Schools

2.18. Review, discuss, and take any action on deeming school items surplus and disposing of them appropriately.

3. Executive Session

4. Motion to Adjourn

5. **\*CLOSED SESSION: If, during the course of the meeting, discussion of any item on the agenda should be held in closed meeting, the board will conduct a closed meeting in accordance with the Nebraska Open Meetings Act**

6. **\*SEQUENCE OF AGENDA: The sequence of agenda topics is subject to change at the discretion of the board.**