

Agenda

1. Preliminary Procedures
 - 1.1. Call meeting to order & announce Open Meetings Act is Posted
 - 1.2. Public Notice as publicized per board policy
 - 1.3. Roll Call
 - 1.3.1. Action to excuse board members if necessary
 - 1.4. Pledge of Allegiance
 - 1.5. **1.5 Mission** Seward Public Schools - a district rooted in excellence - in cooperation with family and community members is committed to the development of the whole student and affirms that all students will have the skills to become productive, resilient, and contributing members of their community.
 - 1.6. Approval of Agenda
2. Public Forum: (The Board President reserves the right to place time limits on individuals and topics.)
 - 2.1. Public Forum on Agenda Items: This is your opportunity to speak to items on the agenda. If you are not a part of the presentation of the agenda item you need to speak now. Thank you for your participation.
 - 2.2. Public Forum on Any Topic: This is your opportunity to speak to any topic concerning the school district. Since it is not an agenda item the board cannot discuss or take action at this time on the matter. Future discussion can be requested as an agenda item. Thank you for your participation.
3. Discussion Items
 - 3.1. Flag Foreign Exchange Program
 - 3.2. JEO- Schedule and Process for Community Outreach
4. Reports
 - 4.1. Superintendent's Report
5. Action Items
 - 5.1. New and Revised Policies
 - 5.2. Unified Track Proposal
 - 5.3. 2025-2026- Staff Handbooks
 - 5.4. 2025-2026 Student Handbooks
 - 5.5. Concrete Work
 - 5.6. JEO Service Agreement
6. Future Agenda Items
7. Consent Agenda
 - 7.1. Approval of Minutes
 - 7.2. Approval of Financial Reports
 - 7.2.1. Treasurer
 - 7.2.2. Budget
 - 7.2.3. Activities

- 7.2.4. Athletic
 - 7.3. Approval of Claims
 - 7.3.1. General Fund
 - 7.3.2. Special Building Fund
 - 7.4. Approval of Consent Agenda
- 8. Adjournment

Please publish the following legal notice in the July 9, 2025 edition of the Seward County Independent. Thank you.

NOTICE OF SCHOOL BOARD MEETING

The board of education of the School District of Seward will meet in regular session on Monday, July 14, 2025 at 5:30 p.m. for a regular business meeting. The meeting will be held at the Administrative Offices located at 410 South St., Seward, Nebraska. An agenda for the meeting which shall be kept continually current is readily available for public inspection at the Superintendent's Office during normal business hours.

To view the agenda go to <http://SewardPublicSchools.org/> and find the eMeeting link.

5006
Foreign Exchange Students

The school district may accept a foreign exchange student on a non-tuition basis if the student is sponsored by an organized exchange program that is acceptable to the board of education, approved for enrollment, and resides with a host family that lives within district boundaries.

A foreign student is not entitled to tuition-free schooling in the school district merely because he or she resides with a family within the district. The host family and/or sponsoring exchange program must file an application with the administration to enroll the student. In reviewing the application, the administration will consider the following factors:

whether the student possesses a sufficient command of the English language;

whether an appropriate program is available;

whether the student meets the general admission requirements for the school; and

such other factors as are relevant to the admission of the student.

Foreign exchange students who are accepted and enrolled will be subject to all policies and regulations governing the conduct and behavior of resident students.

Adopted on: June 14, 2010

Revised on: _____

Reviewed on: _____

Proposed Schedule

SEWARD PUBLIC SCHOOL

Revised: 07/08/2025

4/14 BOE Meeting

- JEO: Present initial Facility Study Findings

5/5 Staff Meeting

- JEO: Gather Staff Input

5/12 BOE Meeting

- JEO: Review additional Facility Study Findings & Staff Input
- JEO: Review proposed Schedule
- JEO: Discuss Construction Manager

5/22 Final Facility Assessment Completed

- Shared with Superintendent & BOE

6/09 BOE Meeting/Workshop

- JEO: Share preliminary Priorities List for BOE input
- Outcome: Draft Capital Improvement Plan
 - o Board's priorities for immediate and future improvement needs

7/14 BOE Meeting

- Public Engagement Plan

8/11 BOE Meeting

- JEO: Present preliminary concept solutions and options
 - o Architectural Block Diagrams
 - o Site Diagrams

August / Date TBD – Focus Group

- Show needs assessment and gather focused feedback

9/8 BOE Meeting

- Share Focus Group feedback

September / Date TBD – Open House

- Show needs and gather feedback

September / Date TBD – Staff & Public Survey

- Show needs and gather feedback



10/13 BOE Meeting

- Share Open House & Survey Feedback
- JEO: Present updated concept solutions and options
 - o Architectural Block Diagrams
 - o Site Diagrams
 - o Initial 3D Interior/Exterior Views (as determined)

11/10 BOE Meeting

- Categorized Priority List Completed
- Conceptual Diagrams Completed
- Statement of Probable Costs Completed

November / Date TBD – Open House

- JEO: Show needs & conceptual solutions and gather feedback

12/8 BOE Meeting

- Bond Scope of Work Substantially Determined

1/12/2026 BOE Meeting

- Resolution to Election Commissioner (for March bond vote)
- 8 Fridays prior to election day (confirm w/ Election Commission)

2/9/2026 BOE Meeting

- Public Engagement & Education Ongoing

Jan – Feb / Date TBD – Open House (as needed)

3/9/2026 BOE Meeting

- Public Engagement & Education Ongoing

3/10 Election Day



Public Engagement Tasks:

District Leading:

- Messaging
- Website Design & Hosting / Social Media Plan / News Releases
- Community Presentations
- Citizen Advocacy Group/s & Bond Committee informational meetings
- Athletics Partnerships (Plum Creek)
- Educational Mailings & Newsletters

JEO Leading:

- Material & Content Development
 - Needs Assessment
 - Masterplan Concepts
 - Conceptual Diagrams
 - Statement of Probable Costs
 - Interior/Exterior 3D Views/Renderings



Seward School District - Working Priority List (DRAFT)

July 8, 2025

Item #	Description	(Good, Fair, Poor) Assessment	(1-3) Priority	Allowance Budget	(YES, MAYBE, NO) Include	YES	MAYBE	NO	Notes	Totals	
HIGH SCHOOL											
Safety & Security											
H 1	New Administration Office & Secure Vestibule/Check-in	Poor	1	\$440,000	YES	\$440,000			Repurpose Office Space (AD, Counselor) Enhance Locker Rooms?		
H 2	Add Shop HVAC Ventilation & Cooling	Fair	2	\$90,000	YES	\$90,000					
H 3	Storm Shelter Improvements	Poor	1	\$100,000	YES	\$100,000					
H 4	Front Entry Site Improvements	Poor	1	\$100,000	YES	\$100,000					
H 5											
						SUBTOTAL	\$730,000	\$0	\$0	\$730,000	
Educational											
H 6	Science Lab Additions or Renovations	Poor	1						Current student in 3rd grade with needs. Plan for new/transfer student Modern day creative/maker multipurpose space. General Funds North section of HS (priority)		
	Addition			\$2,000,000	YES	\$2,000,000					
H 7	Woods & Metal Shop Improvements	Fair	2	\$400,000	YES	\$400,000					
H 8	Life Skills & SPED Improvements	Poor	2	\$150,000	YES	\$150,000					
H 9	Maker Space Improvements	Poor	2	\$150,000	YES	\$150,000					
H 10	Vocal Music Room Improvements	Poor	1	\$300,000	YES	\$300,000					
H 11	Ag Lab Addition	Poor	1	\$500,000	YES	\$500,000					
H 12	Cafeteria Improvements	Fair	2	\$100,000	NO			\$100,000			
H 13	General Storage Addition	Fair	1	\$100,000	NO			\$100,000			
H 14	Interior Corridors 'Refresh'	Fair	1	\$100,000	YES	\$100,000					
						SUBTOTAL	\$3,600,000	\$0		\$200,000	\$3,800,000
Activities / Athletics											
H 15	Visitor Locker Room Improvements	Poor	2	\$200,000	YES	\$200,000				Home & Away. Primary concern is damaged locker replacement; line of sight. Would need to relocate Art Room (tied to Science Addition). ScoreVision Video Board - Booster Club funds? South side of existing S parking lot? Possible drainage issues? separate project; committing money from bond	
H 16	Home Locker Room Improvements	Fair	2	\$50,000	YES	\$50,000					
H 17	Weight Room Expansion	Poor	1	\$150,000	YES	\$150,000					
H 18	Sports Complex Improvements	Poor	2	\$7,900,000	YES	\$7,900,000					
H 19	Tier 1 Replacement (new track & grass field)			\$1,800,000							
H 20	Tier 2 Replacement (Tier 1 plus full stadium upgrade)		SUM UP	\$4,600,000							
H 21	Add Synthetic Turf			\$1,500,000							
H 22	Parking Expansion	Fair	2	\$400,000	YES	\$400,000					
H 23	Practice Field Expansion / Improvement	Fair	2	\$150,000	YES	\$150,000					
H 24	Training / Recovery Upgrades	Fair	2	\$100,000	YES	\$100,000					
H 25	Plum Creek Enhancements			\$1,000,000	YES	\$1,000,000					
						SUBTOTAL	\$9,950,000	\$0	\$0	\$9,950,000	
Operations & Maintenance											
H 26	General Deferred Maintenance								General Funds General Funds General Funds possibly consider as an alternate scope Original equipment. Highest priority. Original equipment. Efficiencies w/ item H34 concurrently?		
H 27	Sealant Maintenance	Fair	2	\$50,000	NO			\$50,000			
H 28	Brick Masonry Maintenance	Fair	2	\$50,000	NO			\$50,000			
H 29	Roof Replacement & Maintenance	Poor	2	\$900,000	NO			\$900,000			
H 30	Mechanical										
H 31	Ventilation Improvements at 1990 Classrooms	Poor	2	\$30,000	NO			\$30,000			
H 32	Add Cooling to Auxiliary Gym	Poor	2	\$400,000	YES	\$400,000					
H 33	Replace 1961 Cabinet Unit Heaters at E&W Vestibules	Poor	2	\$30,000	YES	\$30,000					
H 34	HVAC Replacement at 1995 Classrooms	Poor	2	\$1,000,000	YES	\$1,000,000					
H 35	HVAC Replacement at 2000 Spaces	Poor	2	\$1,700,000	NO			\$1,700,000			
H 36	Replace Air-Cooled Chiller for 2000 Spaces	Poor	2	\$400,000	YES	\$400,000					
H 37	Clean Ductwork at 1961, 1979, 1990, & 1995 Spaces	Fair	2	\$100,000	NO			\$100,000			

H 38	Add Kitchen Grease Interceptor	Poor	2	\$50,000	NO			\$50,000	
H 34	Electrical								
H 35	Add surge protection device to main electrical service panel	Fair	2	\$7,000	NO			\$7,000	separate district project
H 36	Miscellaneous electrical repairs and upgrades	Fair	2	\$50,000	NO			\$50,000	separate district project
SUBTOTAL						\$1,830,000	\$0	\$2,937,000	\$4,767,000
						YES	MAYBE	NO	
HIGH SCHOOL TOTAL						\$16,110,000	\$0	\$3,137,000	

MIDDLE SCHOOL

Safety & Security										
M 1	Infill Mezzanine Openings	Fair	2	\$10,000	NO		\$10,000	separate district project		
M 2										
M 3										
SUBTOTAL							\$0	\$0	\$10,000	\$10,000
Educational										
M 4	Theater Addition	Fair	3	\$2,500,000	NO		\$2,500,000	Future conversations needed.		
M 5	Life Skills Improvements	Fair	2	\$50,000	NO		\$50,000			
M 6										
M 7										
SUBTOTAL							\$0	\$0	\$2,550,000	\$2,550,000
Activities / Athletics										
M 8	Track & Field Addition	Fair	1	\$1,500,000	YES	\$1,500,000		8-lane track, MS level practice and events; consider 6 vs 8 lane		
M 9	Outdoor Storage Addition	Fair	1	\$100,000	NO		\$100,000		separate district project	
M 10	Wrestling Room Expansion	Fair	2	\$1,000,000	NO		\$1,000,000	On the rise, but track is a higher priority		
M 11										
M 12										
SUBTOTAL							\$1,500,000	\$0	\$1,100,000	\$2,600,000
							YES	MAYBE	NO	
MIDDLE SCHOOL TOTAL							\$1,500,000	\$0	\$3,660,000	

ELEMENTARY SCHOOL

Safety & Security										
E 1	Student Drop-off / Pick-up Improvements	Poor	2	\$50,000	YES	\$50,000			New right turn only curb, striping, signage.	
E 2	New Administration Office & Secure Vestibule/Check-in	Poor	1	\$420,000	YES	\$420,000				
E 3	Storm Shelter Addition	Fair	1	\$100,000	NO			\$100,000		
E 4	Add Security Cameras	Fair	1	\$20,000	YES	\$20,000				
E 5										
E 6										
						SUBTOTAL	\$490,000	\$0	\$100,000	\$590,000
Educational										
E 7	1990 Restroom ADA & Finish upgrades	Poor	1	\$150,000	YES	\$150,000				
E 8										
E 9										
E 10										
						SUBTOTAL	\$150,000	\$0	\$0	\$150,000
Activities / Athletics										
E 11	Locker Room Upgrades	Poor	3	\$250,000	NO			\$250,000	Use for storage (current use)	
E 12	Practice Field Expansion	Poor	2	\$100,000	NO			\$100,000	Not a priority with new turf stadium complex.	
E 13										
E 14										
						SUBTOTAL	\$0	\$0	\$350,000	\$350,000
Operations & Maintenance										
E 15	General Maintenance									
E 16	Brick Masonry Maintenance	Poor	2	\$75,000	NO			\$75,000	General Funds	
E 17	Roof Replacement & Maintenance	Fair	2	\$500,000	NO			\$500,000	General Funds	
E 18	Mechanical		2							
E 19	Ventilation Improvements at 1990 Classrooms	Poor	2	\$700,000	NO			\$700,000		
E 20	Add Cooling to Gym	Poor	1	\$400,000	YES	\$400,000				
E 21	Replace Locker Room AHUs	Poor	2	\$30,000	NO			\$30,000		
E 22	HVAC Replacement at 1998 Classrooms	Poor	2	\$750,000	YES	\$750,000				
E 23	Clean Ductwork at 1990 & 1998 Spaces	Fair	2	\$100,000	NO			\$100,000		
E 24	BMCS Upgrade - Replace JACE Controller	Poor	2	\$15,000	NO			\$15,000	General Funds (planned already)	
E 25	Add Kitchen Grease Interceptor	Fair	2	\$50,000	NO			\$50,000		
E 26	Electrical									
E 27	Replace electrical main switchboard	Fair	2	\$100,000	YES	\$100,000				
E 28	Miscellaneous electrical repairs and upgrades	Fair	2	\$50,000	YES	\$50,000				
E 29										
E 30										
						SUBTOTAL	\$1,300,000	\$0	\$1,470,000	\$2,770,000
							YES	MAYBE	NO	
ELEMENTARY SCHOOL TOTAL							\$1,940,000	\$0	\$1,920,000	

DISTRICT OFFICE

General								
D 1	Board Meeting Room Improvements	Poor	2	\$50,000	NO		\$50,000	
D 2	Door & Hardware Upgrades	Poor	2	\$15,000	NO		\$15,000	
D 3	Restroom ADA & Finish Upgrades	Poor	2	\$10,000	NO		\$10,000	
D 4	Envelope Maintenance Upgrades	Fair	2	\$10,000	NO		\$10,000	
D 5	Mechanical							
D 6	Replace Gas Furnace & ACCU at 1994 North Addition	Poor	2	\$15,000	NO		\$15,000	
D 7	Clean Ductwork	Fair	2	\$5,000	NO		\$5,000	
D 8	Electrical							
D 9	Replace electrical main service panel	Fair	2	\$6,000	NO		\$6,000	
D 10	Replace existing non-functional fire alarm system	Poor	2	\$30,000	NO		\$30,000	
D 11	Miscellaneous electrical repairs and upgrades	Poor	2	\$3,000	NO		\$3,000	
D 12								
D 13								
				DISTRICT OFFICE TOTAL		\$0	\$0	\$144,000

Keep items listed, but review for future projects.

\$144,000

BUS GARAGE

General								
B 1	Open Bus Storage Facility Addition	Poor	2	\$500,000	NO		\$500,000	
B 2	Restroom ADA Upgrades	Fair	2	\$3,000	NO		\$3,000	
B 3	Plumbing							
B 4	Add Mixing Valve to Domestic Hot Water System	Poor	2	\$3,000	NO		\$3,000	
B 5	Mechanical							
B 6	Replace Two Gas Unit Heaters	Poor	2	\$20,000	NO		\$20,000	
B 7	Add Cooling to Office Area	Fair	2	\$15,000	NO		\$15,000	
B 8	CO / NO2 Detection & Exhaust Addition	Poor	2	\$50,000	NO		\$50,000	
B 9	Electrical							
B 10	Replace electrical main service panel	Fair	2	\$6,000	NO		\$6,000	
B 11	Miscellaneous electrical repairs and upgrades	Poor	2	\$20,000	NO		\$20,000	
B 12								
B 13								
				BUS GARAGE TOTAL		\$0	\$0	\$617,000

Identified, but not relevant for a bond issue.

\$617,000

	YES	MAYBE	NO	
GRAND TOTAL	\$19,550,000	\$0	\$9,478,000	\$29,028,000

Analysis:

Total by Category for 3 School Buildings/Campus onl	Yes	Maybe	No	Total (yes & maybe)	Ratio
Safety & Security	\$1,220,000	\$0	\$110,000	\$1,220,000	6%
Education / Academics	\$3,750,000	\$0	\$2,750,000	\$3,750,000	19%
Activities / Athletics	\$11,450,000	\$0	\$1,450,000	\$11,450,000	59%
Operations / Maintenance	\$3,130,000	\$0	\$4,407,000	\$3,130,000	16%
Totals	\$19,550,000	\$0	\$8,717,000	\$19,550,000	

Analysis:

Total by Building					
High School	\$16,110,000	\$0	\$3,137,000	\$16,110,000	82%
Middle School	\$1,500,000	\$0	\$3,660,000	\$1,500,000	8%
Elementary School	\$1,940,000	\$0	\$1,920,000	\$1,940,000	10%
Totals	\$19,550,000	\$0	\$8,717,000	\$19,550,000	

1002 Creation, Amendment and Distribution of Policies

Each of these policies shall become the official policy of the school district when the board has approved it by majority vote of the members present at any lawfully convened meeting of the board.

It shall generally be the practice of the board to adopt or amend any policy after a single reading at any regular or special board meeting. However, the board may, in its discretion, review policies at multiple meetings prior to taking action.

~~Each policy shall bear the date when it was adopted, revised or reviewed.~~

~~The superintendent shall distribute copies of these policies to all members of the board, maintain a master copy in the central office, and see to it that the policies are maintained on the school district's web site.~~
maintain an official copy of the board's policies, which may be in paper copy in the central office or on the district's website or electronic board meeting site. For any policies with specific review, hearing, or posting requirements, the superintendent will ensure those obligations are completed. The superintendent will also ensure all board members have access to a copy of the district's policies.

~~Annual Review~~

~~The board shall review all policies at least once every three years. Nebraska statutes require an annual review and/or hearing to solicit public comment on these specific policies:~~

~~Parental Involvement Policy~~

~~Title I Parental Involvement Policy~~

~~(NOTE: These first two are distinct parental involvement policies, and both must be reviewed annually.)~~

~~Student Fees Policy~~

~~Bullying~~

~~Multicultural Education~~

~~Student Assessment~~

~~Teacher Evaluation~~

~~Student Academic Performance~~

~~Safety and Security Committee~~

~~Attendance and Excessive Absenteeism~~

~~The board may update or add policies as needed. The board shall determine the number of copies of policies to be made and their distribution. The superintendent shall maintain an up-to-date master copy of the policies in the main administrative office. Unless otherwise directed by the board, the master copy shall be considered the official district policy manual.~~

Adopted on: _____

Revised on: _____

Reviewed on: _____

2006 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.

~~A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.~~ 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, 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 be submitted 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; 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. ~~This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.~~
 - 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 allegations against 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 the 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 or 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 the 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 (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent or board president without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Adopted on: _____

Revised on: _____

Reviewed on: _____

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 established and maintained as a repository for such notices by a majority of Nebraska newspapers and, if available, on the newspaper's website.

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 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, ~~but are not~~

~~necessarily limited to, the Seward County Independent or the Omaha World-Herald.~~ 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, and (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: _____

Revised on: _____

Reviewed on: _____

3003

Bidding for Construction, Remodeling, Repair, or Site Improvement

I. Applicability of this policy.

Construction and contracts undertaken with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Construction with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases and contracts made by the school district for construction, remodeling, repair and other site improvements.

II. Projects with an Estimated Cost of Less than \$109,000

- A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than \$109,000.
- B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
- C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
- D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.
- E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
- F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than \$109,000 they must follow the formal procedures outlined in this policy.

III. Formal Bidding for Major Purchases and Construction

- A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project

exceeds \$109,000 for the construction, remodeling or repair of a school-owned building or for site improvement.

- B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds \$144,000 ~~-\$118,000~~.

C. Advertising for Bids

1. The superintendent or designee will arrange to advertise for bids under this section by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.
2. Nothing in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

D. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.
2. The invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.
3. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
4. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
5. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
6. Sealed bids will be opened in a place and at the specific time

stated in the bid form. Bidders shall be notified of the opening and invited to be present.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications.

E. Any or all bids may be rejected if there is a sound documented reason

F. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3004.1

Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to \$10,000 (Micro-Purchases)

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Purchases between \$10,000 and \$250,000 (Simplified Acquisition Procedures)

Simplified acquisitions are purchases that, in the aggregate amount, are more than \$10,000 and less than \$250,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement. If sealed bids are not accepted for a purchase of over \$250,000, the district will retain an explanation for that decision.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. Noncompetitive Proposals (Sole Sourcing)

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - 1) The procurement transaction can only be fulfilled by a single source;
 - 2) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;
 - 3) The federal awarding agency or pass-through entity expressly authorizes written approval of noncompetitive proposals in response to a written request from the District; or
 - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.

5. Competitive Proposals.

- a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered;
 - 2) Proposals must be solicited from an adequate number of qualified sources; and
 - 3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used to procure A/E professional services. The method may not be used to purchase other services provided by A/E firms are a potential source to perform the proposed effort.
- c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of \$25 or less.

D. Enforcement

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, board members, or agents of the District.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$10,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the

capitalization level established by the District for financial statement purposes or \$10,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;

4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. The District will notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the

property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current fair market value of \$10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity. The Superintendent or his/her designee will utilize sales procedures which ensure the highest possible return on the disposal of the equipment.

I. Equipment Retention

When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the recipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

J. Equipment and Capital Expenditures

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

K. Depreciation

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

L. Reporting and Recording Federal Property Interest

The district will comply with federal interest reporting and submit annual reports, if required, regarding a real property interest due to a renovation, major remodeling, construction, or real property project funded by federal grant funds.

V. Financial Management

A. Identification

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes. The District takes reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part [1] [200, Subpart E](#). The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior

approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

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

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

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local

funds but is used to meet a required “match” in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;
- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee’s salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

C. Fringe Benefits

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

D. Leave

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

E. Unexpected or Extraordinary Circumstances

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

F. Documentation for Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible consistent with state law.

Buy American. The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A “domestic commodity or product” is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d). The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to

facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3023 Record Management and Retention

The school district will comply with all federal record retention requirements, the Nebraska Records Management Act, and with Schedules 10 and 24 of the Nebraska Secretary of State's Records Management Division. These requirements apply to both physical and digital records. When permitted by Schedule 10 and Schedule 24 of the Nebraska Secretary of State's Office, records will be transferred to durable electronic media for long-term storage.

Special Rules Related to Electronic Forms of Communication.

Electronically stored information such as e-mail, instant messaging, and other electronic communication are important to the district's overall operation. E-mail and other forms of electronic communication which is subject to retention under the Nebraska Records Management Act may be moved to a storage method other than their original format. Each individual who creates or receives electronic communications that belong to or pertain to the operation of the district is responsible for determining whether and in what format those records must be maintained. Duplicate records may be destroyed at any time prior to the approved retention period. Staff members who are uncertain about whether a record should be retained should consult with their supervising administrator.

~~Option 1 – use if the district uses subscription Google Apps but has not activated Vault: Due to the nature and volume of forms of electronic communication related to the operation of the district, transitory or multiple copies of electronic communication will be retained with metadata intact for 30 days. After this time, the electronically stored information with metadata intact shall be subject to overwriting or deletion from the district's electronic files and records, except as otherwise required by these policies or state and federal law.~~

Option 2 – use if the district has a Subscription to Google Apps with Vault activated: The district will archive all Google Apps data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator or other designated individual will be able to retrieve electronic communication and other electronically stored information which has been vaulted.

~~Option 3 – use if the district uses Office 365: Office 365 allows your system administrator to tailor complete data retention policies for data and communications inclusive of the Office 365 sphere. You will need to check with your system administrator to see how he or she has set the retention for~~

~~electronically stored information. If the system administrator has selected the minimum retention options, you can adopt Option 1 above and if the system administrator has selected complete retention, you can adopt the following: The district will archive all Office 365 data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator will be able to retrieve electronic communication which has been deleted.~~

~~Option 4— use if the district does not use a hosted e-mail service: The district's data storage capacity is limited. Therefore, electronic communication will only be retained on District resources in its original form with its metadata intact for a period of 60 days from the date the electronic communication is created.~~

School-affiliated Social Media Posts. Communication on school-affiliated social media accounts are considered short-term communications pursuant to the Records Management Act. As such, they will be retained in their original form on the vendor's system and will not be deleted by the user for at least 6 months. Individuals who are uncertain as to whether a specific social media account is "school-affiliated" should refer to the Board's policy on Staff and District Social Media Use contained elsewhere in these policies.

Special Rules Related to Security Camera Footage. Video footage from security cameras is generally considered working papers under the Records Management Act, and will be overwritten consistent with the district's audio and video recording policy. Video footage which captures an event of educational or behavioral significance and contains personally-identifiable information will be maintained by the school district pursuant to its policy on student records.

Student Records. The retention of student records is also governed by the board's policy on student records.

Records Regarding Pending or Threatened Litigation. When litigation against the district or its employees is filed or threatened, the district will take all reasonable action to preserve all documents and records that pertain to the issue. When the district is made aware of pending or threatened litigation, a litigation hold directive will be issued by the superintendent or his/her designee. The directive will be given to all persons suspected of having records that may pertain to the potential issues in the litigation. The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted.

Federal Award Records. The district will retain federal award records as required by 2 C.F.R. § 200.334. This includes retaining all federal award records for three years from the date of submission of their final financial report. For awards that are renewed quarterly or annually, the district will retain records for three years from the date of submission of their quarterly or annual financial report, respectively. Records to be retained include but are not limited to, financial records, supporting documentation, and statistical records.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3026 Handbooks

The school district’s handbooks for students and staff are intended to convey information and explain school regulations and procedures that are necessary for the school to run smoothly and efficiently. The district’s handbooks are an extension of these policies and have the force and effect of board policy when approved by the board of education. Although the ~~board~~ ~~board of education~~ may ~~take action to~~ approve the handbooks annually, the administration has the authority to change the contents of any handbook without board approval so long as the changes are consistent with board policy.

The administration may provide only the amendment to the individuals affected by the change without providing them with the full handbook unless required by law.

None of the district’s handbooks creates a “contract” between the school district, staff members, parents or students.

If any information contained in any handbook conflicts with board policy or state statute, the policy or statute will govern.

Adopted on: _____
Revised on: _____
Reviewed on: _____

302936 Purchasing (Credit) Card Program

The board approves the use of a purchasing card (credit card) program for the purchase of goods and services for and on behalf of the school district. The board will determine the type of purchasing card or cards to be used in the program and may contract with a third-party provider as provided by law.

Authorized Purchases. Authorized users have standing authority to use the purchasing card to charge actual, necessary, and reasonable travel expenses and ~~insert other standing authorized expenditures~~. approved school purchases where a PO may. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee. The maximum amount that may be charged in a single day is \$1500 or a higher amount if approved by superintendent. insert amount.

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

Authorized Users. Individuals holding the following titles may be assigned an individual purchasing card: District and Building Administrators. The board may take action at any meeting to authorize additional users or to revoke or suspend user privileges. Such action shall be recorded in the minutes. The school may also maintain a purchasing card in the name of the school district. School district employees may purchase school related goods and services with the school district credit card only with authorization from the superintendent.

Documentation. Employees ~~seeking reimbursement for making~~ a purchasing card purchase must submit an itemized receipt ***and*** a purchasing card receipt to the school district. The itemized receipt must include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. ***A non-itemized credit card receipt alone is not sufficient.*** Designated school personnel shall maintain the documentation for at least 7 years or as otherwise required by Schedule 10 – Local School Districts or Schedule 24 – Local Agencies (General Records) maintained by the Nebraska

Records Management Division. Employees must maintain copies of any documentation submitted to the school district.

Suspension or Termination of Privileges. The board or the superintendent (or his or her designee) (1) ***shall*** temporarily or permanently suspend the purchasing card privileges of any individual that does not submit an itemized receipt for each purchasing card purchase, and (2) ***may*** temporarily or permanently suspend the purchasing card privileges of any individual for any other reason. The individual's purchasing card account must be immediately closed and he or she must return the purchasing card to the superintendent or board. Purchases that are not accompanied by the required documentation shall be considered unauthorized, and the individual making the purchase must reimburse the district within 10 days of the purchase or the discovery of the non-itemized purchase, whichever occurs first.

Reward Points or Rebates. Any reward points, rebates, or other benefits received from the third-party purchasing card company are and shall remain the property of the school district.

Purchase Review Procedures. The superintendent, or his or her designee, and _____ will conduct independent reviews of credit card expenses, or a sample thereof, on a **monthly** basis. Any unlawful or unauthorized expenditure or other discrepancy will be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee will provide the board at each regular meeting with the documentation submitted pursuant to this policy or a summary of that documentation with a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase must be addressed as provided in this policy or as otherwise allowed by law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3043 Design-Build Contracts

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. § 13-2901 through § 13-2914).

~~The board shall adopt a resolution by a two-thirds affirmative vote selecting the design-build contract delivery system prior to proceeding with any of the steps involved with solicitation or execution of any construction contract. For a project authorized under subsection (3) of section 13-2914, the resolution shall include a statement that the political subdivision has made a determination that the design-build contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract delivery system.~~

I. **Definitions.** For purposes of this policy:-

A. **Act** means the Nebraska Political Subdivisions Construction Alternatives Act.

A.B. **Board** means the District's Board of Education.

B.C. **Department** means the Nebraska Department of Education.

C.D. **Design-Build Contract** (~~DBD-B~~ Contract) means a contract which is subject to qualification-based selection between the District and a Design-Builder to furnish (a) architectural, engineering, and related design services for a project pursuant to the ~~Nebraska Political Subdivisions Construction Alternatives Act (Act)~~Act and (b) labor, materials, supplies, equipment, and construction services for a project pursuant to the Act.

D.E. **Design-Builder** means ~~the~~ legal entity which proposes to enter into a ~~DBD-B~~ Contract which is subject to qualification-based selection pursuant to the Act.

E.F. **District** means _____ Public Schools.

G. **Letter of Interest** means a statement indicating interest to enter into a D-B Contract for a project pursuant to the Act.

F.H. **NEARA** means the Nebraska Engineers and Architects Regulation Act.

G.I. **Performance-Criteria Developer** (PCD) means any person licensed or any organization issued a certificate of authorization to

practice architecture or engineering pursuant to the NEARA who is selected by the District ~~pursuant to this policy~~ to assist the District in the development of Project Performance Criteria, Requests ~~For~~ Proposals, evaluation of Proposals, evaluation of ~~the~~ construction under a ~~DBD-B~~ Contract to determine adherence to the Project Performance Criteria, and any additional services requested by the District to represent its interests in relation to a project.

~~H.J.~~ **Project Performance Criteria** means the performance requirements of the project suitable to allow the Design-Builder to make a ~~Proposal~~ proposal. Performance requirements include the following, if required by the project: capacity, durability, standards, ingress and egress requirements, description of the site, surveys, soil and environmental information concerning the site, interior space requirements, material quality standards, design and construction schedules, site development requirements, provisions for utilities, storm ~~weather~~water retention and disposal, parking requirements, applicable governmental code requirements, and other criteria for the intended use of the project.

~~I.K.~~ **Proposal** means an offer in response to a Request ~~For~~ Proposals (“~~RFP~~”) by a Design-Builder to enter into a ~~DBD-B~~ Contract for a project pursuant to the Act.

~~L.~~ **Qualification-based selection process** means a process of selecting a design-builder based first on the qualifications of the design-builder and then on the design-builder's proposed approach to the design and construction of the project;

~~M.~~ **Request for letters of interest** means the documentation or publication by which the District solicits letters of interest;

~~1.~~ ~~Act~~ means the ~~Nebraska Political Subdivisions Construction Alternatives Act~~.

~~J.N.~~ **Request for Proposals** (RFP) means the documentation by which the District solicits Proposals.~~e~~

~~K.O.~~ **Superintendent** means the District's Superintendent of Schools, or his or her designee.

~~Procedures.~~ The District shall follow the procedures below in connection with any ~~DB~~ Contract.

~~II.~~ **Rules and Procedures for Selecting and Hiring a PCD for a Specific Project.** Resolution to Select Design-Build. The Board shall

adopt a resolution by a two-thirds affirmative vote selecting the design-build contract delivery system prior to proceeding with any of the steps described below.

- A. For a project, in whole or in part, for water, wastewater, utility, or sewer construction, the resolution shall include a statement that the District has made a determination that the design-build contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract delivery system.

III. **Selecting and Hiring a Performance-Criteria Developer (PCD)**

- A. **Selecting the Most Qualified PCD for Contract Negotiations.** The required procedures for selecting the most qualified PCD for contract negotiations differ depending on the magnitude of the District's estimate of the project's basic construction cost, as described in this section A.

Project Cost \$896,000 and Below. For a project whose basic construction cost is estimated by the

1. ~~The~~ District to be \$896,000 or less, the District will use the following procedures for identifying the most qualified PCD:
 - a. ~~The~~ shall Superintendent will solicit statements of qualification from potential PCDs. Such solicitation shall include a general description of the project and shall indicate how interested individuals or firms can apply for consideration by the District. The Superintendent may, but is not required to, give public notice of such solicitation.
 - b. Based on the statements of qualifications and any other relevant information that the Superintendent receives, the Superintendent shall make a finding identifying the applicant most qualified to serve as the PCD for the project based on the applicant's capabilities to perform, adequacy of personnel, past record and performance, experience, and such other factors as may be determined by the Superintendent to be applicable to the District's particular requirements for the project.
 - c. Following such finding, the Superintendent shall recommend to the Board that it negotiate a contract with the applicant so identified.
2. **Project Cost in Excess of \$896,000.** For a project whose basic construction cost is estimated by the District to exceed \$896,000,

the District will use the following procedures for identifying the most qualified PCD:

- a. The District will encourage eligible persons ~~individuals~~ or ~~organizations~~ firms who desire to provide professional services to the District as its PCD for the project to submit a statement of qualifications ~~and performance data to the District.~~ At least thirty ~~fifteen~~ (15) days prior to selecting and hiring a PCD ~~the deadline to respond~~, the District ~~shall~~ will publish notice in a newspaper of general circulation in the District that it is seeking a PCD for a design-build project. The notice shall include the following:
 - i. A general description of the ~~Design-Build~~ project; ~~Directions regarding how~~
 - ii. How interested ~~persons or organizations~~ firms can apply for consideration by the District; and
 - iii. The date by which ~~persons~~ individuals or ~~organizations~~ firms must submit their ~~applications~~ statements of qualifications; and
 - iv. A statement that any ~~person~~ individual or ~~organization~~ firm applying for consideration by the District must obtain a copy of the District's Design-Build Contract Policy from the Superintendent.
- b. To apply to be the District's PCD, applicants must submit a current statement of qualifications ~~and performance data~~ to the District. The statement of qualifications must include evidence that the applicant is licensed or certified to practice architecture or engineering pursuant to the NEARA. Applicants must update any information provided to the District to reflect any changed conditions of the applicant.
- c. Applicants shall first be certified by the Superintendent as qualified to act as a PCD for the District. In order to certify an applicant, the Superintendent shall make a finding that a PCD is fully qualified to render the required service. Factors to be considered in making this finding shall include capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; ~~experience~~; equipment and facilities; promptness, ~~and~~; the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are

found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it ~~strictly~~ in accordance with its terms ~~capabilities to perform~~.

- d. The Board ~~shall~~will evaluate each qualified applicant's ~~current~~ statement of qualifications and ~~performance data any other relevant the District has received~~. The Board ~~shall~~will conduct discussions with, and may require public presentations by ~~no less than, at least~~ three applicants regarding their qualifications, approach to the project, and ability to furnish the required service, ~~and other factors identified above~~.
- e. The Board ~~shall~~will select, in order of preference, at least three applicants deemed to be most highly qualified to perform the required services after considering the factors ~~outlined~~identified above.

L.B. Negotiating a Contract with the PCD. The Board shall negotiate a contract with the most qualified applicant (identified via the procedures above) for professional services at compensation that the Board determines is fair and reasonable. In making such determination, the Board shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For all lump-sum or cost-plus-a-fixed-fee professional service contracts, the Board shall require the applicant receiving the award to execute a certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any professional service contract under which such a certificate is required shall contain a provision that the original contract price and any additions thereto shall be adjusted to exclude any significant sums by which Board determines the contract price had been increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one year following the end of the contract.

Prohibition Against Contingent Fees. The contract between the District and the PCD must

- ~~A. If the Board is unable to negotiate a satisfactory contract with the applicant considered to be the most qualified at a price the Board determines to be fair and reasonable, it shall terminate negotiations with that applicant. The Board may then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified applicant, it shall terminate negotiations with that applicant. The~~

~~Board shall then undertake negotiations with the third most qualified applicant.~~

~~B. it shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.~~

~~M.A. The Board may designate a committee to carry out any or all of the Board's duties under the PCD selection section of this policy, provided that the Board must approve any agreement with an applicant prior to its execution. Any such committee must have among its membership at least one person who is licensed to practice architecture or engineering pursuant to the NEARA.~~

~~C. The public shall not be excluded from the meetings or proceedings under this section of this policy in accordance with the Open Meetings Act.~~

~~1. The contract between the District and the PCD shall contain a prohibition against contingent fees as follows: "The PCD warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the PCD, to solicit or secure this agreement and that the PCD has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the PCD, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or the making of this agreement." Upon violation of such provision, the District shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, or consideration.~~

C. Effect of Unsuccessful Negotiations

~~1. If the Board is unable to negotiate a satisfactory contract with the applicant to be the most qualified at a price the Board determines to be fair and reasonable, negotiations with that applicant shall be formally terminated. The Board shall then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified firm, the Board shall terminate negotiations with such applicant. The Board shall then undertake negotiations with the third most qualified applicant.~~

If the Board is unable to negotiate a satisfactory contract with any of the selected applicants,

2. the Board shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.

D. Board-Designated Committee. The Board may may designate a committee to carry out any or all of the Board's duties under this PCD selection and hiring section of this policy, provided that the Board must approve any agreement with an applicant prior to its execution. Any such committee must have among its membership at least one person who is licensed to practice architecture or engineering pursuant to the NEARA.

E. Open Meetings Act. The public shall not be excluded from the meetings or proceedings under this section in accordance with the Open Meetings Act.

N.F. The PCD is ineligible to be included as a provider of any services in a Proposal for the project on which it has acted as a PCD.

A

O.G. The PCD ~~may not be~~ is prohibited from being employed by or ~~may not have a~~ having any financial or other interest in a Design-Builder that will submit a ~~Proposal~~ proposal.

~~Procedures and standards to be used to prequalify~~

II. IV. Pre-Qualifying Design-Builders:

- A. **Letters of Interest.** The District, ~~with the help of the PCD,~~ shall prepare a request for ~~letters~~ Letters of interest. ~~The Interest, which request for letters of interest shall:~~

 1. Describe the project in sufficient detail to permit a Design-Builder to submit a letter of interest~~;~~.
 2. Be published in a newspaper of general circulation within the District at least thirty (30) days prior to the deadline for receiving letters of interest; and
 3. Be sent by first-class mail to any Design-Builder upon request.

- B. Letters of interest shall be reviewed by the District in consultation with the PCD. The District and the PCD will evaluate prospective Design-

Builders based on the information submitted to the District in response to the request for letters of interest.

- C. The District shall select at least three prospective Design-Builders, except that if only two Design-Builders have submitted letters of interest, the District shall select at least two prospective Design-Builders. Such selected Design-Builders shall be considered prequalified and eligible to receive and respond to the RFP.
- D. The District and PCD shall use the following standards when selecting which prospective Design-Builders to prequalify: capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; ~~experience~~; equipment and facilities; promptness, ~~and~~; the quality of work previously done ~~by applicant~~; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the ~~applicant~~Design-Builder could perform it ~~strictly~~ in accordance with its terms ~~capabilities to perform~~.

Procedures

~~2. — Preparing Requests for the preparation and content of RFPs.~~
III.V. Proposals (RFP). The District, with the ~~help~~assistance of the PCD, ~~shall~~will prepare the RFP, which shall contain:

- A. The identity of the ~~school district~~District for which the project will be built and ~~the District that will execute the Design-Build Contract; design-build contract;~~
- B. A copy of this Design-Build ~~Contract~~Contact Policy and all other policies ~~adopted by the District relating~~related to the ~~DBD-B~~ Contract;
- C. The proposed terms and conditions of the ~~DBD-B~~ Contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the Design-Builder selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;
- D. A project statement which contains information about the scope and nature of the project;
- E. Project Performance Criteria;

- F. Budget parameters for the project;
- G. Any bonds ~~or~~and insurance required by law or as may be additionally required by the District;
- H. The criteria for evaluation of Proposals and the relative weight of each criterion;
- I. A requirement that the Design-Builder provide a written statement of ~~it~~the Design-Builder's proposed approach to the design and construction of the project, which may include graphic materials illustrating the proposed approach to design and construction but shall not include price proposals;
- J. A requirement that the Design-Builder agree to the following conditions:
 1. ~~(i)~~—An architect or engineer licensed to practice in Nebraska will participate substantially in those aspects of the offering which involve architectural or engineering services;
 2. ~~(ii)~~—At the time of the design-build offering, the Design-Builder will furnish to the Board a written statement identifying the architect or engineer who will perform the architectural or engineering work for the design-build project;
 3. ~~(iii)~~—The architect or engineer engaged by the Design-Builder to perform the architectural or engineering work with respect to the design-build project will have direct supervision of such work and may not be removed by the Design-Builder prior to the completion of the project without the written consent of the Board;
 4. ~~(iv)~~—A Design-Builder offering design-build services with its own employees who are design professionals licensed to practice in Nebraska will: (a) comply with the NEARA by procuring a certificate of authorization to practice architecture or engineering and (b) submit proof of sufficient professional liability insurance; and
 5. ~~(v)~~—The rendering of architectural or engineering services by a licensed architect or engineer employed by the Design-Builder will conform to the NEARA and rules and regulations adopted under the ~~Act~~NEARA; and
- K. Other information which the District chooses to require._____

IV-VI. Notice of RFP. At least thirty (30) days prior to the deadline for receiving and opening Proposalsproposals, the ~~notice of the RFP~~District shall cause a Notice of RFP to be:

- A. Published in a newspaper of general circulation within the District;
- B. Filed with the Department; and
- C. Sent ~~by first class mail~~directly to the prequalified Design-Builders only.

Procedures for preparing

V.VII. Preparing and submitting Submitting Proposals:

- A. Prequalified Design-Builders shall prepare and submit Proposals as required by the RFP.
- B. All Proposals shall be sealed. Proposals shall not be opened until expiration of the time established for making Proposals as set forth in the RFP.
- C. Proposals may be withdrawn at any time prior to acceptance.
- D. The District has the right to reject any and all Proposals except for the purpose of evading the law. The District may thereafter solicit new Proposals using the same or a different Project Performance Criteria.

Procedures for evaluating

VI.VIII. Evaluating Proposals:

- A. The District may only proceed to negotiate and enter into a ~~DBD-B~~DBD-B Contract if there are at least two proposals from prequalified Design-Builders.e
- B. The District Board shall refer the proposals for recommendation to designate members of a selection committee. The selection committee, which shall be a group of include at least five persons ~~designated by the District.~~ Members of the selection committee ~~shall~~must include ~~(1):~~
 1. One or more members of the ~~school board,~~ (2) Board;
 2. One or more members of the ~~school~~District's administration or staff, ~~(3) the school's architect or engineer~~ (4) any;
 3. The PCD;
 4. Any person having special expertise relevant to selection of a ~~design-builder~~Design-Builder or construction manager under the Act;i and ~~(5) a~~
 5. A resident of the District other than an individual included in subdivisions (1) through (4) of this subsection.

A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a ~~design-builder~~Design-Builder who has a

~~proposal~~Proposal being evaluated and shall not be employed by the District or the ~~school's architect or engineer~~PCD.

C. The District shall refer the Proposals for recommendation to the selection committee.

B.D. The selection committee and the District shall evaluate ~~proposals~~Proposals taking into consideration the criteria enumerated in ~~subdivisions~~subsections (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

1. ~~(1)~~ — The financial resources of the design-builder to complete the project **(up to ten percent)**;
2. ~~(2)~~ — The ability of the proposed personnel of the design-builder to perform **(up to thirty percent)**;
3. ~~(3)~~ — The character, integrity, reputation, judgment, experience, and efficiency of the design-builder **(up to thirty percent)**;
4. ~~(4)~~ — The quality of performance on previous projects **(up to thirty percent)**;
5. ~~(5)~~ — The ability of the design-builder to perform within the time specified **(up to thirty percent)**;
6. ~~(6)~~ — The previous and existing compliance of the design-builder with laws relating to the contract **(up to ten percent)**; and
7. ~~(7)~~ — Such other information as may be secured having a bearing on the selection **(up to twenty percent)**.

NOTE TO BE DELETED: The percentages listed above must be modified so that they add up to 100%. This can be done directly in the policy, at the time the school board designates the Design-Build method for a specific project, or at a later time but before the RFP is published and sent out.

C.E. The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of NEB. REV. STAT. § 84-712.01.

^eD.F. ~~D.~~ The District shall then evaluate and rank each ~~proposal~~Proposal on the basis of best meeting the criteria in the ~~request~~

for proposals RFP and taking into consideration the recommendation of the selection committee.

~~3. Procedures for Negotiations between the District and Design-Builders Submitting Proposals Prior to the District's Acceptance of a Proposal.~~

IX. Negotiating a Design-Build Contract

E.A. The District may attempt to negotiate a DBD-B Contract with the highest ranked Design-Builder selected by the Board District and may enter into a DB Contract Design-Build contract after negotiations.

F.B. The negotiations shall include a final determination of the manner by which the design-builder Design-Builder selects a subcontractor.

G.C. If the District is unable to negotiate a satisfactory DBD-B Contract with the highest ranked Design-Builder, ~~it~~ the District may terminate negotiations with that Design-Builder. The District may then undertake negotiations with the second highest ranked Design-Builder and may enter into a DBD-B Contract ~~with that Design-Builder~~ after negotiations.

H.D. If the District is unable to negotiate a satisfactory DB Contract contract with the second highest ranked Design-Builder, ~~it may terminate negotiations with that Design-Builder. The~~ the District may ~~then~~ undertake negotiations with the third highest ranked Design-Builder, if any, and may enter into a DBD-B Contract ~~with that Design-Builder~~ after negotiations.

I.E. If the District is unable to negotiate a satisfactory DB Contract contract with any of the ranked Design-Builders, ~~it~~ the District may either revise the RFP and solicit new Proposals proposals or cancel the design-build Design-Build process. ~~under the Act.~~

J.F. If the District is able to negotiate a satisfactory contract D-B Contract with a design-builder Design-Builder, the District shall file a copy of all design-build contract D-B Contract documents with the State Department of Education within thirty (30) days after their full execution. Within thirty (30) days after completion of the project, the design-builder Design-Builder shall file a copy of all contract modifications and change orders with the State Department of Education.

~~Procedures for Filing and Acting on~~

VII.X. Formal Protests Relating to the Solicitation or Execution of DBD-B Contracts:

~~A. — Definitions.~~

A. Definitions. For this section on "Formal Protests Related to the Solicitation of Execution of D-B Contracts" the following definitions apply:

1. **Interested party** shall mean an actual or prospective ~~bidder~~Design-Builder whose direct economic interest would be affected by the award of a contract by the District to another party or by the failure of the District to award a contract to such actual or prospective ~~bidder~~Design-Builder.
2. **Protest** shall mean a written objection by an interested party on any phase of the bidding procurement process, including specification, preparation, ~~bid solicitation~~performance criteria development, RFP, pre-qualification, ranking, contract negotiations, and ~~intent to award.~~

B. Right to Protest. An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after public notice of the bid event giving rise to the protest. Protests based on alleged apparent improprieties in a solicitation or other request for ~~proposals~~Proposals must be filed before ~~bid~~Proposal opening or the ~~closing date~~deadline for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the ~~design-builder~~Design-Builder. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

1. The name and address of the interested party;
2. Appropriate identification of the relevant solicitation, and if a bid Proposal has been opened, its number, and date of opening;
3. A detailed statement of reasons for the protest;
4. Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and
5. The action(s) the protestor desires the ~~school district~~District to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the

contract should be suspended. The ~~school-district~~District shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the District.

C. ~~C.~~—**Authority to Resolve Protests.** Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent’s investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protester and all other ~~bidders.~~Design-Builders. If not satisfied with the decision of the Superintendent, any interested party protester may appeal to the Board, but the decision shall be final unless the interested party protester files a timely appeal with the Board.

D. ~~D.~~—**Board Appeal Procedures.** Any interested party protester, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. ~~The school district board of education~~The Board shall consider the Decision of the Superintendent and shall make the final decision on the protest. ~~The school district board of education’s~~The Board’s decision shall be final.

~~VIII.~~XI. **Refinements and Changes.** A ~~DBD-B~~DBD-B Contract may be conditioned upon later refinements in scope and price and may permit the District, in agreement with the Design-Builder, to make changes in the project without invalidating the ~~DBD-B~~DBD-B Contract. Later refinements shall not, however, exceed the scope of the project statement contained in the RFP.

XII. Adherence to Performance Criteria. Throughout the project, the PCD shall remain engaged on the project and shall be responsible for monitoring the Design-Builder’s adherence to the Performance Criteria in the

Design-Builder's performance of the D-B Contract. Upon PCD's observation that the Design-Builder's performance of the D-B Contract has or is reasonably likely to materially diverge from the Performance Criteria, the PCD shall promptly notify the District of such observation and the basis for the same.

IX.XIII. **Projects Excluded.** The District shall not use a ~~design-build contract~~Design-Build Contract for any construction project excluded by NEB. REV. STAT. —§ 13-2914 or any other applicable law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3047 Data Breach Response

I. Preparation

A data breach is an instance in which personal information as defined by state law or personally identifiable information as defined by federal law is released or accessed in an unauthorized manner. The district will implement and maintain reasonable security procedures and practices that are appropriate to the nature and sensitivity of the personal information handled by the district. In order to ensure compliance with state and federal law; in the event of a breach the following preparatory steps shall be taken.

A. Data Governance

The superintendent, or their designee, will create an annually updated data directory that will include:

1. Computing devices purchased by the district,
2. Software that is installed on district devices,
- 2.3. Approved vendors/contractors that have access to personal information or personally identifiable information,
- 3.4. Staff members with access to district devices,
- 4.5. Staff members with active usernames and passwords for any district software.

B. New Devices and Software

Any new software or device that is used in a district building for district purposes will be submitted to the superintendent or their designee for inclusion in the directory.

II. Incident Response Plan

A. Assessment and Investigation

1. If the District becomes aware of a data breach it will make every reasonable effort to remedy the cause of the breach as soon as possible.

1.2. The District will contact its cyber or relevant data breach insurance provider -in the event of a suspected breach.

2.3. The District will conduct a good faith, reasonable, and prompt investigation to determine the likelihood that personal information has been or will be used for an unauthorized purpose.

3.4. This investigation will include, but not be limited to, an assessment of what software, hardware, and physical documents were accessed; which District personnel had access to the compromised data; and what specific data was compromised.

B. Notification of Effected Individuals

1. If the investigation determines that the use of information about a Nebraska resident for an unauthorized purpose has occurred or is reasonably likely to occur, the district shall give notice to the affected Nebraska resident.
2. Notice shall be made as soon as possible and without unreasonable delay, consistent with the legitimate needs of law enforcement and consistent with any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the computerized data system.

C. Notification of Law Enforcement and Outside Organizations

1. Should notice of the breach be required to any individual, notice of the breach will be simultaneously sent to the Nebraska Attorney General's office.
2. The Superintendent will determine if the Family Policy Compliance Office will be notified of the breach.
3. The Superintendent will determine if the Privacy Technical Assistance Center will be notified of the breach.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4051
Staff and District Social Media Use

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

I. Personal Versus School-Affiliated Social Media Use

A. Personal Social Media Use

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.
3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.
4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

B. School-Affiliated Social Media Use

1. Any social media account which purports to be “the official” account of the school district (e.g., “**Bulldog Bluejay** Wrestling”), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district’s business purpose. Staff members may not use “official” accounts for personal use.
2. Staff ~~may be~~ required to provide their supervising administrator with the username and password to school-affiliated social media accounts.
3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.
4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections. They are also not allowed to make any press releases or other official communications on behalf of the district without prior administrative approval. In other words, staff do not speak “for the district” directly or indirectly unless specifically authorized and directed to do so.

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

A. General Use and Conditions

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

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

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member's supervising administrator.

B. Acceptable Use

~~1. Staff may use social media for instructional purposes.~~

2.1. Staff may use social media for school-related communication with fellow educators, students, parents, and patrons. Student communication must be consistent with the district's professional boundaries policies and expectations.

3.2. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter. This includes spotting AI-generated content, fakes, spoofs, and discerning the quality and reliability of content.

C. Unacceptable Use

1. Staff shall ~~not~~ never access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.

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

3. Staff shall not access social media networking sites such as Facebook, TwitterX, and Instagram, Snapchat, and TikTok on school-owned devices or during school time unless ~~such access is for an educational activity which has been preapproved by the staff member's immediate supervisor~~ permitted by district policy or preapproved by the staff member's

immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

III. School-Affiliated Digital Content

A. General Use and Conditions for School-Affiliated Accounts

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

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

B. Moderation of Third Party Content

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

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

1. Is obscene, lewd, lascivious, true threat, or appeals to prurient interests;
2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;
3. Contains fighting words or content that is threatening, harassing, or discriminatory ~~words or phrases~~;
- 3.4. Advocates, promotes, or encourages the use of drugs, alcohol, or other prohibited substances;
- 4.5. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
- 5.6. Contains any other threat to the safety of students and staff.

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.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4057 Superintendent Evaluation

The board shall observe and evaluate the superintendent based upon actual classroom observations for an entire instructional period at least twice during his first year of employment and at least once each year thereafter. Additional evaluations may be conducted at the discretion of the board. For the purposes of this policy, "actual classroom observation" shall mean observing the superintendent performing activities that are typical of his or her position. An "entire instructional period" for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of some aspect of the superintendent's work during the semester for no less than 40 minutes.

Purpose. The purposes of the formal job evaluation are:

1. To provide a means of rational, structured communication between the board and superintendent to create a more constructive and effective working relationship.
2. To provide a basis for commending, rewarding, and reinforcing good work, as well as identifying areas where the superintendent needs to improve.
3. To clarify the superintendent's role and inform the superintendent of the board's expectations.

Dates. Unless otherwise provided for in the superintendent's employment contract, the first year evaluations should take place (1) at or prior to the **October** board meeting, and (2) at or prior to the **January** board meeting. Annual evaluations shall generally take place ~~at a board meeting held~~ during the month before the date in the superintendent's employment contract by which the board must notify the superintendent of its intention to consider the nonrenewal or amendment of the contract. In the absence of such a contract provision, the annual evaluation should take place at or prior to the March board meeting. The Superintendent shall remind the Board members in writing at least 45 days before the date of each upcoming evaluation and shall make his evaluation an agenda item for the board meeting.

Evaluation Document. The superintendent shall submit a recommended evaluation document to the board. The board shall meet and discuss the proposed document with the superintendent. The board may amend and adopt the proposed evaluation document. The board may amend the document or adopt a new document without amending this policy. The superintendent shall submit the evaluation document to the Nebraska Department of Education.

Evaluation Procedures. Each board member shall have the opportunity to complete a draft evaluation document. The board president shall compile the individual draft evaluations into a single and final evaluation, provide a copy to the superintendent, and discuss it with him or her. If the superintendent's evaluation is conducted at a board meeting, ~~the~~ the superintendent's evaluation may be conducted in closed session if it is necessary to prevent needless injury to the superintendent's reputation and if he or she has not requested it be done in open session.

Deficiencies. If deficiencies are noted in the superintendent's work performance, the board shall provide the superintendent at the time of the observation with a list of deficiencies and a list of suggestions for improvement and assistance in overcoming the deficiencies. The board shall also provide the superintendent with follow-up evaluations and assistance when deficiencies remain, a timeline for improvement, and sufficient time to improve. In the alternative, the board may rely upon the superintendent's education, training, and expertise and require him or her to submit a "list of suggestions for improvement" or plan of improvement for the board's consideration.

Personnel File. The evaluation shall be signed by the board president (or other member of the board) and the superintendent. The superintendent shall place a copy of the evaluation in his or her personnel file. The superintendent may provide a written response to the evaluation to the board. A copy of the response shall also be placed in the superintendent's personnel file. The board may meet with the superintendent to discuss the written response.

Policy Limitation. The evaluation procedures are included in this policy as a result of the board's statutory obligation to evaluate the superintendent and do not give the superintendent any rights not provided by statute. The board's failure to comply with any procedures provided in this policy but not required by law shall not prohibit the board from taking any action regarding the superintendent's employment, up to and including the nonrenewal, amendment, or cancellation of the employment contract.

Adopted on: _____
Revised on: _____
Reviewed on: _____

4059
Behavioral and Mental Health Training

All public school employees who interact with students and any other appropriate personnel are required to complete ~~at least one hour of~~ behavioral and mental health training with a focus on suicide awareness and prevention training every year. The training may include, but need not be limited to, topics such as identification of early warning signs and symptoms of behavioral and mental health issues in students, appropriate and effective responses for educators to student behavioral and mental health issues, trauma-informed care, and procedures for making students and parents and guardians aware of services and supports for behavioral and mental health issues.

The superintendent will determine the appropriate personnel required to receive the training. The training materials for this training must be included in the Nebraska Department of Education’s list of approved training materials. The length of the training shall be a reasonable amount as determined by the school board.

These employees must complete the training designated by the school district or superintendent no later than **October 31** of each school year or within 30 days of their initial employment, whichever is later. Failure to complete this training may subject the employee to employment-related discipline.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5001 Compulsory Attendance and Excessive Absenteeism

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 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 and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a exempt 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 exempt 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^[1]

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 (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student
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 ~~5~~ ^[2] unexcused absences or the hourly equivalent in any semester, the Attendance Officer ~~will follow the attached procedure for addressing barriers to the student's attendance.~~ may send written notification of the student's total absences to the student's parent or guardian. When a student receives ¹⁰ unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and offer to meet with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives ¹⁵ unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer ~~may~~ ^{must} file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer ~~may~~ ^{must} file a report with the appropriate county attorney.

~~Making Up Absences (Optional — Remove or revise based on your District's practices.)~~

~~When a student receives [X] unexcused absences or the hourly equivalent in any semester, the student shall be required to make up those absences~~

through attendance in [insert program]. Absences shall be made up at a rate of [insert rate.]

Adopted on: _____

Revised on: _____

Reviewed on: _____

5016 Student Records

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

For purposes of the district's compliance with state and federal law, [and subject to the limitations in the paragraph above,](#) the district "maintains" as "student records" all records, files, and documents which are located in any format and within any storage unit of the district, whether in hard copy, digital, or otherwise.

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

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional

service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

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

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

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

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

5031 Student Appearance

The board directs the Administration to develop and maintain a dress code that governs student appearance and that shall be included within the student handbook(s). The Administration may elect to adopt different versions of the dress code for different schools, buildings, or grades (e.g., elementary dress code, high school dress code, etc.).

General Regulations. Dress codes adopted in conformance with this policy may prohibit student attire or appearance that:

- Causes or is reasonably likely to cause a material and substantial disruption to the District's programs and activities.
- Invades the rights of others.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, lewd speech, indecent 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.

Students may be required to adhere to uniform standards and/or wear district-approved or issued uniforms in order to participate in activities.

Specific Limitations on Dress Codes. Except as provided in the *Health and Safety Standard* below, the specific dress codes enacted pursuant to this policy may not:

- Target, disproportionately impact, discriminate, or be applied in a discriminatory manner against any students on the basis of race, religion, sex, disability, or national origin;
- Prohibit a student from wearing attire associated with race, national origin, or religion (including religious attire, natural and protective hairstyles, adornments or other such characteristics); or
- Require a student's hair be permanently or temporarily altered.

Health and Safety Standard. Notwithstanding these *Specific Limitations on Dress Codes*, this policy allows for dress codes to regulate characteristics associated with race, national origin, or religion under the following circumstances:

- In the absence of regulating the student's appearance or attire, it is reasonably certain that the health and safety of the student or another individual will be impaired;
- Regulating the student's appearance or attire is for nondiscriminatory reasons;
- Regulation of the student appearance or attire is applied equally;
- The administrator (or his or her designee) engages in a good-faith effort to reasonably accommodate the student and notifies the student's parent or guardian, in a language that such parent or guardian understands, of the school district's attempt to accommodate the student's appearance or attire; and
- The school district uses a process to obtain written or oral consent from a student's parent or guardian prior to altering a student's appearance or removing or altering a student's attire.

Record Retention. When the *Health and Safety Standard* is used, the school must keep records on each effort to reasonably accommodate a student's appearance or attire, hairstyle, adornment, or other characteristics associated with race, national origin, or religion occurring at school, on school grounds, or at a school-sponsored event and ensure that such records allow for analysis of related data and delineate:

- The reason for such student's referral relating to the dress code; and
- Federally identified demographic characteristics of such student.

Dress Code Enforcement. School personnel are authorized to request immediate changes in the appearance or attire of student so as to remedy any dress code violations. Enforcement of dress code violations must be done in a manner that is consistent with a school's overall discipline plan and in a consistent manner. A student's violation of the dress code shall not subject the student to long-term suspension, expulsion, or mandatory reassignment as provided in NEB. REV. STAT. § 79-267. A violation of the dress code may not require the student to miss substantial classroom time, instruction time, or school activities.

Under no circumstances is any administrator, teacher, other member of the school district's staff, or any school district contractor allowed to permanently or temporarily alter or cut a student's hair.

No student shall be disproportionately affected by dress code enforcement because of the student's gender, race, color, religion, disability, or national origin.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6031 Emergency Exclusion

Grounds for Emergency Exclusion. Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

(a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

(b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

Extension of Exclusion. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s). The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing. The notice shall include notice of a recommended hearing examiner and an alternate hearing examiner for consideration by the parent(s) or guardian(s) if a hearing is requested.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit a request for a hearing on the proposed extension of the exclusion within one school day of receiving the notice of the proposed extension.

Failure to Request a Hearing. If the parent(s) or guardian(s) do not request a hearing within ~~two~~one school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner. The parent(s) or guardian(s) shall notify the superintendent within one school day of receiving notice of the recommended extension and proposed hearing examiner and alternate hearing examiner if the alternate hearing examiner is preferred.

Hearing Examiner's Notice to Parent(s) or Guardian(s). The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within ten school days after the initial date of exclusion; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion. If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits. Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es). The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony. The student and his/her

parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify. The school district shall make available to testify at the hearing any employee who is a witness to the matter upon request from the parent(s) or guardian(s).

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations. The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6034 Concussion Awareness

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

The School District will:

- a. Require all coaches and trainers to complete a training course approved by the Chief Medical Officer ~~one of the following on-line courses~~ on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury.÷
 - ~~HEADS UP to Youth Sports Coaches: Online Concussion Training~~ Heads UP Concussions in Youth Sports
 - ~~Concussion in Sports (NFHS) What You Need to Know~~
 - ~~Sports Safety International~~
 - ~~ConcussionWise~~
 - ~~ACTIVE™ Athletic Concussion Training for Coaches; and~~

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

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

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

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

- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

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

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

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

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

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

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 August 1 prior to the year of enrollment. For second semester high school courses, the application must be filed by December 1. 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 [5] 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 [5] 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: _____

Revised on: _____

Reviewed on: _____

5031 Student Appearance

~~Any manner of dress, hair style, make up, cleanliness, or personal appearance that constitutes a threat to the safety, health, welfare, or morals of the student or others; violates any statute; interferes with the education process, or school officials can reasonably predict will interfere with the education process; or causes or may cause excessive maintenance problems in the school, may be grounds for corrective or disciplinary action. The superintendent or designee may institute specific dress code regulations in any school consistent with board policy.~~

General Regulations. 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.

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.

Altering a student's appearance or removing or altering a student's attire without consent from their parent/guardian/caregiver is not allowed. Additionally, students' hair should not be permanently or temporarily altered by school personnel.

Cultural and Religious Attire. Students are allowed to wear religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids,

locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

Any person who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any public or private location where the person is otherwise authorized to be on school grounds or at any school function.

Health and Safety Considerations. 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.

Health and Safety Accommodation Process. If a health and safety standard accommodation is necessary, the District will:

1. Engage in a good-faith effort to reasonably accommodate the student and
2. Notify the student's parent or guardian of such an attempt to accommodate the student's appearance or any attire, tribal regalia, hairstyles, adornment, or other characteristic associated with race, national origin, or religion
3. Attempt to obtain consent from a student's parent or guardian prior to altering a student's appearance or removing or altering a student's attire, tribal regalia, hairstyle, adornment, or other characteristic associated with race, national origin, or religion.

Recordkeeping. The District will record efforts made to accommodate a student's appearance, attire, hairstyle, adornment, or other characteristics associated with race, religion, sex, disability, or national origin. Each record must include: the student's name; federally identified demographic characteristics; date of the occurrence; the health and safety standard relating to the accommodation; the nature of the accommodation requested; staff involved; communication with parents/guardians/caregivers, and; the outcome of the effort.

Enforcement. Violations of this policy shall be addressed in a manner consistent with the board's policies regarding student discipline.

Adopted on: _____

Revised on: _____

Reviewed on: _____

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 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 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: June 14, 2010

Revised on: August 13, 2018, August 10, 2020

Reviewed on: August 14, 2023, August 12, 2024

SCHOOL DISTRICT OF SEWARD



STAFF HANDBOOK

2025-2026

THE SCHOOL DISTRICT OF SEWARD STAFF HANDBOOK

This handbook is intended to provide information to staff related to the duties as a teacher and classified staff in the Seward Public School District. Please familiarize yourself with the information in it and refer to this handbook to answer any questions before contacting any office or administrative personnel. However, the information in the handbook is not intended to cover every possible condition, but is a guide to many of the district procedures and expectations for certificated staff. References in the handbook to “teachers” are intended to apply to all certificated staff. This includes administrators to the extent the handbook deals with professional expectations and conduct.

The guidelines in this book are in effect for the year on the cover of this document. However, these are administrative guidelines, and may therefore be changed at will by the administration if deemed appropriate and necessary for the benefit of staff, students, or the school district, with the change being in effect immediately. The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decisions based upon available district policies, state and federal statutes and regulations, and the best interests of the district. Also, teachers may be asked to insert additional information as the year progresses.

Each staff member is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information in the handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract. Staff should also be familiar with district-wide board policies not included in this manual, as well as the negotiated agreement between the School District of Seward and the Seward Education Association. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will control.

This Staff Handbook and forms are on the district website for access. Staff may also receive updates during the school year.

School District of Seward

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Seward, Nebraska 68434
402-643-2941
Fax: 402-643-4986

Seward High School

Mr. Scott Axt, Principal
Mr. Rich Eber, Assistant Principal
Mr. Scott Curry, Activities Director
532 Northern Heights
402-643-2988
Fax: 402-643-2599

Seward Middle School

Mr. Kirk Gottschalk, Principal
2401 Karol Kay Blvd
402-643-2986
Fax: 402-643-6686

Seward Elementary School

Mrs. Jessica Dominy, Principal
200 East Pinewood
402-643-2968
Fax: 402-643-4906

NOTICE OF NON-DISCRIMINATION

Seward Public School does not discriminate on the basis of race, color, national origin, sex, marital status, disability, or age or in admission or access to, or treatment of employment or educational programs and activities. The following person has been designated to handle inquiries regarding the School District's non-discrimination policies: Superintendent, Josh Fields, who may be contacted in writing at 410 South St., Seward, Nebraska, at josh.fields@sewardschools.org by e-mail or by telephone at (402) 643-2941. Any person may also contact the Office for Civil Rights, U.S. Department of Education, by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599, regarding compliance with the regulations implementing Title VI, Title IX, Section 504, or any other applicable laws.

BOARD OF EDUCATION

MR. RYNE SEAMAN, PRESIDENT
MR. PAUL DUER, VICE PRESIDENT
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ADMINISTRATION

Dr. Josh Fields, Superintendent
Dr. Shannon Hall-Schmeckpeper Special Services Director
Dr. Matt Dominy, Curriculum and Staff Development Director
Mrs. Jessica Dominy, Elementary Principal
Mr. Kirk Gottschalk, Middle School Principal
Mr. Scott Axt, High School Principal
Mr. Rich Eber, High School Assistant Principal
Mr. Scott Curry, High School Athletic Director

OTHER DISTRICT STAFF

Mrs. Heidi Covert, Business Manager
Ms. Christine Towle, Central Office Secretary
Mr. Marty Telecky, Transportation Coordinator
Mr. Adam Dowling, Maintenance Director
Mr. Craig Williams, Technology Coordinator
Ms. Christine Towle, NSSRS

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A. GENERAL INFORMATION

A1. School District of Seward

Welcome to the Seward Public School District. We hope your staff experience in our district is an enjoyable and professional one. We appreciate your efforts to help in the education and growth of our students -- and on behalf of the children, district patrons, administration, and school board, we thank you.

Should a question or a complaint regarding work arise, please present them to the administration. We want to work with our staff to best meet the needs of our students and school. All complaints and concerns should be addressed with the appropriate administrator, as this is the only place where any change can be made. Please do not practice sharing complaints or concerns with other faculty members, students, parents, or citizens of the community.

A2. Motto and Mission Statement of the District

Our Motto: "Every Student, Every Day, a Success."

Our Mission:

Seward Public Schools - a district rooted in excellence - in cooperation with family and community members is committed to the development of the whole student and affirms that all students will have the skills to become productive, resilient, and contributing members of their community.

A3. Weapons

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school sponsored function. Any teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination. State law makes it a crime to carry a handgun in schools and a staff member who violates this will be reported to law enforcement.

A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received the approval of the administration, provided it is used in the manner approved and is maintained in such a manner as the administration has directed. The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession, as well as in a teacher's motor vehicle, desk, locker, briefcase, backpack, or purse.

A4. Smoking

Smoking and the use of tobacco products, including the use of vapor products, alternative nicotine products, or any other such look-alike product are prohibited in Seward Public School District buildings, grounds and property, and in school transportation. There shall be no designated smoking areas within any of the Seward Public School District buildings. Smoking and the use of tobacco products shall also be prohibited in the stands and bleachers at the football field and near the entry of school buildings. All staff members in the school building share the responsibility of adhering to and enforcing the non-smoking policy.

A5. Activity Calendar

The school master calendar is located in the high school assistant principal's office. All faculty in any building and activity sponsors must schedule events on this calendar. Schedule any and all activities through his/her office far enough in advance that adequate planning can be done. Please check with your building principal about the event and the principal will approve and direct that the event be placed on the calendar. No faculty members are to directly place, or request that a secretary place, any events on the master calendar. All activity requests involving students must be made through the assistant principal.

A6. Mail & Bulletins

Each teacher will have a mailbox. Please check your mail on arrival and departure from school. Mailboxes should be cleared daily. Mail is picked up at approximately 1:00 p.m. each day and delivered at approximately 2:30 p.m. to the other buildings. The common practice in school procedure of informing teachers of school routine and information will be done through memos via email, bulletins from the principal's office, or via the intercom. Please make it a daily practice to check your email. 'Checking' e-mail messages should be done at appropriate times of the day so as not to take away from valuable instructional time.

A7. Newspaper Coverage/Media Contact

Teachers in charge of organizations and activities will be responsible for getting the news to the editor of the Seward Independent. The school district administration shall provide information or contact the news media in cases of crisis, emergency, or other issues of interest other than activities, social, and special programs or events. All news media should be directed to the Superintendent's Office. The superintendent or his/her designee shall issue press releases and arrange interviews. All staff members are expected to be helpful and courteous at all times to the news media, but must refer all questions to the superintendent or his/her designee.

A8. Daily Record Books/PowerSchool

Grade reports are to be turned in at the close of the school year. Each teacher must keep daily attendance, tardiness, grades, and achievement of every student in a grade book/PowerSchool as directed by their building administrator. Teachers are expected to maintain the information required for Power School in a timely manner. These records must be kept current and include the minimum information in a readily understandable format:

- Names and assigned student numbers for all students enrolled in class at the beginning of the semester. The name and date of entry for each student who enrolls after the semester opens. The date of withdrawal for each student who withdraws prior to the close of the semester.
- A complete record of the attendance of each student enrolled showing: days on which the student was tardy, days on which the student was absent, with a differentiation between excused and unexcused absences.
- A complete report of all grades for each student.

Information relating to students should not be allowed to be seen by other students, parents, or others not authorized to have access.

A9. Reporting of Child Abuse

Refer to Board Policy 4050--Reporting Child Abuse or Neglect

Because of their daily contact with school-age children, educators and other school employees are in a unique position to identify abused and/or neglected children. Nebraska law defines child abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child 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; or (6) sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Reporting Procedure. 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.

Contents of the Report. The report to authorities shall contain the following information to the extent it is available: (1) name and position of reporting person; (2) name, address, and age of abused or neglected person; (3) address of the person or persons having custody of the abused or neglected person; (4) the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect; and (5) any other information that may be useful in establishing the identity of the persons involved and cause of the abuse or neglect.

Legal Immunity. Nebraska statutes give legal immunity from any civil or criminal liability to any person who makes a good faith report of child abuse or neglect or participates in a judicial proceeding resulting from such a report.

A10. Activity Passes and ID Badges

ID badges will be provided. Faculty are required to have their ID badges visible around their neck on a lanyard or clipped to their shirts and employees are to show their card at all events they attend.

Staff spouses may earn an activity pass if they sign up, and take tickets (admission) at one home athletic event. This ID badge admits the bearer only to admission for home athletic events – not other family members. As per conference rule, this ID badge serves as the conference pass but will admit the bearer only. This pass is non-transferable.

A11. Lesson Plans

Teachers are expected to prepare lesson plans, which cover at least three days of advance instruction. Each building principal will explain the expected process at their first faculty meeting of the year. Appropriate lesson plans and substitute materials (class rosters, etc.) should always be in place in case of leave absence from work or illness. These lesson plans should enable the substitute teacher to implement the instructional objectives and continue with classroom activities and progress.

A12. Fund Raising

Many school and school-related groups and organizations desire to raise funds to support their organizations. There can be an overwhelming amount of requests for a community to support. The administration tries to balance the requests and be as fair as possible to the various associations. Before any class, school organization, or outside school-related group may conduct a fund-raising project, they must receive approval from the administration. All fund raising requests will be made in writing to the building principal and superintendent for approval, approval of which will also be given in writing. At the completion of the fund-raiser, a financial summary must be submitted to the building principal (See Appendix for forms).

A13. Inclement Weather/Emergency Conditions

The first concern of the administration during bad weather is the safety of the students and staff. If school is cancelled or delayed, the announcement will be made via Bluejay Alerts, radio and TV stations. When a delay is announced, please continue to listen for any changes that may occur if the weather worsens. All teachers shall register with the Bluejay Alerts notification system to receive weather related announcements.

On days when school is cancelled due to bad weather, teachers are not expected to be in school unless they choose to be; although when a duty day is cancelled due to weather conditions, such days will not be credited as a contract day. Make up days have been built into the yearly calendar that will allow all certificated staff to perform the total contract days. However, when school has been delayed one or two hours, teachers should plan to keep regular school hours if safe travel allows them to do so. If school is closed during the day, teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

If school is being held and parents/guardians feel strongly that they do not want their child/children to attend school, they are asked to keep them home. These students will be counted absent, but will be allowed to make up any school work without penalty within a reasonable time frame allowed for any legitimate absence.

Emergency Conditions: Seward school buildings have signals which, when activated, include the necessity to either evacuate the school building or move to safer areas of the building. All regular drills are held as required by law through the school year. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of a tornado warning, implement the school's established safety procedures.

A14. Library and Computer Lab Use

Teachers are encouraged to access the library and computer labs with their students. However, teachers are to be present and are to monitor students for appropriate use of these areas. When library assignments are made by teachers, make sure the media specialist knows in advance what students are expected to do. Teachers are not to send a group of students or a whole class to the media center without first clearing it with the media specialist. Teachers who make arrangements for classes to go to the media center are to accompany those classes and remain in the media center to supervise them while they are there.

A15. Room Appearance & Care of Room

Nails or tacks are not to be driven into walls or woodwork for hanging pictures, etc., and use of materials that will remove paint or damage walls is prohibited. Use only bulletin boards on which to fasten items. If an item needs to be fastened on the wall, please file a maintenance request. Before leaving each day, and especially at night or on weekends:

- 1) Close any windows in your room.
- 2) Turn out the lights.
- 3) Lock your doors.
- 4) Teachers leaving the building after evening custodial hours will observe to see that entrance doors are closed and locked. The teacher is responsible for turning of lights and checking any entrance doors that students may have used. Report any discrepancies to the office, or night custodian.

All orders from teachers in regard to maintenance or cleaning shall be made through the building principals. Teachers are responsible for school-owned equipment that they use, or keep in their rooms. Maintenance or repair needs of audio-visual equipment should be reported to the library. Other needs should be reported to the principal.

****Note: Burning of candles is not allowed in school buildings, per order of the fire marshal.

A16. School Assemblies

All teachers are expected to attend assemblies when classes have been dismissed for such a purpose, and to sit with and supervise the class or students they accompany to the assembly.

A17. Visitors & Salespersons in the Buildings

All visitors are to report to the office when entering the building and obtain a visitor badge. Teachers are directed to request any individuals noted in the building without a pass to report to the office, including students who are not currently enrolled in that building. Please confront them and refer them to the office, escort them out of the building, or alert an administrator for assistance.

Salespersons will not be permitted to solicit students or teachers during their instructional time during school hours. All such people are to report to the office and receive a visitor pass. Athletic and fund-raising salespersons may contact teachers during a teacher's planning time.

A18. Church Night & Sunday

It is board policy that every Wednesday, during the school year, will be left free for church activities. School activities will be scheduled only in cases beyond our control (such as NSAA scheduled activities), and this will be cleared through the office. There will be no meetings, activities, practices, etc., scheduled on Sunday, including summer activities, unless the superintendent gives approval. (See Appendix for forms).

A19. Textbooks

Teachers will document checkout and condition of textbooks to students, documenting an assigned number. This should be compared with the condition of the text when students turn in books at the end of the year. Teachers should inform students that they will be assessed fines for lost or damaged textbooks, and teachers are responsible for turning in that information to the office.

A20. Testing

The guidance department maintains a regular testing schedule for all students in the school district. These tests sometimes require interruption of classes. When this is necessary, the counselor will provide adequate notice to the teaching staff. He/she may also request assistance from the teachers in administering the tests.

A21. Health Services/Injuries

Teachers are not allowed to give medication to students unless they have been trained per statute regarding the Medication Aid Act. Students who are taking medication during the school day will need to have a signed parental/guardian release form in the office. Teachers will be made aware as needed of students who may have medical self-management plans.

Long-term prescriptions: Prior to the administration of any medicine which is to be taken by child for a period longer than two weeks, written permission of both the parent/guardian and the child's physician must be on file in the office.

Short-term prescriptions: Prior to the administration of any medicine which is to be taken by a child for a period of time less than two weeks, the written permission of the parent/guardian must be obtained. Short-term medication will usually include medicine such as antibiotics, eye drops, etc.

Safeguards for storage:

1. Medicines, which are administered under the supervision of the school, will be stored in the school office.
2. Except for emergency situations, only the school principal or his designate (office personnel) will administer or supervise the administration of medicine.
3. The medicine will be brought to school in a container with a pharmaceutical label, which must state the student's name, prescription, dosage and manner of administration.
4. Medical procedures are not to be administered in the classroom, except in accordance with the District's Emergency Protocol Plans.

The activities of the health program are implemented by school district nursing staff who are part of the education team in the identification, evaluation, and the provision for the individual health needs of all students. School health services are intended to support, not substitute for, the health care, which should be provided by the parents/guardians. Communications between parents/guardians and the school regarding a student's health is very important and beneficial. Please inform the office of any new health related problems that occur during the school year.

REPORTING INJURIES/ACCIDENTS

Every accident that results in a personal injury must be reported to the principal immediately. The nurse or principal has a form that may be used to report accidents, and the teacher must file a written report. This information is needed in completing insurance forms and in case of a lawsuit.

In the course of the school year, it is very possible that one of our students will require the rescue squad. Please use discretion when referring students to this service. If such an emergency arises, these are the procedures:

1. Notify the office immediately, (By intercom if one is available or by messenger if you are outside.) In order for the school nurse to respond, the name of the student and nature of the injury must be received with your call.
2. The teacher should render what aid possible, commensurate with the situation, i.e., severe bleeding, seizures, etc. DO NOT move student.
3. The rescue squad number is 911. Be sure to give the location of the student.

STUDENT INJURIES

The primary responsibility for medical treatment of the student rests with his/her parent or guardian. Emergency treatment of the student may be required while in attendance at school or school functions.

Except for such emergency situations, no student shall be referred by a member of the professional staff to a specific physician, para-medic, physician's assistant, therapist, athletic trainer, or other medical personnel outside the school system. In those situations where physical or emotional dysfunctions appear to exist, the professional staff member may suggest to the parent or guardian that medical attention be considered. The ultimate decision to seek medical attention, and choice of physician or medical personnel, is the responsibility of the parent or guardian.

When a student's physical or emotional condition appears to interfere with the student's ability to participate in athletic or other school activities, a professional staff member may refuse such participation until the matter is brought to the attention of the student's parent/guardian. Prior to participating in school functions suitable assurance shall be provided by the parent/guardian or the student's doctor that the student is medically capable.

The parent/guardian shall have the final approval on a student's ability to return to school activities and athletic events following an illness or injuries. The student shall not be encouraged to participate in school activities following an injury or illness over the objection of parent/guardian.

A22. Paraprofessionals

Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraprofessional, however, must not assume teaching responsibilities. Paras may assist the teacher by assisting with instructional activities under the direction of the teacher. Teaching responsibilities must be met by a teacher and cannot be delegated to a para. The teacher must function in a leadership role and the para in a supportive role.

In academic situations a para must operate under the continuous supervision of a teacher. The teacher must control the classroom environment. A para may not operate an instructional station alone, except for brief periods of time. In nonacademic situations, paras may be assigned to supervise non-teaching activities. Nonacademic activities would include supervision of playgrounds, bus loading stations,

cafeterias and study halls.

Paraprofessionals whose assistance is needed to help supervise students will attend assemblies. This generally is limited to helping supervise preschool, kindergarten and certain special education students. The teacher in charge of these students will make the decision regarding whether or not a paraprofessional's assistance is needed. All other assignments to attend an assembly will be made by the principal. In the event a paraprofessional wishes to attend an assembly on her own time, she may do so with prior administrative approval. Paras are to work only on their assigned workdays and within their assigned workday -- they will work only on days when students attend school unless special permission is granted. Teachers are directly responsible for formal evaluation of paraprofessional staff.

A23. Student Aides

Student aides are to be directly supervised by the teacher 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 teacher 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 aides or not. A student aide should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.

A24. Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations consistently, posting the expectations, teaching the expected behaviors, and being familiar with the student handbook and the behavioral expectations and plan for the building(s) in which they teach.

All staff are responsible for all students in the hallways, in the restrooms, at assemblies, pep rallies, and during lunch and on the school grounds.

A25. Copyright

It is the school's policy to follow federal copyright law. The federal copyright law governs the reproduction of works of authorship.

A26. Safety & Crisis Plans

The District has established a Safety and Security Management Plan that includes safety and security plans and procedures to address emergency and crisis situations. Teachers are expected to be familiar with and to comply with the Safety and Security Plan and place their copies in the classroom as directed. A Crisis Response Team has been organized for the Seward Public Schools. A crisis will be defined as: a) the death of a student and/or staff member, and b) catastrophic event involving students or staff. The objective of the crisis response team will be as follows:

1. To provide an organized procedure to use, should such an event occur involving a student or member of the staff.
2. To maintain a safe environment for students and staff.
3. To provide support for those directly involved.
4. To meet the special needs of individual students by working with parents/guardians, school staff, and specialists.
5. To identify students at risk, and in case of suicide, attempt to prevent imitation of suicide by others.
6. To communicate with staff, students, parents/guardians, and the public through the most effective practical methods.
7. To prevent escalation of rumors.

8. To continue effective instruction and to carry out established routines, rules, and regulations within school buildings.

A27. School Transportation/Use of Personal Vehicles

Staff who need school transportation should complete a transportation request and give it to the principal for approval. The principal will then contact the district office. The principal must sign the request form before it is sent to the district office. Fuel for the vehicles is to be obtained at the bus barn.

None of these vehicles may be used for any purpose other than school business, and all must be reserved ahead of time through the principal. Staff cannot be reimbursed for mileage on their own car if a school vehicle was available for use. If a vehicle is not available, teachers will be reimbursed at a rate of \$.50 per mile.

Teachers who drive school vehicles are responsible for following safe driving practices, including the use of seat belts by all occupants, and are responsible for any injury or accident. Teachers should refrain from using cell phones while driving a school vehicle or transporting students.

A28. Lines of Communication

Staff should follow the “lines of communication” or “chain of command,” particularly in regard to concerns, complaints, and grievances. Please be aware that in filing a grievance, one must proceed through proper channels. In the case of faculty members, any grievance is presented first to your building principal. It is imperative that the above procedure be followed. See the negotiated agreement for a detailed explanation of the formal grievance process. A chart delineating the lines of communication is available at the end of this handbook.

A 29. Faculty Meetings

Faculty meetings will be held periodically throughout the year. Agendas may be distributed prior to the faculty meetings. Some of the meetings will be used for curriculum and school improvement discussions. Please visit with the principal if there is something that needs to be discussed. Attendance is required.

A30. Field Trips

Teachers are asked to complete a field trip request form each time students are taken from classes to visit in-district or out-of-district situations. No field trips should be scheduled the first two weeks of school or the last two weeks of school. This does not include NSAA trips.

A31. Selling at Games

Teachers and volunteers will be selling tickets at games with signup sheets made available at the beginning of the year. If it should occur that someone is needed to sell tickets at games, a teacher may be assigned to sell. Tickets will be sold until after half-time (or the equivalent) of varsity contests. Gate receipts are then turned over to the high school or middle school principal for deposit. Clock Operators, Ticket Sellers, Monitors and Scorekeepers will be paid .0009 of the base salary, per activity. The rate will be rounded down to the nearest \$5.00 increment.

A32. Seward Foundation

Teachers and administrators are encouraged to submit applications to the Seward Foundation. The Foundation has application deadlines each year – April 1 and October 1.

To avoid unnecessary grant proposal paperwork on the part of those wishing to make application for funds, the Board of Education along with the school administrators, will screen potential proposals prior to April 1 and October 1.

All potential proposals should be submitted to the respective building administrator by December 1 or July 1. This first proposal should be in written form. It should briefly outline the nature of the proposed activity

and its total cost. It will be reviewed by the Board of Education at their February or August meeting. At that time the Board of Education will give their approval to the grant(s) that they would like to see proposed to the Foundation Committee. Following the Board meeting the Foundation application forms will be given to the person wishing to make application for funds.

A33. Teacher Requests to Civic Groups

Teachers wishing to approach a civic group to request materials or equipment needed for their classrooms should first clear this request with the principal. This not only makes the principal aware of the request, but provides the opportunity for questions concerning the nature of the request. You are encouraged to give presentations about your programs to civic clubs using student presenters.

A34. Grants

Teachers are encouraged to write grants to help finance their curriculum and program needs (with approval from their building principal and the district office). Teachers are asked to request and complete a Grant Application form whenever they do apply for grant dollars from the business manager. This helps the Business Manager organize the different funds.

A35. Student Teachers/Student Assistants

If teachers are interested in having a student teacher, please see the building principal. Any student assigned must be approved by the teacher and the building principal. The teacher is to have only one student teacher during the year.

If the teacher desires a student assistant (mostly from Concordia University), there will be forms available to request such an assistant. If a teacher is asked to take an assistant and does not desire to do so, this is the teacher's own decision. However, should the teacher accept an assistant, he/she must be sure that he/she defines clearly and distinctly the expectations of the assistant.

Assistant request forms may be picked up in the office. Return the form to the office to be forwarded to Concordia University.

A36. Board Meeting Agenda

A teacher may request that an item be placed on a school board meeting agenda. The teacher will need to complete the form and obtain the principal's signature and send it to the superintendent's office by the Wednesday prior to the Monday board meeting. Forms are located in the Appendices Section.

A37. School Security

The Seward School District uses electronic surveillance equipment to monitor the premises for the purposes of: employee and student safety and security; prevention and detection of crime; and the apprehension and prosecution of offenders.

A38. Videos

Movies/Videos shown in class should be related to the class curriculum. Any teacher showing a movie with a motion picture rating other than "G" should have prior approval from the building principal.

A39. Covering Class During Prep Time

Teachers who are asked to cover another teacher's class during his or her prep time, may submit a time card requesting pay for time at substitute teacher pay rates (time cards shall not be submitted unless the amount of prep time spent covering class exceeds 30 minutes).

A40. Classroom Displays

Teachers should only use good discretion when displaying items on their classroom walls, hallways, etc. Displays with inappropriate language or pictures of partially clothed people should not be displayed. As a general rule, if students are not allowed to wear something due to language or because it is too distracting, then teachers should not display anything similar in their classrooms or hallways.

At no time should displays or decorations be hung from, or placed on, the hallway or classroom ceilings as they block the flow of the fire suppression sprinklers if there is a fire.

STAFF GUIDELINES

B1. Professionalism

Seward Public School District employees are expected to adhere to the professional ethics standards established by the Nebraska Department of Education.

We consider our staff to be true “professionals” who have dedicated their careers to helping young people. Though it may be human nature to dwell on the negative things that occur in life and to complain about work, please try to be positive and keep a positive attitude about work and school.

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

We should be mindful of not making critical comments concerning students, parents/guardians, patrons, or other employees as it reflects poorly on all of us, and typically finds its way back to those in question and can create hurt and/or hard feelings. If a concern or conflict does arise, let’s try to address them in a professional manner.

Employees are expected to maintain a high degree of professionalism, as their actions and conduct reflect upon the district and the public views them as role models. It is important for staff to project a professional image to students, parents/guardian, district patrons, and co-workers. There is a strong feeling that there is a relationship between respect for educators from students and the public and being dressed and groomed in a professional manner. Blue jeans, tennis shoes, t-shirts, flip flops and other casual attire are not generally appropriate for school. The building principal may designate some “dress down” or “Bluejay” days within their building.

No Surprises – If our staff anticipates a problem that could involve any of the administrators, or one that may make it to their office, inform them. It is easier to provide support when administrators are aware of the situation. Administrators will do their best to make that a two-way street.

B2. Public Relations

As an educator, you are a representative of the school at all times. The public forms its opinion of the school system through you. All educators should strive to conduct themselves as to cast a favorable reflection upon the school and our staff and students. The school is extremely important to our community. The administration will work to keep its employees as informed on all school matters as possible. However, topics that are solely of school business should be kept this way and not discussed with others outside of the school. Remember, your comments about the school system also reflect upon you.

Teachers are reminded to make visitors and substitutes feel welcome. Do all that is possible to give help and directions in a friendly manner. Using community resource people from our district is a very positive public relations tool. Teachers are encouraged to bring people into their classrooms as much as possible. Teachers are a very important element in our public relation efforts in our school district.

Positive and professional relationships with all elements in our district help build a trusting and important image for Seward Public Schools.

B3. Responsibilities of School Employees

Nebraska State Laws do not allow school districts to accept responsibility for damage to property or injuries to individuals. Responsibility therefore, falls on the teacher or employees of the school district. This makes it absolutely essential that any school sponsored activity or use of school property is properly supervised.

These responsibilities include following the educational plans and guidelines of the district, including implementing IEP's and 504 plans. Students should be treated consistently and fairly, regardless of race, religion, gender, national or ethnic origin, or disability.

Important laws regarding your obligation to maintain confidentiality of student information and student records should be followed. FERPA requires the District to protect the privacy of students. Information about students should be shared only with other school staff when they need that information to perform their duties in relation to that student. The Family Educational Rights and Privacy Act (FERPA) gives parents/guardians and students over 18 years of age rights of access and confidentiality with respect to education records.

All teachers are to respect the privacy of students, certified staff, and non-certified staff. Staff members will be held responsible for releasing information deemed a property right to unauthorized people. It is inappropriate to discuss student problems or situations out in the general public with anyone other than the appropriate parent or legal guardian.

You may not share information with anyone other than the student, parent/legal guardian, certain government officials like counselors, police officers, county attorney, etc. Non-Custodial Parents do have rights unless we have a court order taking those rights away.

When in doubt about FERPA issues, gather information and tell those requesting the information that you need to get clearance from your principal.

P/T Conferences – Be careful what you show and who you talk to. If the legal guardian or parent is at the P/T Conference and they have a grandma or grandpa with them, that would indicate permission by the parent (since they are in attendance); however, if a relative would show up on their own for P/T Conferences you should direct them to the building principal as FERPA prevents you from sharing information about students with them.

IDENTIFYING INFORMATION - WARDS OF COURT

4-009.28D19 Release of Photographs and Identifying Information Regarding Wards:

No photographs or slides of a Department ward or other identifying information regarding a Department ward may be released for use on posters, in presentations, press releases, newsletters, etc., without the written consent of the youth's worker and supervisory approval. In deciding whether consent will be given, the worker shall consider:

1. Legal status (if parental rights are intact, written parental consent must be obtained.);
2. the ward's opinion and wishes; and
3. use of material (for example, if child is identifiable, will it be detrimental to the child or his/her family.) If a situation is questionable, the worker shall not give consent.

B4. Use of School Property and Equipment

The personal use of school district property is not to be considered a benefit of employment. During the school year, teachers may access the facilities outside of the school day, providing such access is for

work-related reasons. School facilities should not be accessed by employees for personal use. School equipment, materials, and supplies should not be used or taken from the school buildings for personal use. Employees shall use the school phones, postage, and fax machines for business use only, and each employee will be issued a personal code number that must be used to access long distance service. All long distance calls must pertain to school business. Employees should be as economical as possible when using the phone. Personal calls should be made with an employee's own calling card or phone credit card. Phone service to the school is taxpayer supported and is provided tax-free to tax exempt organizations such as the school district, and as such is intended for school business.

School equipment and materials will not be used for commercial purposes of individual employees. No employee shall use his position to solicit business from students or parents nor should any employee conduct personal business during school time. Teachers shall not perform duties unrelated to their employment with the district during school time, nor engage in outside employment which conflicts with school responsibilities.

The district would like to allow access for employees to Internet use and email, as personal use does not place any additional cost on the district and can be a "fringe" benefit to employees. Please follow the district guidelines for use of the Internet. However, employees should take care to use common sense and limit the use of personal email or Internet access during business hours. Remember, anything that you forward will have your address and name on it and there are statutes on the improper use of state government property. You can create a problem for yourself if inappropriate material or use is being forwarded through the use of school property (computers & service). Again, employees are not allowed to use school email or Internet access for commercial purposes or gain. Use of school technology equipment will be allowed only with approval of the building principal and must be for school related activities.

Teachers must not lose their keys and are not to loan their school keys to students or anyone else to retrieve articles or run errands, or access the building or classrooms at any time. It is the duty of all teachers to see that the furniture and equipment belonging to the district is given the best of care. Anyone abusing school property in any way should be dealt with immediately and also reported to the building administrator.

The District reserves the right to access or search school property and places where items are stored that are used by employees. Teachers should keep personal items separate. The District is not responsible for personal property that teachers bring to school and it is recommended that teachers do not bring sizeable amounts of money or valuables to school.

Property and facilities of the Seward Public Schools may be used by the public for educational purposes provided that administrative approval has been granted.

B5. Supervision of Students

Teachers are responsible for all students under their direction and should at all times be with them. All students must be under the direct supervision (i.e. within sight and sound) of the teacher or sponsor during class time, at recess, study hall, in the locker rooms, weight rooms, gyms, or any after school activity. Students in classrooms should not be left unattended, nor should students at practice or during any other activity be left unattended. If a necessity arises, call the office or find a replacement to cover for you while you are gone. Students are not to be sent by teachers on school directed errands away from the buildings. Any exception to this must be approved by the building principal or his/her designee.

Appropriate supervision includes supervising students while they are being transported to an activity on school transportation. Teachers are expected to enforce the bus regulations, maintain order, and are responsible for student behavior. Ensure that athletes treat opponent facilities and locker rooms appropriately. Class sponsors are responsible for their group any time they have meetings. When classes hold meetings, teachers are to meet with the class they sponsor.

SCHOOL DISTRICT OF SEWARD SPONSOR RESPONSIBILITIES ON ACTIVITY AND FIELD TRIPS

1. The sponsor of Activity trips/Field trips should submit a bus request at least three working

days before the trip. If at all possible bus requests for activity trips may be submitted to the Transportation Supervisor for the entire season at the beginning of the activity.

2. The sponsor shall enforce the established bus trip rules while his assigned group is riding the bus.

- (a) Stay seated while bus is in motion
- (b) Keep bus clean
- (c) Observe same conduct as in the classroom
- (d) Do not block aisle of the bus
- (e) Cooperate with the driver
- (f) Be courteous, use no profane language

3. When necessary, the sponsor should sit in the back or the middle of the bus to control unruly passengers.

4. The sponsor should alert his group when stopping at railroad crossings by calling out TRACKS and insist upon silence.

5. After the passengers leave the vehicle on returning to school, a coach or sponsor should check the vehicle for remaining equipment and possible damage. The vehicle should be cleaned.

6. Transportation of Unsafe Items: School transportation vehicles shall not transport any items, materials or equipment which in any way would endanger the lives, health, or safety of the passengers and driver. In addition, any item or items which would break or could produce injury if tossed about the inside of the school transportation vehicle should be properly secured. (State Law) Items should be carefully stored out of the aisle and in the overhead luggage rack.

7. Students may not eat or drink on activity trips or field trips unless the driver gives permission. Bottles will not be tolerated because of glass breakage. All trash must be picked up and brought to the front of the bus and deposited in the trash container. Sponsors should see that this is done.

8. Any damage received to a vehicle will be assessed to either an individual or to the organization.

9. In the event of bad weather, the sponsor, bus driver, and/or coaches should determine whether or not to continue to an activity or to return.

10. After reaching the destination vehicles will be locked. If students need to come back to the vehicle for any reason after the vehicle has reached its destination, contact must be made with the driver. The driver will stay in the area of the activity. If the driver needs to leave the area, he/she will inform the coaches and/or sponsor where he/she can be reached.

11. The activity trip/field trip should be made using the shortest and safest route. The bus driver shall always be notified of any deviation from the requested trip.

12. Communication is the key word for an efficient activity trip/field trip. The sponsor should communicate a departure time and approximate return time.

13. If a bus or van becomes unsafe because of faulty equipment, the safety of the passengers is of utmost importance. Other schools will always cooperate in times of emergencies and vehicles should not be driven if the situation is unsafe.

14. Capacity for all vans is 10, plus the driver. (Effective August 1998)

Students should be provided with proper instruction when undertaking activities that could result in an injury. Note in lesson plans when safety issues are addressed with students and bring students who are absent during that phase of instruction up-to-date upon their return. If you are supervising when an accident occurs, be certain that you notify the principal of the accident and fill out an accident report.

Alert the office if any safety hazards come to your attention. Contact the office for assistance if a situation warrants it, especially if there is a chance of injury or danger to students; such as a health emergency, fighting, or the presence of weapons or other illegal items.

If school is dismissed early due to inclement weather, teachers are expected to remain with students until arrangements have been made for all students to safely leave or be transported from school.

Corporal punishment is prohibited by State Law and by the Seward Public School District.

B6. Teaching Certificates

All teachers must have their teaching certificate registered with the Superintendent of Schools. All new teachers and first year teachers must have their certificate on file before they may begin work or receive a paycheck.

B7. Payroll

All paychecks for certificated staff will be direct deposited on the 15th of the month, with the first check of the contract year issued on the 15th of September. If the 15th falls on a holiday or weekend, the deposit will be made on the business day before. All classified staff will be paid every two weeks and payday is every other Thursday. Seward Public Schools will pay the same amount for ticket taking, keeping books, line judging, and scoreboard to classified staff members as certified staff members according to the teacher-negotiated agreement. Classified staff hourly rate for the 25-26 school year will not exceed the teacher-negotiated agreement of \$30 per event. Each event is roughly an hour and a half to two hours. Please put the number of hours on your time card per event. For example, if you do line judging for volleyball for three events your hours would roughly be four and a half hours for the evening and you would receive \$90 for the three events. Please let Heidi know if you have any questions.

Certificated Staff Salary and benefits are paid according to the employee's contract and the negotiated agreement. Payroll deductions will be made as per the negotiated agreement and in accordance with the law. Classified Staff pay is determined by years of experience and the classified staff salary schedule.

According to Nebraska law, all staff between the ages of 21 and 65 must participate in the state retirement program if you work four or more hours a day. Please submit your retirement number to the business manager of the district. Teachers must also participate in the social security program. Please notify the business manager of your social security number and number of exemptions.

B8. Assignment & Transfer

Each employee of the district shall be assigned to a specific position at the direction of the Superintendent of Schools and may be transferred to any other position as the superintendent may direct. This applies to extra duty assignments, as well. The extra-curricular program of the school district is an integral part of the overall educational program of the school district. As such, a teacher shall not reasonably refuse to accept such extra-duty assignments. Performance in an extra duty appointment is part of the performance evaluation in the District.

Transfers may be made at the initiative of the superintendent or at the request of the employee and for the purpose that, in the judgment of the superintendent, is for the welfare of the employee or the school.

B9. Communications

Communication between members of our staff is essential. It is important that we support and encourage each other on a daily basis. It is also important that we keep each other informed about upcoming events, student issues, etc. In all matters of communication between members of the staff, short emails with the dates, times, and topics are advisable. Never assume that a verbal message was delivered accurately; and, never assume that another individual will remember a message that was briefly shared while passing in the hallway. Verbal transfers are often inaccurate, misinterpreted, and/or forgotten. "Don't say it...write it!"

When a concern with another staff member arises, it is important to remember the proper steps for solution. Go directly to the other staff member to discuss the concern and possible solutions. Inappropriate discussions or negative topics should not be discussed in the lounge as this can only make things worse. It is important to remember the need to maintain effective and appropriate working relationships with other staff and administrators. We are here to provide a solid educational foundation for all of our students. We are here to support each other professionally and personally.

B10. Committee Appointments

Faculty committees will be appointed as the need arises by the building principal or superintendent.

B11. Duty Hours

Regular, dependable attendance at work is an essential function of a teacher's employment position. The Board of Education recognizes that teachers' responsibilities to their students and their profession generally involve the commitment of time beyond the normal working day, but also recognizes that teachers and other educational professionals are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system. A typical workday is from 8:00 a.m. to 4:00 p.m. Teachers may be able to leave earlier on Friday. Supervision of activities typically requires hours outside of the scheduled workday. Each certificated staff member shall be expected to be on duty before and after regular school hours to plan and carry out his/her individual professional responsibilities, including meeting with parents/guardians, students, administrators, and faculty as needed.

The school day of the Seward Public School District shall be arranged, scheduled and maintained by the administration within the limitations of state statute. Teachers are to be in their classrooms or at assigned hallway supervision by 8:00 a.m. and whenever students are present in their classroom. This supervision schedule may vary slightly (a few minutes either way) by building, to meet the particular needs of that building. Variations to these procedures are at the discretion of the building principal.

Classified staff hours are dependent upon the job and the hours set by their supervisor

B12. Absence from Work

Teacher availability to students is a high priority in our school district, therefore teachers may not be absent from the building during contract hours, except by permission of a building administrator. If an occasion arises when a teacher must leave the building, he/she must sign out/in on the form in the school office and sign in upon return. The purpose of this is that it will not be necessary to call or search the building for you if you have a visitor or phone call during the time you are out. Any time a teacher is gone more than 15 minutes, a leave request form must be filled out and given to the assistant principal. Coaches and sponsors should let the office know when you are leaving early for a scheduled event. Any staff members wishing to attend a school related activity may do so after the regular student dismissal time, by first receiving permission from their building principal. Professional development days and other school related meetings take precedence over this procedure. Any variation to this procedure is at the discretion of the building principal.

Teachers are provided with leave per the negotiated agreement. Leave requests shall be submitted using the online Google Forms and timelines should be followed for leave requests. Leave provided by the District should be used for the purpose intended. Abuse of leave affects students, other staff, and the entire District and will not be allowed. In an emergency, if you need to arrive late or leave early, please notify the principal; or, if the principal is not available, please inform the office staff.

All Staff will submit leave requests using the online **SmartFind Express** or in some cases report directly to their supervisor if going to be absent.

For medical situations that provide time for notice of leave, staff should submit those requests as soon as possible.

In case of illness, a teacher is to follow the guidelines for when and who to notify that are established by each building principal. Teachers may be asked to cover a class for another teacher that needs to be absent. A substitute is expected to assume all responsibilities and duties of the teacher. When the teacher returns, a summary report of what has been done by the substitute should be in the sub packet. Substitute packets are to be assembled by the second week of school and should contain the following:

1. A list of all students enrolled in each class
2. Seating charts
3. Title of textbooks used in each class and where located
4. Where lesson plan book is located

5. Class procedure sheet
6. Where attendance sheets are located
7. Home phone number
8. List of rules and regulations of each class
9. Additional items as specified by building principals

Unless the teacher has indicated that he/she will be absent for a specific length of time, keep the office advised from day to day. Teachers who are called to jury duty will notify their building administrator immediately.

B13. Payroll Deductions for Absence in Excess of Paid Leave

Refer to the negotiated agreement.

B14. Family and Medical Leave Act

The Family and Medical Leave Act Policy (FMLA) provides for 12 weeks of job-protected unpaid leave in a 12-month period to eligible employees in specified circumstances. Specifics are available on the school website under the school board link and Board Policy 4011

B15. Requisitions, Purchases & Central Supply

Every purchase will need a purchase order from the office. Only items that are necessary for the everyday function of a classroom will be ordered during the school year. All requisitions must be filled out on a purchase order forms from the office and approved by the building principal with their signature, and then forwarded to the superintendent's office. Any other items purchased without this authorization will be the responsibility of the employee placing the order and not the school district. Telephone orders and "charging" are not allowed and orders for preview material should follow the same procedure as that of a regular purchase. This is required in order for us to keep an accurate accounting of spending and it will be strictly enforced.

In February, staff will receive direction from the building principals to make requisitions for the following school year. Requests for new textbooks should be discussed with the building principal before being placed in the requisition folder.

Orders for supplies stored in the district office are to be processed on the supply request form available in the building offices. These should be submitted to the principal for approval before being sent to the district office.

B16. Inventory

All personnel will maintain current inventories and condition analysis for classroom materials and extra-curricular activities equipment used in an electronic folder. An up-to-date hard copy will be provided to the building principal within three weeks from the end of the activity, and (for classrooms) at the end of the school year upon checkout. This will include a key inventory.

B17. Parent/Guardian Communications

Most parents/guardians are concerned about how their children are doing in school, both academically and socially. In some cases, parent/guardian-teacher conferences may be too late to inform parents/guardians of a concern. Please make an effort to contact parents about a concern as soon as possible and whenever appropriate throughout the school year. The first time a parent/guardian hears from the teacher regarding student progress should never be when the child is already failing. Parents/guardians should be notified either by phone or with a progress report any time a student is failing or doing near failing work. Inform your building principal about these contacts so that they may be prepared if contacted by the parent or guardian.

B18. Accidents (On The Job)

Employees who are injured during the course of their workday must complete the prescribed accident form. If the injury is such that immediate medical attention is required, the employee or designee should notify the office at once. Worker's Compensation: Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and the teacher is required to complete all appropriate paperwork.

B19. Personnel File

Access to an employee's personal file will be in accordance with all state and federal regulations. The request to review an employee's file should be in writing and given to an employee's supervisor. Examination of the file shall be made at a specific time, in the central office, and in the presence of the building administrator or superintendent. Contents of the file may not be removed from the premises, destroyed, or defaced except as by law. However, a written response to any item in such file may be attached and become a part of the file record.

B20. Professional Growth

Employees shall give evidence of professional growth every six years.

Evidence of professional growth may be demonstrated by the attendance at Professional Development Programs developed by the School District of Seward Staff Development Committee.

B21. Outside Employment

Employment by the Seward School District is considered the primary and predominant occupation for certified teachers, administrators, and full-time classified employees. Certified staff shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties.

This does not mean, however, that employees may not engage in other occupational, business, political, community, or social activities, provided: that such activities do not interfere with the complete and successful discharge of the duties of school district employment, according to the terms of the employee's contract and as determined by the superintendent.

B22. Salary Schedule Advancement

Complete official transcripts of all graduate hours earned which are pertinent to the teaching placement on the salary schedule should be on file in the superintendent's office. Teachers should document their intentions of summer school hours in May prior to the beginning of classes. Failure to document hours may result in the non-approval of such hours. Copies of transcripts demonstrating completion of hours for movement must be in the superintendent's office by September 1st of the year in order to be paid for movement on the schedule.

A single form is used to both request approval of classes for advancement and for approval of movement on the salary schedule. Use the top part of the form to receive approval for classes – if approved the signed form will be sent back to you. When classes are completed, submit the same form with the bottom part filled out requesting schedule movement. Forms are located in the Appendices on this website.

B23. Employment

A teacher is employed by the Seward Public School District when the teacher signs the Teacher Contract and the Board of Education approves such contract of employment. The teacher's employment continues absent action by the administration and the Board of Education to non-renew, terminate, amend, or cancel the teacher's employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

If by March 15 of each school year, a teacher has not received written notice of non-renewal, termination, amendment, or cancellation of a contract, then he/she is considered contracted for the following school year according to continuing contract provisions in state law.

Should a teacher wish to resign from employment, the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after March 15 or after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Nebraska Revised Statute 79-820

B24. Jury Duty

A teacher who is summoned for jury service shall promptly notify the principal of such summons. The teacher's salary will continue during the time spent in jury service, and no deduction of leave time shall occur, except that the District may reduce the pay by an amount equal to any compensation, other than expenses, paid by the court for jury duty. Teachers are to notify the business manager of the amount received for such jury duty. If a teacher, upon reporting for jury duty in the morning is dismissed from jury duty for the remainder of the day, the teacher is to report for duty and resume duties for the balance of the day. When a teacher is entirely dismissed from jury duty, the teacher is directed to report for duty and the substitute will be dismissed.

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

B25. Contract Days

Teachers are contracted for 186 days, otherwise known as the "contract year." With the exception of unforeseen circumstances, the contract year will typically include:

- a. Each school building will have a specified number of student contact days.
- b. The remaining contract days will be used for professional development, planning, and parent teacher conferences.
- c. Only in rare instances will teachers be allowed to take personal leave during schedule professional development activities, elementary planning days and/or parent teacher conferences.

B26. Activity Accounts/Fund Raising

Guidelines for activity accounts, coaching clinics and camps, and fund raising are found in the Appendices.

B27. Professional Development

Guidelines for Staff Development Funding procedures and request for funds found in the Appendices.

B28. Safety Plans

All teachers must review the Seward Public Schools Safety Plan regularly and be prepared to implement and follow procedures within that plan at all times.

C. SIGNIFICANT POLICY & OTHER HELPFUL INFORMATION

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.

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

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

I have access to, and have read, the "Terms and Conditions for e-mail and Internet Access" adopted by the School District of Seward, and I understand and will abide by those district guidelines and conditions for the use of the facilities of the School District of Seward and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the School District of Seward nor any of its employees nor any of the institutions for networks providing access to the School District of Seward responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____

School _____

Employee's Signature _____ Date: _____

Address _____ City _____, NE

Home Phone No. (_____) _____ - _____

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

C2. SEXUAL HARASSMENT

It is the policy of the school district to provide an environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by and of employees and students is unequivocally prohibited. Sexual harassment is misconduct that interferes with work productivity and wrongfully deprives employees of the opportunity to work and students of the opportunity to study and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law.

The U.S. Equal Employment Opportunity Commission has issued guidelines interpreting Section 703 of Title VII as prohibiting sexual harassment. Sexual harassment is defined in those guidelines as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

A person who feels harassed is encouraged to inform the person engaging in sexually harassing conduct or communication directly that the conduct or communication is offensive and must stop. If the person who feels harassed does not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication with the offending person has been ineffective, the person who feels harassed should report the conduct or communication to a supervisor, principal, the superintendent of schools, or a board of education member with whom he or she feels comfortable in reporting the issue.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not affect the complainant's employment, compensation or work assignments as an employee, or status as a student.

Sexual harassment of one student by another student or students is addressed in a separate policy.

C3. Drug-Free Workplace (Board Policy 4002)

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.

Within five days after a conviction, an employee must notify the head of the department in which he or she is assigned of any conviction of a criminal drug statute for a violation occurring in the workplace. The failure to report such a conviction will result in 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.

An employee who is convicted of violating any criminal drug statute for conduct that occurred in the workplace will be subject to disciplinary action, including but not limited to suspension or discharge. The district may, in its sole discretion, require the employee to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

I acknowledge that I have received a copy of the School District's Drug-Free Workplace policy. I understand that I am required to abide by the terms of the policy as a condition of my employment.

Signature

Date

C4. EFFECTIVE PARENT/GUARDIAN TEACHER CONFERENCES & COMMUNICATION

It is very important to keep parents/guardians informed on a student's progress. When a problem arises, arrange a conference with the parent or guardian. If the problem is not discussed with the parent/guardian, the parent or guardian will most likely be discussing the problem with others, which only magnifies the problem.

The first indication that a child is having difficulty should not be the arrival of the report card or progress report. Keep the parents/guardians informed of your concerns.

Parent/Guardian Conferences

Conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. Teacher attendance at these scheduled conferences is mandatory.

Checklist For A Good Conference:

1. Make careful preparation – inform students about what papers and comments will be shared.
2. Have an informal setting – but insure privacy.
3. Set a time limit.
4. Establish rapport. Listen attentively.
5. Begin on a positive note and present more strengths than areas on which to work.
6. Encourage the other person to talk and encourage suggestions from the other person
7. Develop an attitude of mutual cooperation (what can we do to solve??).
8. Delay making numerous definite suggestions yourself (three is plenty).
9. Use their practical suggestions as a springboard for action.
10. Summarize points covered.
11. Make plans together for future progress.
12. End on a note of continuing cooperation.
13. Make notes after they leave_(include date and time).

Note:

- Do not preach about why students may not be doing well. Do not make excuses by blaming parents/guardians, the environment, the number of students in class, the time of day, the building and facilities, or the materials provided.
- Do not waste conference time by telling jokes or talking with the parents/guardians about other issues not pertaining to the conference.
- Do not give parents/guardians the impression that you are not competent by stating that you are inexperienced or otherwise unprepared.
- Do show a genuine interest in the student and the parent/guardian.
- Do try to indicate that there is unity within the school – that policies and curriculum are for the benefit of all.
- Do encourage the parents/guardians to bring the teacher any problem that they may think is hindering the child's progress.
- Do be patient when listening to a problem and give concrete suggestions as to what steps the parents/guardians and school can take together to help solve the problem.
- Do give encouragement and appreciation for the efforts of the parents,/guardians even the ones who are not being successful.
- Do not do or say anything that puts the parent/guardian on the defensive. No one likes to be put on the defensive, parent/guardian or teacher.
- Realize that it takes a great deal of courage for parents/guardians to come to school and discuss a problem concerning their child.
- Explain that grades are a report of progress, NOT a reward or punishment.

Conference Checklist:

A. Pre-Conference

1. Notify:
 - a. purpose, place, time, length of time allotted
2. Prepare:
 - a. review child's folder
 - b. gather examples of work
 - c. prepare materials
3. Plan Agenda
4. Arrange environment:
 - a. comfortable seating
 - b. eliminate distractions

B. Conference

1. Welcome
 - a. establish rapport
2. State
 - a. purpose
 - b. time limitations
 - c. note taking
 - d. options for follow-up
3. Encourage
 - a. information sharing
 - b. comments
 - c. questions
4. Listen
 - a. pause once in awhile!
 - b. look for verbal and nonverbal cues
 - c. to questions
5. Summarize
 - a. end on a positive note

C. Post-Conference

1. Review conference with child, if appropriate
2. Share information with other school personnel, if appropriate
3. Mark calendar for planned follow-up

**C5. Investigations and Arrests by Police or Other Law Enforcement Officers
(Board Policy 5022)**

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 not allow law enforcement officers access to students to conduct an investigation during school hours unless the officers are investigating charges that the student has been the victim of abuse or neglect. Contact between the school and law enforcement authorities on matters involving students shall be made through the office of the superintendent or principal and the law enforcement officer.

Law enforcement officers may talk to a student away from the school before or after school hours, and they should be encouraged to do so. Law enforcement officers shall be allowed to conduct an interview at the school only when the interview is conducted at the request of the school or when they can show that special circumstances exist. This determination should be made by the appropriate building principal or superintendent. Law enforcement officers should be permitted to interview students on school grounds only after providing the superintendent or appropriate building principal with a statement that the law enforcement officer has reason to believe and does believe that the student is the victim of child abuse or neglect perpetrated by the child's parent(s) or some other member of the child's immediate family, and that the law enforcement official wishes to interview the student regarding such abuse or neglect.

Throughout this process, all attempts should be made to avoid embarrassing the student before his or her teachers and peers, and to avoid disrupting the student's and school's education program.

1. Law enforcement officers should be permitted to take custody of a student if they possess an arrest warrant or if they otherwise assert a lawful basis for doing so. Whenever possible, the arrest or release of the student should be conducted in the building principal's office and out of the view of other students. When a principal or other school official releases a minor student to a law enforcement officer for the purpose of removing the minor from the school premises, he or she shall take immediate steps to notify the parent, guardian, or other responsible adult regarding the release of the minor to the officer and the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse. If the law enforcement officer indicates that the child is being taken into custody because the child is the victim of suspected child abuse, the principal or other school official shall, as a condition of releasing the student to the law enforcement officer, require the officer to sign the statement appended hereto certifying that the child is being removed from school premises because he or she is believed to be the victim of child abuse and that the officer understands and will comply with the legal requirements of NEB. REV. STAT. § 79-294.
2. Law enforcement personnel shall not be allowed to roam about the school until the student is found, and shall remain in the administration office while school personnel seek the student.
3. If possible, the education program of the student should not be disrupted to allow for police questioning of the student during class time.
4. Any questioning by law enforcement officers that is permitted should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel.
5. If law enforcement officers are to be allowed to question a student, the principal or school official shall make a reasonable attempt to notify the child's parents before questioning begins, except in cases of suspected child abuse or child neglect involving the parent or other family member. The parents should be given the opportunity to come to the school prior to the questioning.
6. If the parents are notified and are able to attend, they should be allowed to be present at the interview. The principal or designee should be present at the interview, but should not take part in any questioning. The principal or designee should remain a neutral observer at all times.

**STATEMENT OF LAW ENFORCEMENT OFFICER RELATING
TO REMOVAL OF CHILD FROM SCHOOL PREMISES WHO
IS BELIEVED TO BE THE VICTIM OF CHILD ABUSE**

I, _____ (printed name of law enforcement officer) certify that I am a law enforcement officer employed by _____ (printed name of law enforcement agency). I certify that I am removing _____ (printed name of child being removed from school premises) because the child is believed to be the victim of child abuse. I acknowledge that I have been provided with the address and telephone number of the child's parent or guardian by school officials. I also acknowledge that I am familiar with and will comply with the obligations imposed on me by NEB. REV. STAT. § 79-294, which is set forth below:

When a principal or other school official releases a minor student to a peace officer as defined in section 49-801 for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parent or guardian. The peace officer shall take immediate steps to notify the parent, guardian, or responsible relative of the minor that the minor is in custody and the place where he or she is being held. If the peace officer has a reasonable belief that the minor would be endangered by a disclosure of the place where the minor is being held or that the disclosure would cause the custody of the minor to be disturbed, the peace officer may refuse to disclose the place where the minor is being held for a period not to exceed twenty-four hours. The peace officer shall, however, inform the parent, guardian, or responsible relative whether the child requires and is receiving medical or other treatment. The juvenile court shall review any decision not to disclose the place where the minor is being held at any subsequent detention hearing.

Date: _____

Signature of Law Enforcement Officer

Time: _____

C6. News Media Information

Quick and accurate information to the community will continue to be a key element in the success of programs in the Seward Public Schools. The news media policy developed by the superintendent and news media managers and editors will be continued. The policy, which will apply to schools throughout the year, will be in the best interest of the School District of Seward, the community and the news media.

The following procedures are in effect:

1. School will be open to members of the news media for scheduled interviews, photographs, filming and taping.
2. The principal will openly and truthfully answer questions regarding situations or incidents that have or are occurring in that building. All news is not good news, but the fear of inaccurate information is worse than bad news to most citizens.
3. If principals are actively involved in a situation, they will not be called upon to answer reporters' questions at that time. Reporters may be asked to leave the immediate scene, perhaps to a room in the school or other designated areas where they may wait until information is available. All editors acknowledge their responsibility in such an instance.
4. News people often hear inaccurate stories from parents whose children might have carried home such stories. The problem of discerning what is fact and what is rumor must be distinguished in order to prevent the spread of inaccurate information. The duty of the principal will be to help, when questioned, by reporting what information is available. Both positive and negative information falls in the realm of public information. If it can be said truthfully "Everyone is okay," the answer will be a relief to the community.
5. Most reporters use identification cards. Each newsperson must report to the principal's office and show identification.
6. News briefings will be scheduled as needed.
7. In the case of a crisis or tragedy no school person should talk to a reporter without contacting the Principal, who will in turn contact the Superintendent of Schools, so staff members are aware of the fact. This is imperative.
8. If the police department is called upon to handle a situation that gets out of hand, the news media will abide by police jurisdiction. Contact the superintendent's office immediately.
9. State law prohibits the photographing of foster children in schools without specific written consent.
10. Special Education students may only be photographed if parent/guardian written consent is provided.

C7. Teacher Evaluation Information

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

The teacher evaluation process and forms are located in the Appendices.

C8. Policy 3057 Title IX Policy

It is the policy of the school 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 school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner. More details can be found on the district website under our policies The school district's Title IX Coordinator may be contacted at Title IX Coordinator, Dr. Matt Dominy at 2401 Karol Kay Blvd. Seward NE 68434, matt.dominy@sewardschools.org, 402-643-2986 The school district's nondiscrimination policy and grievance procedures are included this policy, or can be accessed at: <https://www.sewardpublicschools.org/> To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

C9. Threat Assessment Team

Threat Assessment and Response Team Concept

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. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means. A transient threat is an expression of anger or frustration that can be quickly or easily resolved. 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. 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. 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 administration of each building, counselors, and selected teachers and police when needed.

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.

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D. SEWARD HIGH SCHOOL HANDBOOK

D1. Absence Reporting

Attendance must be taken within the first 15 minutes of each class period, including Access Time. Attendance may be modified at any time during class. Daily attendance records will be kept in the office. Each teacher should keep all daily absences on the computer.

D2. Academic Excellence Policy

Any student having academic difficulty in a course shall have a counseling session with the guidance counselor or administration and the teacher. The parent/guardian will be notified of the academic difficulty and encouraged to visit with the staff involved.

Activities may be modified or restricted until progress in the course is improved. This decision shall be made in consultation with the student, teacher, guidance counselor, and building principal. Should extra study time be required it shall be made available for the student. To be eligible to participate in school activities, a student cannot be failing one (1) class.

The following procedure will be used with ineligible students:

1. Parents/guardians will be notified by mail from the principal that their son/daughter is ineligible to participate in extra-curricular activities.
2. There will be counseling sessions with the student on the lack of passing academic performance.
3. Students will not be allowed to participate in inter-school or intramural competition for the first week of ineligibility. (e.g. Tuesday to Monday).
4. The daily bulletin will be read during 1st period. Since important information is given to students through the bulletin, please require your student to listen. Items to be included in the bulletin must be in the office prior to the start of the school day.
5. After the first week of ineligibility, students may not participate until satisfactory academic progress in classes is made. Satisfactory academic progress is determined by the classroom teacher and administration based on grade accumulation for the semester.
6. Incomplete grades are considered failing grades until the incompletes are replaced by passing grades. However, the student is ineligible for inter-school participation until the incompletes become passing grades.
7. At the end of each semester, a student's eligibility to participate in extra-curricular activities will be based on current Nebraska School Activity Association guidelines. The current guidelines are that a student cannot participate in extra-curricular activities unless he/she has passed a minimum of 20 credit hours the previous semester.

D3. Activities List

An activities list is a list of students who will be absent from school for school-approved activities. **Head coaches and sponsors must turn in their activity list(s) no later than 12:00 noon on the Thursday prior to the week of the activities.**

The office will make up an activities list every Thursday afternoon for **ALL** events that occur the following week. Students and teachers should check this list and make sure that the names are accurate.

Teachers will be able to add or drop students the day of the event through the daily bulletin. Groups that are not on the list will not be allowed to leave school before 3:00 p.m. Students going to activities must hand in their work in advance of the activity or make special arrangements with the instructor in advance. Students who do not follow this procedure will receive a grade of "0" for the day. **Any teacher may refuse to allow a student to miss class to participate in an activity based on academic achievement in the class.**

D4. Activities Schedule

Activities are an essential part of the total education package and many students are involved in multiple activities. To avoid conflicts in the scheduling of activities, these procedures will be followed:

1. All parties, practice sessions, and work schedules must be approved by the activities director and the sponsor of the activity.
2. The sponsor of an activity will be responsible for contacting the activities director to place any activity on the calendar.
3. No activity or practice will be scheduled after **6:00 p.m.** on Wednesday night. (School Board Policy)
4. All scheduled events during the week shall terminate at 10:00 p.m. except for Friday and Saturday. Those events will terminate by 12:00 a.m.
5. No activities or practices shall be scheduled on Sunday without superintendent approval.

When a student has more than one activity occurring at the same time, the sponsors of the activities will communicate with each other to settle the conflict. Students are not to be put in the middle of the conflict.

Activity sponsors and coaches are responsible for student behavior and supervision on school transportation. This includes following guidelines for safety, bringing food or drink on the bus, etc. Please be familiar with those expectations.

Students must be in attendance in their regular classes the day of an activity or they may not participate in the game or event. *Prior arrangements must be made with a building principal* if a student must miss part of the school day for an appointment that cannot be made outside of the school day.

D5. Class Hours

The bell schedule for Seward High School is as follows:

Period 1 8:15-9:45
Period 2 9:50-11:17
Period 3 11:17-1:17
Period 4 1:22-2:49
Period 5 2:54-3:37

Lunch schedules are arranged so that an equal number of students are assigned each lunch period. On rare occasions, teachers may need to trade lunch assignments with other classes. **Please let the office and kitchen know in advance which lunch assignments are affected.**

D6. Concessions

Activity sponsors will draw for concessions with the activities director before the fall season and again before the winter season.

1. Sponsors, when your group has concessions, you are responsible for the following:
 - a. Seeing to it that students know when they report to work and what they are to do.
 - b. Request change from the secretary in the morning.
 - c. Pop is stored in the concession stand. Make sure the machine is on early enough to adequately cool the pop.

- c. **SUPERVISE** the concession area and your workers.
- d. **Clean up afterwards.**

D7. Daily Bulletin

The daily bulletin will be read during the 1st period. Since important information is given to students through the bulletin, please require your students to listen. Items to be included in the bulletin must be in the office prior to the start of the school day.

D8. Detention/Discipline

It is expected that each teacher will handle his/her classroom problems at the time they occur in the classroom. Decisions to exclude students from class for more than one period will be made only by the principal or assistant principal. Consult with the principal or assistant principal about discipline problems before the situation becomes critical.

During passing times, teachers should be on the look out for misbehavior by students outside the classroom. Flagrant breaches of discipline should be referred immediately to the assistant principal's office.

Again, teachers are reminded that they are to handle their classroom problems. Students who must stay after school for make-up work or for failure to do assigned work are the responsibility of the classroom teacher. A teacher assigning make-up time for misconduct in the classroom will have the student report to their room. The length of penalty time is to be determined by the teacher, although this time, if it exceeds one hour, cannot be made up by the student in one evening.

Referral of discipline problems to the assistant principal or the principal should be done by logging the occurrence on PowerSchool. Enter the date and nature of each incident.

D9. Fines and Course Fees

Teachers are held accountable for the textbooks used in their classrooms. It is the teacher's job to check out books, by their number, to students in their classes as well as checking them back in. Students must turn in the same book as assigned to them. Teachers are expected to collect fines for such things as misplaced or damaged books, material consumed in class, etc. At the end of the quarter, the names of students with fines outstanding should be turned into the office.

Students making projects costing more than \$20 will need to pay 50% of the material cost before he/she starts the project. The remainder of the bill will be paid before the project is taken home.

D10. Health Services

If a student becomes ill during class time, he/she should be sent to the office and not to the restroom. Students must consult with the office, and a parent/guardian or their designee, must be contacted before the student may leave school, and students are required to sign out when they leave. Please document any accident that occurs in your classroom on the form provided by the office and return it to the office for record keeping.

D11. Honor Roll

The honor roll is announced at the end of each term. Students receiving 93 percent or higher, no grade lower than a B, and a minimum of 10 credit hours that term, and with a grade of "O" or "S" in citizenship, will be included on the honor roll.

D12. Mid-Term Graduation (Board Policy #6006)

The School District of Seward supports the concept of early completion as a means of accelerating students toward the achievement of lifetime plans. The following guidelines have been established for students to be eligible for early completion:

1. Students must meet all completion requirements established by the Board of Education in order to be eligible for early graduation as well as the credit hour requirements in each specific subject matter area.
2. A student who decides to opt for early graduation or completion is not eligible to participate in school sponsored activities following the last day he/she attends classes. The effective date for participation will end with the last day that the student is enrolled in classes. The only school activities that the applicant is eligible for will be the regularly scheduled graduation ceremony and the jr/sr prom.
3. This policy shall be evaluated annually by the high school principal and appropriate revisions shall be recommended to the Board for its consideration.

D13. Office Passes

The administrators and/or guidance counselors will sometimes send an office assistant or use the intercom to get a student. Attempts will be made to provide the least class disruption possible.

D14. Organization Sponsorship

Teachers are assigned as sponsors of the classes and organizations. Sponsors are responsible of the proper conduct and record keeping of the organization and must attend all meetings and functions. Sponsors are to work closely with the principal and activities director in matters of policy, finances, and schedules. Monetary compensation is provided for sponsors of some organizations. School bus supervision is the responsibility of the activity sponsor – not the driver.

Each class sponsor is required to participate in each class activity. Sponsors are expected to **supervise** the activities of students; they do not have to do the actual work involved. **If a sponsor cannot attend an activity, it is his/her responsibility to report this to the principal and to obtain a replacement sponsor.**

Class activities include:

Freshmen	-	Homecoming Concessions
Sophomores	-	Homecoming Concessions
Juniors	-	Fund Raising as needed Homecoming Prom Concessions
Seniors	-	Homecoming Graduation ceremonies Concessions Prom

D15. Recruiter Visitation Procedures (Including but not limited to: College Admissions, Military Recruiters, College Coaches, etc.)

1. Visiting dates and times must be cleared through the guidance counselors.
2. Visitation dates and times may be placed in the student bulletin in advance.
3. Recruiters may set up a table and visit with students during lunch only. No students will be allowed to miss class to visit with a recruiter.
4. Recruiters who arrive without advance notification will not be allowed to visit with students during the school day.

D16. Schedule Changes

Students must take the classes for which they register. Students will not be able to reschedule their classes prior to the start of each term. A student's schedule will change only at the discretion of the counselor and the principal. The administration will work with the teachers when there are other reasons necessitating a need for a schedule change.

D17. Signing Out of School (Students)

1. Students who need to leave school for an appointment (doctor, dentist, etc.) must have a note or phone call from his/her parent/guardian before they will be allowed to sign out.
2. Students who are ill at school are to go to the office to receive permission to go home.
3. Students who leave the school building without signing out will be unexcused and will be considered truant.
4. **No teacher may sign a pass requesting that a student be excused from another teacher's class.**

D18. Student Passes

Students must have a written pass or classroom lanyard pass for movement out of the classroom. Students must also sign in/out on the classroom teachers' sign in/out sheet when they leave/enter the room. This includes the ACCESS period. DO NOT issue passes for students to leave your class unless it is an emergency. Do not let students write their own passes for you to sign. Teachers, pay particular attention to the number of students you write passes for.

Computer lab passes are available from computer teachers only and must be obtained by the student in advance.

D19. Teacher Grade Reporting

All criteria used to determine the student's grade must be recorded in the grade book or via computer with a backup within the software. Final grades must be submitted to the office via Power School. If grades other than percentages are used, or if grades are weighted, an adequate explanation must be included so that others may interpret your records.

D20. Teacher Workroom

All copy materials, machines, etc. are located in the office. Each teacher will be assigned their own code and should use the school machines and supplies for school purposes only. Students are not allowed to use copy machines.

D21. Traffic Regulations

Safety and regard for the lives and property of others are of prime importance, both to insure protection for our own students as well as the elementary students who board and disembark buses on the west side of the building. Serious violations of traffic regulations observed by a faculty member will be reported to the police and the school will file a complaint. Specifically, the following are violations, which can and will be prosecuted:

1. Racing. No person shall drive any vehicle in any race, speed competition, or contest, drag race or acceleration contest, test of physical endurance, exhibition of speed or acceleration, or for the purpose of making a speed record, and no person shall in any manner participate in any such race, competition, contest, test or exhibition.
2. Negligent Driving. It shall be unlawful for any person to operate a motor vehicle in such a manner as to cause unnecessary noise, spinning or squealing of tires, skids, slides, abrupt turns or sways or in any other manner as to indicate a want of ordinary care and caution that a person of ordinary prudence would use under like circumstances.

3. Reckless Driving. Any person who drives any motor vehicle in such a manner as to indicate an indifferent or wanton disregard of the safety of persons or property shall be deemed to be guilty of reckless driving.

All vehicles driven to school MUST be parked upon arrival at school and are to remain parked during the day. The parking lot is off limits to students during the school day unless the student has permission from the office. The parking lots will be monitored and students who park improperly may have their cars towed at the owner's expense. Even though the lots are school property, all persons using those areas are expected to obey state and local traffic regulations. The Seward Police Department routinely monitors parking lots and tickets will be issued for violations, especially violation of handicapped parking.

D22. Substitute Teachers

If you are unable to be at school, please call Nathan Buss (641-8905) between 6:30 and 6:45 a.m. If you call after 6:45 a.m. it is difficult to find a substitute. Please give him any additional information needed for your classes that day. Lesson plans should be detailed enough so that a substitute could come in and follow your plans without the aid of too much additional information. If you are unable to reach Mr. Buss for some reason, the building principal should be called.

By 3:00 p.m. on the day missed due to illness, teachers should call the school to indicate whether or not they will be present the following day. Absences other than illness must be arranged in advance with the principal. If a problem occurs with a substitute, notify the building principal immediately so the issue can be addressed.

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E. SEWARD MIDDLE SCHOOL HANDBOOK

E1. Academic Detentions

Students who fail to complete assignments, fail to hand in papers, have incompletes, hand in late assignments or need special attention should stay after school with the teacher who assigned the detention. Staff members must make sure the student has contacted a parent/guardian to make appropriate after school arrangements.

E2. Activities

The middle school has an Activities Coordinator. All contracts and hiring of officials will be handled through this person. All events should be scheduled through him or her (and his/her secretary) to avoid scheduling problems. This person will be responsible for getting items on the master calendar for the school district working with the high school activities director. All events or activities should first be approved by the building principal.

1. The sponsor of an activity will be responsible for contacting the activities coordinator to place any activity on the calendar.
2. No activity or practice will be schedule after 6:00 p.m. on Wednesday night (School Board Policy).
3. No activities or practices shall be scheduled on Sunday without the superintendent's approval.

E3. After School Meetings

Custodians must be notified of all after school meetings. The custodians will make sure the outside doors are open before the meetings and locked when the meeting is finished. This cannot happen if they are not notified.

E4. Availability to Students

Teachers must be available to students during their planning period and before and after school. Students needing assistance take precedence over any other meeting or activity.

E5. Behavior Detentions

Students may be assigned a behavior detention by the office or any member of the faculty. This is for those students with undesirable patterns of attendance, tardiness, or conduct as well as other disciplinary problems.

Behavior detentions are served at lunchtime. The assigned employee monitors the detentions in the 4R Room. Behavior detentions are just that, a consequence for inappropriate behavior in school. The following procedures must be followed:

1. The student must be notified by the staff member assigning the detention. This is not a surprise discipline procedure.
2. Staff members assigning the detention must notify the office of the detention.
3. The student will serve the amount of time necessary to correct the behavior and a phone call will be made to parents.
4. The 4R Teacher will keep a record of the referral.

E6. Discipline

All staff members should have high expectations for every student, both academically and behaviorally. These expectations need to be realistic for the students.

Classroom discipline is primarily the responsibility of the classroom teacher. You have the responsibility of supervision at all times, regardless of where you are in the building. Discipline should protect and nurture the physical, social, mental and emotional growth of students. Rules and processes are made,

first to protect all individuals and second, to protect the right to participate in every facet of the educational program. Our discipline practices should always reflect an understanding of adolescent characteristics and limit the opportunity of any individual to interrupt another student's educational growth, including their own.

Discipline is one more aspect of teaching. We know that students come to us at varying levels of well-developed self-discipline in regard to themselves and their interactions in society. In this way our behavioral guidelines in different settings are similar to our curriculum guides or frameworks. It is then our role to differentiate our methods of external discipline based on the level of self-discipline that a child displays. As teachers, what we are trying to do is to help students develop more effective self-discipline in various situations. This includes character development, which is a necessary life skill for success. Character Counts needs to be incorporated all day.

It is much more likely that middle school students will comply with a request quickly and with respect if they feel you are "working" with them. Yelling at a student is not acceptable and will be addressed with staff members. Administration or supervisors do not yell at you, why should you yell at a child?

An office referral or 4R Room referral should be the last resort. Teachers should have attempted various methods of discipline with the student prior to this. A parent/guardian contact is also important. All situations are different and professional discretion is important.

E7. Student Bulletins

Student and faculty bulletins will be prepared everyday. Student and faculty bulletins will be sent out around 8:00 a.m. It is essential that you have your class quiet while you are reading the announcements to the class. The announcements are for the students and are designed to help the school run more efficiently. It causes a great deal of hardship and confusion if the students do not hear the bulletin.

Teachers should use this time to teach students the importance of our student planners and teach the students how to use these for recording important announcements.

The intercom system will be used for special announcements or for emergency announcements. We will attempt not to have any more special bulletins that disrupt class than are absolutely necessary.

E8. Building Committees

This is a partial list of committees and purposes. Assignments will be made at the start of the year.

1. Courtesy Committee
2. SCIP Team
3. Crisis Response Team
4. Emergency Response Team
5. Scheduling Committee
6. Team Leaders

E9. Faculty Meetings

Faculty meetings will be held periodically throughout the year. Agendas may be given to you prior to the faculty meetings. Some of the meetings will be used for curriculum discussions. Please visit with the principal if there is something you think needs to be discussed.

E10. Faculty Workroom

The faculty workroom will contain supplies needed for duplication of materials. If you have difficulty with one of the machines, please see the paraprofessional assigned to operate this equipment before operating them. Copy machines are not for personal use. Personal copies are 10 cents each.

Student office helpers are the only students that should be in the workroom. These students have been shown how to use the machines. Teachers need to watch what is discussed in the presence of the students.

E11. Fax Machine

The FAX machine is located in the office. Only office personnel are to operate the FAX machine. No purchase orders are to be faxed.

E12. 4R Room

The Rights, Responsibility, Respect and Redirection Room is available for students who are unable to work in the regular classroom.

The following general rules will be followed, but may change during the school year as needed:

1. Notify the office, by intercom, when you are sending a student to the office for the purpose of being sent to the 4 R Room. An office staff member will take the student to the 4R Room. Inform the office as to the length of the stay and the reason that the student is being sent.
2. Students may be assigned for a partial period, all period, part of a day, or all day. The staff member sending the student, the 4R Room instructor and the building principal will make this decision.
3. Assignments should be sent to the 4R Room for each student. Assignments are the responsibility of the classroom teacher.
4. Teachers may also assign detentions (Academic or Behavior) to students sent to the 4R Room.
5. There will be parent/guardian notification of any student sent to the 4R Room.

E13. Health Services

The school nurse is responsible for coordinating student medication. Students taking prescription or non-prescription medication during school hours must be sent to the school nurse to make sure proper state regulations are being met.

If a student is sick or hurt and can't make it through the day, permission from the teacher must be obtained to go to the nurse's office. He/She **must** have a pass to go to the nurse's office. He/She **can't** go during passing periods. Before a student may leave to go home because of illness or injury, he/she must consult with the nurse. Parent /guardian permission will be obtained by the nurse, and the student must sign out in the school office.

E14. Homework Policy for Suspended Students

Students suspended from school will be given an opportunity to make up all work missed and will be given full credit according to the following criteria:

1. It is the student's responsibility to ask the teacher for missed assignments.
2. Students will be given one day for each day suspended from school (up to a maximum of five days) to return completed assignments and take make up tests.
3. Students will receive a failing grade for any work not made up within the time limits.

To the extent possible, students placed in in-school suspension will work on class assignments while in the in-school suspension room. Any work not completed will be governed by the policy on make up work for suspended students.

E15. Indoor/Outdoor Supervision

Supervision by teachers is necessary by 7:45 a.m. Teachers will be assigned morning supervision and must be in assigned area by 7:45 a.m. Students will be assigned designated areas to wait prior to school.

E16. Make Up Work

Students who are absent will be required to make up missed work. This work should take approximately the same time as the time missed from class. Students will be given one day for each day absent from school to return completed assignments and take make up tests. Grades will be withheld if make up work is not turned in, and may lead to failure if the situation is not remedied immediately.

It is the student's responsibility to obtain all make up work from his/her teachers upon return to school. Failure to obtain make up work is no excuse for not doing work missed. Only by special permission of the principal can make up work be turned in after the grading period.

E17. Passes

Any time a student is out of his/her classroom or late from a previous class (excused) he/she should have a signed pass. You must provide a student with a pass if you send them out of your room! The office will provide staff with passes for students who need to leave a class early. If a student shows you a note, send the student to the office for the proper pass.

E18. Progress Reports

Anytime that a teacher feels a student is doing poorly academically or is having special problems in his/her class, the teacher needs to notify that student's parents/guardians. This contact needs to be made by phone. A written report can be made if you are unable to reach the parents/guardians by phone after several attempts.

Prior to the parent/guardian contact, teachers need to inform the student why he/she is receiving a progress report. Teachers must document any contacts they have with parents/guardians and students. The school counselor will assist the student in correcting the problem, but the teachers must inform the counselor when there is a problem. No student can fail a class without receiving a written progress report or documented personal contact.

Core teams and "peelings" members need to communicate concerns about students. Please develop a plan that works for your teams. Quarterly progress reports will be made around the midpoint of the quarter.

E19. Report Cards

In many cases the only communication home to parents/guardians each nine weeks will be the report card. PLEASE BE NEAT AND ACCURATE! Please choose the appropriate comment from the list provided. The grading system for this year is as follows:

A+	100%	C+	85%
A	94-99%	C	79-84%
A-	93%	C-	78%
B+	92%	D+	77%
B	87-91%	D	71-76%
B-	86%	D-	70%
		F	0-69

Zeros should not be accepted. A zero does not teach a middle school child responsibility.

E20. Retention

Students who do not perform to their capabilities may be retained. The issue of retention at Seward Middle School is primarily an issue of accountability. Teachers will inform parents/guardians and student of chronic missing/incomplete work and poor quiz or test scores. Parent/guardian conferences will be held and academic detentions will be used. Communication is the key for retention. The school cannot decide during the last few weeks of school that a student is going to be retained. We need a yearlong communication trail.

E21. Student Absences

BE ACCURATE IN RECORDING STUDENT ATTENDANCE. Students who are reported absent by their parents/guardians will be placed on the daily absence list. Each morning the office will post on Power School which students we know are absent. Each period during the day, you will need to indicate only any additional student(s) who is absent. You will not need to indicate students who are on the daily absence list. Most should be marked "OK". Be sure that for any student who arrives late to class you change, you change the marking on the computer so that it is accurate. If this occurs, you may need to change the student from absent to tardy on Power School. If a student is marked absent on Power School by the office and is present in your room, send the student to the office.

E22. Student Cumulative Folders

Student cumulative folders are kept in the school counselor's office. The School Counselor is available to discuss the information contained in any student's file. Teachers are encouraged to review the files of all pupils in his/her class/team and to make use of materials in these files to better serve the needs of the students. Teachers may check out these folders at any time.

Because of the Right-to-Privacy Act, all files must be signed out and in. Parents/guardians may look at their student's file upon written request.

E23. Students Signing Out of School

1. Students who need to leave school for an appointment (doctor, dentist, etc.) must bring a note or have their parent/guardian call the office before they will be allowed to sign out.
2. Students who become ill at school are to go to the school nurse to receive permission to go home.
3. Students who leave the school building without signing out will be unexcused and detention time will be assigned.

E24. Substitute Teachers

If you are unable to be at school, please call Nathan Buss (641-8905) between 6:30 and 6:45 a.m. If you call after 6:45 a.m. it is difficult to find a substitute. Please give him any additional information needed for your classes that day. Lesson plans should be detailed enough so that a substitute could come in and follow your plans without the aid of too much additional information. If you are unable to reach Mr. Buss for some reason, the building principal should be called.

By 3:00 p.m. on the day missed due to illness, teachers should call the school to indicate whether or not they will be present the following day. Absences other than illness must be arranged in advance with the principal. If a problem occurs with a substitute, notify the building principal immediately so the issue can be addressed.

E25. Tardiness to Class

If a student arrives late to school, 5th graders report to their regular classroom, 6th, 7th and 8th grade students report to their Toptime. Students are to go to the office if 1st period has started. The time

between classes is three minutes. During the school day if a student is detained by the office or a teacher and is late to class he/she will need a pink pass from the person who detained him/her before going to the next class. The office will keep a record of all unexcused tardies. After four (4) unexcused tardies in a semester, each student will be informed and a letter will be sent home making the parents/guardians aware of the problem. All other unexcused tardies per semester will result in noon detentions.

It is essential that all staff members adhere to a consistent policy. The whole system “breaks down” unless the entire staff follows the same policy.

E26. Use of Building Forms

A Building Use Form must be completed for any activity scheduled for the building. This form, available in the office, must be returned to the office at least one week in advance of the activity or no custodial services will be provided.

For regularly scheduled events such as basketball games, a list of things to be ready and cleaned up after the event should be given to the maintenance director at the beginning of the season. It will not be necessary for a Building Use Form to be used for each individual game. However, if you have an event that is not normally scheduled, a Building Use Form should be filled out and the above procedure followed.

E27. Weekly Calendar of Events

Events included on the calendar of events will take precedence over other events. The office secretary is in charge of the master calendar.

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F. SEWARD ELEMENTARY SCHOOL HANDBOOK

F1. Total School Responsibility

Teachers are responsible for informing their students of rules pertinent to the classroom, halls, playground and lunchroom. Students will need to be taught what are appropriate and inappropriate behaviors and the consequences accompanying misbehavior. Teaching classroom and building rules clearly communicates the expectations we have of students while at school. In addition, it is imperative that teachers and paras be consistent in their expectation of conformity to the rules. It is assumed that teachers will not ask paras to deviate from these rules. If you feel that certain rules are inappropriate, report this to the principal for further study.

At 8:05 a.m. the students will proceed to their classrooms. Therefore, all classroom teachers need to be near their classrooms at that time. This will allow for supervision of the hall area and coatroom near their room. Please develop and maintain a 'beginning of the day' routine for your students.

Teachers are to accompany their children to and from all specials (P.E., music, library, guidance), the lunchroom and to the playground. Make arrangements with your neighbor teacher so that one of you will be able to accompany bus children out of the building and the other remains in the classroom or hall and then accompanies town children to the school entrance door for dismissal. If you ask students to stay in at noon or recess be sure you or another teacher is there to supervise. Teachers not on duty should supervise students needing to stay inside. Students should not be sent to the office.

The first week or so, teachers should accompany their own classes to the playground at recess and noon until the children have learned the playground rules and use of equipment. After that teachers may alternate playground duty as long as there is sufficient supervision for the group (at least one teacher for every two classrooms).

All classroom teachers should have some activities planned for the days that children have to remain in the classroom during noontime. On inclement weather days teachers may need to help with some supervision. Students should not be left in the classroom, halls or other areas unsupervised.

Special area teachers will assist with supervision as assigned by the principal.

F2. Seward Elementary Discipline Plan

Seward Elementary utilizes the BIST (Behavior Intervention Support Team) behavior program. BIST is a school-wide program that builds an environment where students, staff members, and parents work together to improve student behavior. A BIST Action Team, consisting of faculty members and the principal, meets monthly to discuss our school's Common Expectations and BIST program.

F3. Laminating

All materials laminated with school district film become the property of the school district. Teachers desiring to laminate personal materials need to indicate this on the pink request form and they will be charged accordingly. Other items to be laminated can be done by each teacher's para or the teacher himself/herself.

F4. School Equipment/Furniture

School equipment and/or furniture are assigned to classrooms by the principal. In the event a teacher no longer has use for certain pieces of equipment and/or furniture, the principal should be notified. Requests for furniture must be directed to the principal.

F5. Maintenance of Student Cumulative Folders

Permanent record folders are maintained for each child enrolled in school. These folders are kept on file in the office. Teachers may check the folders out as needed, but they are not to be removed from the school premises. The information in these files is open to parents/guardians upon request. Parental or guardian permission is necessary for any non-school personnel to have access to the information in the student permanent folders.

At the end of each semester, classroom teachers should record grades and attendance information on the cumulative folder. The grades recorded must be recorded as they appear on the report card. Special education teachers are responsible for filing current IEP information in the student folders. At the end of each school year, achievement test labels should be affixed to the cumulative folder. Forms such as field trip permission forms, should not be kept in the permanent folder. In no event, should child abuse/neglect forms be filed in a student's cumulative folder.

F6. Responsibility of Teachers Regarding Cumulative File Information

At the beginning of each school year, classroom and special area teachers shall review the cumulative folders of their students. Teachers need to be aware of the following types of information: parental/guardian custody, health or physical limitations of the student, special education, gifted or 504 educational plans, testing information, etc.

Cumulative folder information that is received from transferring school districts will be checked out to and placed in the classroom teacher's mailbox. After review, it will be the responsibility of the classroom teacher to sign in and file this information in the student's cumulative folder in the office.

F7. Student Transfers

If it is known in advance that a student will be moving, the teacher should fill out a Transfer Sheet and send it with the student on the final day of attendance. The Transfer Sheets are available in the office. Immediately after the student has left, the cumulative file should be updated with grades and attendance information.

F8. Programs for Parents/Guardians

Teachers are asked to notify the office and principal of special events in their classrooms. If possible, the principal will be in attendance for the programs. Please inform the custodial workers well in advance if chairs or other changes are needed for a special meeting or performance.

F9. Daily Schedule

Each teacher's daily schedule should be on the wall outside the classroom door. A daily schedule should be sent to the office by the middle of September (4 copies). The schedule should include the entire day.

Grades K-4 should ordinarily not schedule a recess on the same half-day as P.E. class is taught. Deviation from this policy should be discussed with the principal. A written request for an extra recess must be submitted to the principal by the end of the first full week of school.

F10. Retention

In cases where consideration is being given to retaining a student at a particular grade level, refer to the procedure in the Student/Parent Handbook. Forms are available in the office that need to be signed by the parent/guardian once a decision is made to recommend retention.

F11. Class Parties

Class parties should be limited to one hour in duration. It is suggested that parties be held at the end of the day. These parties should be included in your lesson plans. School parties are limited to three per year. (The end of the year picnic is considered one of the three parties per year.)

F12. Classroom Treats (*Please discourage lollipops being given as a birthday treat.)

If children bring treats for their birthday, they should be distributed at the following appropriate times:

- 1) before lunch to be an added item (homemade items or packaged items such as Twinkies, Rice Krispie treats, etc.) or 2) at the end of the school day. The student bringing the items should be asked or advised for appropriate distribution. Teachers must help to ensure students who have food allergies do not consume treats that may contain an allergen.

F13. Teacher Absence

If you are unable to be at school, please call Mr. Nathan Buss (641-8905) at home before 7:00 a.m. If you call after 7:00 a.m. it is difficult to find a substitute. Please share any additional information needed for your classroom that day. Lesson plans should be detailed enough so that a substitute could come in and follow your plans without the aid of additional information. If you are unable to reach Mr. Buss, please call Mrs. Dominy at (928) 660-1623, or Tina Ratkovec (913)-660-5385

By 3:00 p.m. on the day missed due to illness, teachers should call the school to indicate whether or not they will be present the following day. Absences other than illness must be arranged in advance with the principal.

If a problem occurs with a substitute teacher, Mrs. Dominy should be notified immediately so that the issue can be addressed.

F14. Head Lice

Please note the following procedures to be used when a child is suspected of having head lice:

- Send the child to the nurse. He/she will determine if the child should be sent home.
- If head lice are found to be present, the nurse will initiate a check of siblings for possible infestation.
- The nurse will call the parent/guardian or designated contact person to pick up the child.
- The child will remain with the nurse until the parent/guardian arrives.
- In the event a parent/guardian/contact person can't be reached, the child will remain in a designated area for the remainder of the day.
- Parents/guardians are required to accompany students to the nurse at the time of reentry to verify treatment.
- Students must be nit-free before readmission will be granted.
- In the event a student is found to have lice, the school nurse will send notes to parents/guardians of students in that classroom that a case of head lice exists.

F15. Release of Students **CHILDREN MUST NEVER BE RELEASED WITHOUT A PARENT'S/GUARDIAN'S SPECIFIC REQUEST AND THEIR KNOWLEDGE.**

Never excuse children before dismissal time without request from parent or guardian. In the event a police officer or social service worker wishes to speak with a student, refer to Board Policy for proper guidance.

F16. Student Attendance

Students in attendance for more than four hours are counted present all day. Less than four hours but more than two, is counted as 1/2 day present. If the attendance changes during the day, notify the office as soon as possible. At the end of each quarter, the office will prepare an attendance report with data for the report cards.

F17. Parent/Guardian Newsletter

The monthly newsletter will be sent home with the oldest or only child of each family. Articles of information from each grade level or special area about their classrooms will be included. This is a request of the building principal.

F18. Elementary Library/Media Center Procedures

Library Classes/Material Checkout

Each second through fourth grade classroom has a scheduled forty-five minute library class on the six-day-rotating specialist block schedule. The media specialist and kindergarten and first grade teachers will cooperatively develop a schedule for their library class times. The various class levels will have instruction from the Library/Media Curriculum with emphasis on author/illustrator appreciation, media resources, research techniques; time will be allowed for browsing and material checkout. Students may checkout two materials and they must be returned before others may be borrowed. (Children may have more materials for special classroom projects.) The checkout period is two weeks. Students are welcome to checkout materials at any time during the school day.

Overdue notices are given to students at each library class and an overdue list is sent to the classroom teacher. Elementary students are not charged overdue fines; material replacement fines are assessed and parents/guardians are notified of the amount due.

Staff Library/Media Center Information

Materials may be held by staff for four weeks; quarterly lists will be sent showing all materials out. A one-week notice is needed for video and laser disc requests through the ESU and other media sources. Media material purchase requests are encouraged and welcomed along with the ordering information.

Computer Hardware/A-V Equipment

The LMC handles the repair of hardware and a-v equipment. Include your name, room number, and description of the problem on a note with the equipment. Each staff member should have listed on their annual classroom inventory all hardware and equipment with district number.

F19. Insurance

School insurance is offered for the students. Completed applications should be turned into the office by the 10th day of school.

F20. Faculty Meetings

Faculty meetings will be scheduled as needed. Attendance is mandatory.

F21. Field Trips

All field trips must be completed prior to the last two weeks of school. Parent/guardian transportation for field trips in lieu of school bus transportation shall be prohibited.

Keep the students' signed "RELEASE FORM" for the year in your desk. Parents/guardians and the office must be notified in advance of all field trips that make use of bus transportation. A "Field Trip Request" and "Bus Request" need to be completed and sent to the principal's office at least two weeks in advance of the field trip. These forms are available in the elementary office.

In order to economize on district transportation costs, out-of-district field trips will be limited to Grade 4, unless the superintendent approves a trip due to special circumstances. In-district field trips are open to all grade levels but require principal approval. School district transportation will be provided for supervisors using the following adult to student ratios (excluding special education supervisors who may be assigned to one student):

Kindergarten - 1:3
Grades One and Two - 1:4
Grades Three and Four - 1:5

Classrooms will be combined as follows:

Kindergarten - Two classrooms per field trip or 1 per classroom.
Grade One - Two classrooms per field trip
Grade Two - Two classrooms per field trip
Grade Three - Two classrooms per field trip
Grade Four - Two classrooms per field trip

F22. Homework

A District wide Homework Policy has been developed. Grades 2-4 teachers should share with parents/guardians information regarding homework expectations during the grade level parent/guardian meetings. Grades K-1 teachers should share homework information with parents/guardians during the fall parent-teacher conferences.

F23. Room Parents/Guardians and Volunteers

Teachers are encouraged to use room mothers (fathers) with class parties, field trips, etc. Volunteers as classroom paras are another excellent way to involve parents/guardians. If interested, contact the principal for help and information.

F24. Student Referrals

If you have a student that you feel should have an individual educational evaluation, contact the principal for forms requesting this service. Once the referral has been filed with the principal, the SAT/MTSS process will begin. This, of course, includes the classroom teacher. Meetings are an essential element to the SAT/MTSS process. Occasionally, these meetings will extend beyond the 4:00 duty time. The SAT/MTSS team will do its very best to keep the length of meetings reasonable. However, as the classroom teacher, the importance of the MTSS process must never be questioned. As professional educators, it is our responsibility to fulfill all necessary steps for the educational interests of our students. Teachers should refer students in need of counseling to the Elementary Guidance Counselor.

F25. Report Cards

General Information:

A grade should be assigned for every area on the Report Card as well as the cumulative folder. The teacher in the form of a Power School grade book, portfolio contents, rubrics, etc should keep documentation relative to assigned grades. Semester grades are to be recorded on the cumulative folder for all areas at the end of each semester.

Grading scales for grades K-4 will be the following:

- 4: Exceeds Learning Goals
- 3: Meets Learning Goals Independently
- 2: Meets Learning Goals with Support
- 1: Does Not Meet Learning Goals

F26. Health Services

The school nurse is responsible for coordinating student medication. Students taking prescription or non-prescription medication during school hours must be sent to the school nurse to make sure proper state regulations are being met. When sending a student to the nurse's office, it is helpful to jot a note to the nurse explaining the health concern of the student. The nurse will determine whether or not the student needs to go home based on her 'health checks' and observation.

F27. Winter Weather Guideline

Teachers are expected to follow the safety guidelines regarding having students go outdoors during cold weather, located in the Appendices.

Seward Elementary Student Handbook



2025-2026

Principal's Message

Welcome to Seward Elementary and the 2025/2026 school year! We have prepared this handbook so that you may know a little more about our school and its policies and procedures.(Board Policy 5034) It will help us establish positive lines of communication and work together effectively. 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. Throughout the year, additional information will be made available to you through newsletters, Bluejay Alerts, and the school website (www.sewardpublicschools.org). If you have any questions or concerns, please do not hesitate to call or visit the school. Our goal at Seward Elementary is to provide the best educational opportunities possible for each child. By partnering with you, this goal can be accomplished!

Jessica Dominy, Principal

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.

Arrival Time for Students

School begins each day at 8:15. No adult supervision is provided before 7:45 a.m. Please do not drop off students before 7:45 a.m. For the safety of the children, please follow the procedures for student drop off and parking of vehicles. Building entry time is at the discretion of the supervising adults. Children will proceed to the commons area for breakfast or to the gym for the walk-a-thon.

Absence and Tardiness

Parents are asked to call the office if their child is going to be absent on a particular day. This call will let the school know that the absence is not a truancy or that the student might have experienced difficulties on the way to school. Once the call is made, a written note will not be needed when the student returns to school. If the office does not receive a call by 9:00 a.m., the office personnel will call to check on the absence.

Children not present in school are counted absent regardless of the reason for the absence. If they are in attendance for 4 hours, they will be counted as present for the day. Two hours of attendance will be recorded as a 1/2 day. Children late for school are counted tardy, even if the reason is a doctor or dentist appointment. Tardiness and absence for these reasons are perfectly legitimate and often necessary, but they must be counted. Students will be counted tardy after 8:15 a.m. (Board Policy 5001)

Closed Campus

Children must remain on the school premises during the noon hour and at all other times during the day except with prior written parental permission.

Birth Certificates

All new enrolling students are required by state law to provide a certified copy of the student's birth certificate or other reliable proof of the student's identity and age accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. There is a thirty day period in which this may occur. Failure to comply shall cause the school district to notify the parents or guardian in writing. If after ten days, compliance has not occurred, the school is required to report the matter to the local law enforcement agency.

Parental Custody Information

It is the responsibility of the parent with whom a student resides to keep the Elementary Principal informed about which parent has custody of the child and about any visitation restrictions of the noncustodial parent. If the noncustodial parent is restricted from contact with a student, a court order to this effect must be on file at the school. The school will make every effort to ensure that such visitation restrictions are carried out. However, the school cannot accept the responsibility for the child once he/she leaves the school premises. Reports of student progress and other informational documents will be given to both parents when requested. (Board Policy 5020)

Dismissal

Children who are not waiting for a ride are to leave the school grounds immediately after dismissal. Children will not be excused from school before dismissal time without a note or phone call from their parents. Please instruct your child never to leave school with a stranger. Parent permission is needed if your child is to leave the school with someone who does not routinely pick up the child. Grade levels dismiss at the following times:

- Kindergarten: 3:10 p.m.
- 1st & 2nd grades: 3:12 p.m.
- 3rd & 4th grades: 3:17 p.m.

Parents should make every attempt to pick up their students in a timely and reasonable manner. Teachers and/or other adults will supervise students until parents arrive. However, teachers do have other responsibilities after school such as curriculum work, team meetings, staff meetings, etc. Therefore, if an emergency occurs or if for another reason children will be picked up late, the school needs to be notified.

After-School Safety

Insist that your child obey traffic signals. Parents who pick students up after school should park single file on the north side of the circle drive or in the visitor's parking. Parents who park

in the diagonal spaces are asked to walk to the holding area to get their child. Students will not be permitted to walk between parked cars. Buses pick up children on the west side of the building and all other traffic should avoid that area. Student pick up on the north side of the building is discouraged as supervision is not provided. This area is designated for special education transportation only.

Change of Address

Parents should notify the teacher or office immediately of any changes in address, phone number, or family doctor. All unlisted numbers will be kept confidential.

Health

A physical inventory is made of every student during the school year by the School Nurse, and the findings recorded on the permanent record. (Board Policy 5010, 5011 and 5059) Parents will be mailed a written notice of any concerns or symptoms found, and are urged to correct them as soon as possible. The school DOES NOT diagnose or treat an illness or injury. Our policies are:

- First-aid is provided for sudden illness or injury.
- The school's obligation continues until the emergency has been placed in the care of the family or physician of their choice.
- Treatment of injuries occurring outside school jurisdiction are not the responsibilities of school employees.
- Exclusion of children: having a fever with a suspected contagion, symptoms of vomiting and/or diarrhea, headaches, head lice, etc. Students need to be fever free, without the use of medication for 24 hours before coming back to school.
- Any pupil with a rash must be excluded until the disappearance of the rash and any other symptoms. If the parent has consulted the family physician and he/she recommended readmission with a written notice to this effect, then admittance is acceptable.

Sending medications with your child is discouraged. Generally, if children are sick enough to be taking medicine they should stay home. At the suggestion of the Nebraska School Health Policies, our school system has implemented the use of a "medication permission" sheet. This is simply signed permission from the parent or guardian requesting the school district to comply with a physician's order for a student required to take medication during the regular school day. If your child needs to have medicine at school, please stop in the nurse's office to complete and sign this form. This would be used to administer prescription and nonprescription medication. (Board policy 5023 and 5024)

Nebraska schools have a duty under state law to provide a quality health screening program to all students in attendance. The purpose of the health screening is to identify those students needing further evaluation or assistance in the areas screened. A health screening or health inspection is not diagnostic. Screening to be performed includes height/weight, near and distant vision, hearing and dental screening. Health screening takes place in the fall and results that require further follow-up will be communicated with parents.

Please note the 2025-2026 immunization information included in this packet.

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, please call (402) 643-2968.

Lice (Pediculosis)

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.

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.

Lunches

A supervised lunch room is maintained for children who eat hot or cold lunch at school. However, those students who are unable to conduct themselves properly during the lunch period will be required to eat lunch elsewhere. Lunch money must be brought to the office by 8:20 a.m. and the lunch count taken by teachers so that the food service will know how many lunches to prepare. Please call in the lunch order if you know your child will be late for lunch count.

2025-2026 Food Service Prices:

- Lunch: Students PreK-4: \$3.45
- Breakfast: Students PreK-4: \$2.35
- Milk: \$0.55

Students are not allowed to bring soda (pop) or energy drinks as a part of their cold lunch. The soda will be removed by one of the adult supervisors. Suitable alternatives are: fruit juice box, bottled water, purchase of milk, or drinks from the school's water fountain. Lunch from fast food restaurants is not permitted.

At the end of the school year, all lunch and/or milk charges must be paid. Report cards will be held until the charges are paid. A remaining lunch balance will transfer to the next school year and/or building.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis

of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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

(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

[1400 Independence Avenue, SW](#)

[Washington, D.C. 20250-9410;](#)

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

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

This institution is an equal opportunity provider.

Meal Program Charges

The school district will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program. The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent. Meal Charge Policy. The district will notify students and their families of the policy for Charged Meals, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates. Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided to all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy. The district's policy on charged meals is: If a student has no funds available to pay for a meal, the student will be permitted to charge up to \$20.00. Students will not be allowed to purchase a la carte items if they have a negative balance. If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal

program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law. Collection of Delinquent Meal Charge Debt The school district is required to make reasonable efforts to collect unpaid meal charges. The 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.

Playground

Children need to play outside. Parents' cooperation in seeing that children dress according to the weather is requested. In most cases if children are not well enough to play outside, they are not well enough to be in school. A child who must remain indoors due to an injury should bring a note daily to that effect. Otherwise, the teacher's judgment will be used.

Physical Education

All students must participate in physical education. If any limitation is to be placed on participation in physical education, a written statement from the parent will be honored for two successive physical education classes. If the student is to be excused further, a doctor's statement must be received stating the reason for and duration of the excused absence. The statements will be made a part of the student's record. Ordinarily students who have any limitation placed on their physical education activity will be excused for the entire period.

Athletic Shoes

For safety reasons and to prevent injury, each child needs to wear athletic shoes during physical education classes. If athletic-type shoes are not worn to school, a pair of athletic shoes needs to be brought along for P.E. and kept at school. Children without athletic shoes or shoes not approved by the physical education teacher will not participate in P.E. class. Socks need to be worn as well.

Staying after School

On occasion a student may be required to stay after school to make up work or for discipline reasons. Parents will be notified in advance.

Homework

Homework is a learning activity related to the experience within the school. Its purposes are to supplement and to enrich work done in the classrooms. Homework should be assigned following the building homework guidelines. (Board Policy 6017)

Bicycles, Skateboards, Scooters & Heelys

Students are to park their bikes in the appropriate racks. Under no circumstances are students to borrow or tamper with bicycles that are not their own. Bicycles are not to be ridden on the playground or on the sidewalks on the school grounds (this includes before and after school). Skateboards, roller blades, scooters and Heelys are not to be brought to school.

Building Discipline

(Board Policy 6024)-Student Discipline-available upon request or can be accessed online at <https://www.sewardpublicschools.org/vnews/display.v/SEC/Our%20District%7CSchool%20Board%3E%3EPolicies>

Possession of cell phones and other electronic communication devices, including smart watches, in schools is discouraged. If it is necessary for a student to have a cell phone in school, the following rules apply:

- The cell phone/electronic communication device (including smart watches) will be turned off during the school day.
- The cell phone/electronic communication device (including smart watches) is out of sight during the school day (in a book bag).
- The only time the cell phone/electronic communication device can be used is outside of the school day and the student must be outside the school buildings.
- Students are responsible for their own phone/electronic communication device at all times, even if it is taken from someone to whom they have loaned it.
- By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable and necessary.

If any of these rules are violated, the cell phone/electronic communication device will be taken from the student by a school employee and turned into the principal's office. A parent must pick the phone up at the school office.

If a parent needs to be in contact with a student, please call the office at (402) 643-2968 and we will be happy to share the message.

Students who bring, use, possess, sell, share, or distribute any of the items listed below face consequences, suspension and/or possible expulsion:

- Electronic nicotine delivery systems or products, Cigarette, or other tobacco products
- Alcohol
- Prescription medication (must be kept in office)
- Illegal drugs, substances used to simulate drugs or drug paraphernalia
- Over the counter medications except for personal use in office with parent approval.

Sexual Harassment

Sexual harassment will not be tolerated and will be dealt with as outlined in the District policy. Sexual harassment is defined as any unwanted or unwelcome visual, verbal or physical sexual behavior that is offensive to another person. (Board Policy 4014 and 5027)

Anti-Bullying Policy

One of the missions of the School District of Seward is to provide a physically safe and emotionally secure environment for all students and staff. The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others. The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or

electronic abuse. The school district shall review the anti-bullying policy annually. (Board Policy 5054)

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 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.

Youth Assistance Program (YAP)

The Youth Assistance Program (YAP) operates in the Elementary School. The purpose of YAP is as follows: 1) to identify students with high-risk behaviors, 2) to connect students and their families with sources of assistance, and 3) to support students in the school environment. If parents/guardians have any questions, they should contact the elementary office to speak with the principal or the guidance counselor.

Alcohol and Illicit Drug Use Prohibited

The Board of Education expressly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by school employees, volunteers, and students on school property or at any school sponsored event or activity; further, any employee, volunteer, or student found to be under the influence of alcohol or illegal drugs, while on school property or at a school sponsored event or activity will be subject to disciplinary measures. Moreover, the board authorizes and directs school administrators or their representatives to discipline employees, volunteers or students, consistent with pertinent state and federal law, for any violations of this policy.

Discipline for employees may extend to a recommendation for dismissal. While the board does not sponsor directly rehabilitative services, it reserves the right to require that any disciplined employee undergo rehabilitation as a condition to continued employment. Discipline for any adult volunteers may include removal from the volunteer position. Discipline for students may include suspension, expulsion, and/or a referral to a rehabilitative agency. Information on area agency rehabilitative services may be obtained from any of the school counselors.

The board will implement and support curricular materials and activities that teach about the harmful effects of alcohol and illegal drugs and serve as prevention and intervention programs.
(Board Policy 4002)

District Responsibilities for 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. 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.

Care of School Property

The School District provides needed textbooks, workbooks, library books and athletic equipment without charge. This necessitates that all students assume full responsibility for those items issued to them. Fines will be made for the replacement cost of the books and equipment if lost or damaged.

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.

Library Books

Books will be checked out for two weeks. Pupils will be charged for damaged or lost library books. Additional books will not be checked out until the previous overdue books are returned. Books will be considered lost if they are not returned after 4 weeks. At the end of the school year, report cards will be held until restitution is made.

Use of District Technology

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.

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 email, 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.

(Board Policy 5037)

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.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Dr. Shannon Hall-Schmeckpeper at 402-643-2968 (phone number), shannon.hallschmeckpeper@sewardschools.org (e-mail address) 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: Dr. Matt Dominy at 402-643-2986 (phone number), matt.dominy@sewardschools.org (e-mail address), or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 402-643-2941 (phone number), josh.fields@sewardschools.org (e-mail address) 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.

Student Fees Policy

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes specific student fees and/or materials required. Elementary students might be required participants of this policy in one area: field trip fees. (Board Policy 5045)

Conferences and Reports to Parents

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.

Classroom Assignments

Students will be assigned to a particular teacher at the discretion of the building administrator. The administrator will seek input from previous teachers and specialists to ensure the most appropriate placement.

Retention

Students who do not perform to their capabilities may be retained. The following procedures will be utilized:

1. At the end of the first semester, the parent will be notified in writing of possible retention, and a parent conference will be scheduled.
2. Student progress will be reported to the parents at conferences at the end of the third quarter and five weeks before the close of school.
3. A committee made up of the classroom teacher, a principal, and a special area teacher, if appropriate, will be formed. Following their input, a decision will be made by the parents regarding the retention or advancement of the student. Principal input will be seriously considered.

Lost and Found

All lost and found articles are to be taken to the commons area. 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.

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.

Video Surveillance

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies. Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. For example, students making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, but students are still subject to the district's appropriate use and student discipline policies. An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's

disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

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.

Field Trips

A well planned field trip is considered a worthwhile educational experience that contributes much to the overall school program. A permission form will need to be signed at the beginning of the school year. Teachers and other adults will accompany the students. The number of adults needed to accompany the students on field trips will be determined by the classroom teacher. If a parent is chosen to chaperone a field trip, they will likely have a small group of students with them throughout the field trip. As much as we value parent participation, we kindly suggest that parents refrain from attending field trips if not selected as a chaperone. This allows students to fully engage in the experience with their peers and teachers. If a parent is not chosen to chaperone, there may be occasional times that parents may attend as a private citizen (pay own admission fee, provide own transportation) and can join the group their child is in, but parents cannot take their child on their own tour/field trip and the child must stay with the group assigned. Siblings in a different grade level and/or students younger than school age are not allowed to join a field trip group with parent chaperones or in cases when it is permitted for parents to attend as private citizens, as field trips are special educational experiences for each grade level. Parents will be notified if the field trip allows for private citizens to join. In most circumstances, students must ride the bus with their classmates and teachers to their field trip destination and back to school at the conclusion of the field trip.

Parents will be notified in advance when field trips and activities requiring a bus ride will take place. However, on occasion the class may go on a tour within walking distance of the school. Parents will not necessarily be advised in advance of such excursions. (Board Policy 6027)

Classroom Parties

Classroom parties will be limited to three per year and will be no longer than one hour in duration. Supervision will be provided for those students whose parents request that they not participate.

Birthday Treats/Snacks

If children bring treats for the room on their birthday, they will be distributed and consumed before dismissal time. Delivered balloons and/or flower bouquets sent to students will remain in the office until the end of the school day. Suckers are discouraged because of safety concerns. Please make sure birthday treats do not include nuts of any kind, and treats cannot be refrigerated at school due to limited space.

Party Invitations

Although birthday parties, etc., are an "out of school" activity, it is permissible for your child to distribute invitations at school provided all children in the class receive one.

Gifts

The exchanging of gifts between pupil and teacher is discouraged. Gift exchanges among students are prohibited.

Toys

Toy guns, knives, bats, trading cards (baseball, Pokemon, cartoon, etc.), balls, skateboards, roller blades and other toys are not to be brought to school. Key chains and toys hanging from book bags are discouraged as they are a distraction and/or safety concern. Toys confiscated by school personnel will not be returned to the children until the end of the school year.

Pets

Please see that dogs and other pets are kept home and not allowed to follow pupils to school. A call will be made to the parents to come get the pet. If unavailable, the local law enforcement will be contacted. Pets may be brought to school for instructional purposes only. To do so, arrangements must be made with the classroom teachers and building administrator in advance.

Original:

The school dress of elementary students is the responsibility of the parents. We will follow district policy 5031 and use short-term discipline if needed. Students are expected to be appropriately dressed and acceptably groomed for school. Appropriate clothing shall be that which does not pose a health or safety hazard, does not disrupt classroom learning and behavior, and complies with reasonable standards for cleanliness. Students must wear shoes at all times. Heelys are not permitted at school. Clothing items with inappropriate statements, pictures, or expressions will not be allowed. Examples-drug or alcohol messages, obscenities, violence, and disrespectful/negative messages. Unacceptable clothing items include the following: very short shorts or skirts; oversized "sagging" pants and shorts; oversized tank tops worn alone; halter tops; and chains attached to billfolds or pants. For safety reasons during recess times, 'flip-flops' are discouraged. If a student wears a piece of clothing that promotes or advertises the above mentioned items, they will be asked to do one of the following:

- 1) Call home and request that a parent bring another piece of clothing.
- 2) If possible, turn and wear the garment inside out.

3) Proceed to the nurse's office to select and wear a piece of clothing from the school's supply. That piece of clothing should then be washed and returned to school the next day. (Board Policy 5031) For playing outdoors in wet and snowy weather, your children need to be equipped with overshoes or rubber boots. Be sure both boots are marked as well as mittens, caps, scarves, etc. Except for extreme weather conditions, children will be outside every day.

Volunteers

Parents who would like to volunteer in our school are welcome to do so based on teacher needs. Please notify the principal if you would like to volunteer, and you will be given instructions on the necessary paperwork and background checks needed to volunteer in our classrooms.

Visitors

If parents would like to visit their child's classroom, please contact the principal to arrange a date and time. We ask that parent visitors do not schedule a time to visit until after the first month of school. This allows for a stronger transition to the school environment for children. Due to space limitations, we do not allow parents to visit during lunchtime.

Bus Information

Students are expected to abide by the rules and regulations as set forth in the Seward Public School Bus Information Pamphlet. Please read and review these rules with your children. Safety is our first consideration, when transporting children to school. If the bus driver is distracted, danger exists. This is why standards of discipline have been established and must be maintained for our children's safety.

Parents are reminded that school buses are operated for the purpose of providing transportation for children to and from school. Once the bus arrives at the school, the students must enter the school and are subject to the discipline and rules. If for some reason you have not received a School Bus Information pamphlet, notify the Elementary Principal's office. Parents are asked to call the bus driver at his home or the neighbor if their child or children will not be riding the bus on a given day. Parents are asked to contact the bus driver and Bus Barn (643-6069) for approval if their child(ren) are to be delivered to a different stop on the established route. (Board Policy 5044)

After School Plans

If a child is planning to go home with a friend, those arrangements must be made between the parents ahead of time. The child must then bring a written note to the classroom teacher informing them about the arrangements. Students will not be allowed to call their parents about plans they made during the school day. The children will be sent home in the usual manner.

District Cell Phone Policy

Possession of cell phones/other electronic communication devices in school is discouraged. If it is necessary for a student to have a cell phone/other electronic communication devices in school, the following rules apply:

1. The cell phone/other electronic communication devices will be turned off during the school day.

2. The cell phone/other electronic communication devices (Example: Gizmo watch, Apple watch, etc.) are out of sight during the school day (in a book bag).
3. The only time the cell phone/other electronic communication devices can be used is outside of the school day and the student must be outside the school buildings.
4. Students are responsible for their own phone/other electronic communication devices at all times, even if it is taken from someone to whom they have loaned it.

If any of these rules are violated, the cell phone/other electronic device (Example: Gizmo watch, Apple watch, etc.) will be taken from the student by a school official and turned in to the principal's office.

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.

First offense: The cell phone will be confiscated and held in the principal's office. A phone call will be made for the parents to pick up the cell phone/other electronic communication devices. The principal will inform the parent that a second offense by the student is insubordination.

Second Offense: The cell phone/other electronic communication devices will be confiscated and held in the principal's office. A phone call will be made for the parents to pick up the cell phone/other electronic communication devices. Depending on the circumstances, the principal will determine whether the student receives an in-school or out-of-school suspension for insubordination. (Board Policy 6025)

Child Abuse

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.

Complaint Procedure

In the event of complaints or concerns, parents are advised to initially attempt to resolve the situation with the teacher or school employee involved. If the problem cannot be resolved, please contact the school principal, who will schedule a meeting with all the people involved. The superintendent and school board members are to be involved after the above steps are exhausted.

(Board Policy 2006)

Bluejay Alerts

To receive important information about Seward Public Schools sent as a text message or voice message directly to mobile, home or office phones, wireless PDA or pager, sign up for Bluejay Alerts. Information consists of emergency information, school closings, early dismissals and school event reminders. Please contact Craig Williams, District Technology Coordinator at 643-2988 or craig.williams@connectseward.org

Special Education Identification and Placement Procedure

The Board of Education affirms that all eligible children in the School District of Seward are entitled to a Free Appropriate Public Education and an equal opportunity for education according to the needs of the individual student. All procedural safeguards, policies, and programs implemented in the District are administered in conformity with statutory requirements of NDE Rule 51, NDE Rule 55, Public Law 93-380, Public Law 94-142, and all other applicable state and federal regulations. (Board Policy 6010)

Substitute Teachers

If a long-term substitute is needed for four weeks or more, the school district will do its best to find a substitute that is highly qualified for the position. If this is not possible, parents will be notified in writing.

Student Data and Information for NDE

Information for the Nebraska Student and Staff records system is collected by the Nebraska Department of Education (NDE) for the purpose of doing state and federal reporting. This data includes information for the Nebraska State Accountability (NeSA), state aid, special education, and the federal *No Child Left Behind Act*. Student data are protected by state and federal laws and must be maintained in a confidential matter at all times. Parents may review the kinds of data that are collected about our students and the methods that the Nebraska Department of Education uses to manage this data at the Department of Education website: <http://www.nde.state.ne.us/>

Notice of Nondiscrimination

The School District of Seward does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment or educational programs and activities. Any person having inquiries concerning The School District of Seward's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Josh Fields, in writing at 410 South St., Seward, Nebraska or by telephone at (402) 643-2941. Any person may also contact the Office for Civil Rights, U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri, 64114-3302 or by telephone at (816) 268-0550, regarding compliance with the regulations implementing Title VI, Title IX, or Section 504.

Additional Information:

In addition to the foregoing information, a copy of the following policies are enclosed:

1. 2025-2026 Summary of the School Immunization Rules and Regulations
2. 2025-2026 School Calendar
3. Seward Elementary Homework Guidelines

Elementary Administration & Teaching Staff

If at any time a parent/guardian would like to contact the administration or a teacher, please consider the following options:

Telephone: School number is (402) 643-2968

E-mail : firstname.lastname@sewardschools.org

Example: jessica.dominy@sewardschools.org

Seward Middle School

2025-2026

2401 Karol Kay Blvd.
Seward, NE 68434
(402) 643-2986

Kirk J. Gottschalk
Principal

Bradley Schlegel
Counselor

NOTICE CONCERNING DIRECTORY INFORMATION

The school district shall disclose the following as routine directory information (policy 5017) pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Address
- Telephone number
- 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
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- 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.

A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. **A parent or eligible student has to notify the building principal in writing that he or she does not want any or all of those types of information about the student designated as directory information two weeks from the first day of school or two weeks from enrollment date.** The district may disclose information about former students without meeting the conditions of this section.

ACADEMIC EXPECTATIONS/INFORMATION

Seward Middle School provides a program that is designed to serve the needs of the middle school student. Our primary goal is to meet the educational needs of our students while recognizing the unique social and emotional development at this stage of early adolescence. SMS provides a gradual transition from the more sheltered world of elementary school to the broad choices of high school.

HOMEWORK POLICY

- Teachers are responsible for numerous students during the day. Each child and parent has different needs and expectations. Because of this we encourage parents to assume the initiative in keeping track of their own child's progress.
- Seward Middle School has established a homework policy. The general formula for homework assigned is 10 minutes per grade level a day. Therefore 5th grade students should have no more than 50 minutes of homework a day, while 8th graders will have no more than 80 minutes. The exception to this rule is projects that are assigned in advance and take longer than one night to complete. Please help your son or daughter complete assignments by providing regular study periods at home and asking to see assignments.
- Homework is started in classrooms and assigned at the end of class. This allows the teacher to monitor and interview students for comprehension and understanding. Students should know how to complete the assigned work before they leave the classroom.
- Homework will have a value. Generally, homework should be about 15% of the student's total grade but grade level teams and individual teachers may adjust that value accordingly. If an assignment is given, it will be given credit.
- Students have been given a daily planner. They are expected to list their assignments in this planner. Parents should ask to see the planner frequently. If your child is failing to complete the planner, speak with a teacher or the counselor.
- If you feel your child is falling behind, ask your child's teachers for progress reports and/or individual plans.
- Student progress may be monitored through PowerSchool-our student information management system. Contact Craig Williams or your child's counselor for more information.

ACADEMIC DETENTIONS

Academic detentions are designed to help student's complete important missing work that will assist their educational development. Students who fail to complete assignments, fail to hand in papers, have incompletes, hand in late assignments or need special attention will need to stay after school with an assigned teacher. Detention times will run from 3:30 - 4:00 p.m. Staff members will make sure the student has contacted a parent/guardian to make appropriate after school arrangements.

PROGRESS REPORTS

To communicate performance in your child's classes, progress reports are given each quarter to students who are not meeting expectations or who are encountering some trouble. These reports will be a phone call or an email from one of your child's teachers. Letters home or personal conferences might also be used. Parents are encouraged to contact the teachers any time there is a question or concern regarding student progress.

REPORT CARDS

Grades will be based on the assessment of student performance in classes, which may include participation, daily work, presentations, projects and tests.

A+	100	A	94-99	A-	93
B+	92	B	87-91	B-	86
C+	85	C	79-84	C-	78
D+	77	D	71-76	D-	70
F	0-69				

RESOURCE PROGRAM (Board Policy 6010)

Special services are available to the handicapped students of this district as provided by State Law LB403. The guidelines for the resource program are available in all administrative offices or directly from Shannon Hall-Schmeckpeper, Director of Special Services (643-4499).

RETENTION

Students who do not perform to their capabilities may be retained. The following retention rules will be utilized: The issue of retention at Seward Middle School is primarily an issue of accountability. Teachers will inform parents and students of chronic missing/incomplete work and poor quiz or test scores. Parent conferences will be held and the teachers may assign academic detentions. If a student does not improve and fails several classes, he/she may be retained at the current grade level or students may be promoted to the next grade level but could repeat a class or classes the next school year. Regular attendance in school is necessary to be successful and could be a determining factor in retention or repeating a class or classes. Retention of identified students in Special Education program will be determined by the Individual Educational Plan.

SCHEDULE

Schedules will be sent home with the students the first week of school.

SCHOOL CLOSING

If there is a late start, school will start 2 hours late and buses will run 2 hours late. School closing or late start information will be announced using our District Alert System.

STUDENT DATA AND INFORMATION FOR NEBRASKA DEPARTMENT OF EDUCATION

Information for the Nebraska Student and Staff records system is collected by the Nebraska Department of Education (NDE) for the purpose of doing state and federal reporting. This data includes information from NSCAS, NWEA, AQuest, state aid and special education. Student data are protected by state and federal laws and must be maintained in a confidential matter at all times. Parents may review the kinds of data that are collected about our students and the methods that the Nebraska Department of Education uses to manage this data at the Department of Education website: <http://www.nde.state.ne.us/>

TESTING PROGRAM

The counselor is in charge of the testing program at the Middle School. Certain students will be given individual ability tests upon referral for appropriate placement in various school programs. Such tests are only given with prior parent approval.

The following types of tests will be given to students during the school year: NWEA (Northwest Evaluation Association) and the state mandated assessments (5th-8th grade).

T.O.P. (Think Only Positive) TIME

A homeroom/advisement program involves students in 6th, 7th and 8th grades. This program provides a home base for students during their Middle School years. Through homeroom advisement, students will be offered instruction that will provide opportunities to acquire skills in managing themselves, interacting with others and in making decisions thoughtfully and intelligently.

ATTENDANCE POLICIES AND PROCEDURES (Board Policy 5001)

Regular attendance at school is the primary responsibility of students and parents. There is no substitute for regular attendance and many classroom experiences cannot be made up.

IF YOUR CHILD IS ABSENT FROM SCHOOL:

- You are asked to call the school before 9:00 a.m. on the day of the absence.
- The school may attempt to reach the parent/guardian if a phone call has not been received.
- If a phone call is not possible and/or if the school is not successful in reaching the parent/guardian, a note is needed the day the student returns to school.
- If a note or phone call is not received, the student will be required to make up the school time missed.

EXCUSED ABSENCES are those that are family or school initiated:

- Illness, appointments, family emergencies, field trips, etc...

UNEXCUSED ABSENCES are those for which:

- There is no prior permission from a parent/guardian, teacher or an administrator to miss school.
- No note from the parent, doctor, etc. is received upon return.
- Credit may not be given for missed work or tests.
- The student may be assigned detention time.

PREARRANGED ABSENCES are those that have been prearranged by a parent/guardian at least two days in advance, either by phone or by sending a written note to school with the student. These generally occur due to planned trips and medical or dental appointments.

ABSENCES DURING THE DAY

Students leaving during the school day are required to sign out in the office. Students arriving late are required to sign in at the office. Late arriving students must have a note or the parent/guardian must call the school to inform us of the reason for the late arrival.

MAKE UP WORK

Students who are absent for any reason will be required to make up work missed in each class. Students will be given one day for each day absent. A day's absence does not excuse a student from responsibility for all work missed on the day of their return.

It is the student's responsibility to obtain all make-up work from his or her teachers immediately upon return to school. Failure to obtain make up work is no excuse for not doing work missed. Only by special permission of the principal can make up work extend past the grading period.

Homework Policy for Suspended Students - Students suspended from school will be given an opportunity to make up all missed work and will be given full credit according to the following criteria:

1. It is the student's responsibility to ask the teacher for missed assignments.
2. Students will be given one day for each day suspended from school to return completed assignments and take make up tests.
3. Daily work, if made up, will be considered in the grading process. Tests may be made up with credit after the suspension if completed in the time allowed in statement #2.

To the extent possible, students placed in in-school suspension will work on class assignments while in the in-school suspension room. Any work not completed will be governed by the policy on make up work for suspended students.

TRUANCY

The School District of Seward complies with Nebraska law when dealing with trancies. A copy of School Board Policy and State Statue 79-209 is on file at the District Office.

TARDIES

Students are expected to be on time to all classes. If tardiness becomes a pattern (4 per quarter), students will be subject to lunch and after school detentions or suspensions.

CLOSED CAMPUS

Students may not leave the school grounds during the school day without permission of parents or guardians and the school office. If a student leaves the campus for any reason, the student must sign out in the office. Once students are on school grounds in the morning, they must remain on school grounds. This includes bus students and students being dropped off by parents.

SCHOOL ACTIVITIES ATTENDANCE FOR PARTICIPATION OR PRACTICE

Students must attend school all day in order to take part in practice or a contest with the following exceptions:

1. Arrangements have been made ahead of time with principal's office for a doctor, dental, or orthodontist appointment.
2. Arrangements have been made ahead of time with principal's office in order to attend a funeral.
3. The student has missed school because of a class activity and/or field trip.

HALL PASSES

Students must have a hall pass when they are away from their assigned class area. They are expected to take care of all personal needs during break times and to take all necessary books and supplies to class.

STUDENT GUESTS

Student guests are only allowed with prior notice and permission from the office and the teachers involved with the student and guest.

STUDY TRIPS

While on study trips, students are expected to exhibit a high standard of cooperation and behavior. School rules apply to any activity that is sponsored by the school or district. Permission forms must be completed and signed by a parent/guardian prior to student participation in any off campus event. Study trips are a privilege and not a right. Students will not be allowed to participate if behavior issues impede on the learning value of the trip.

ENROLLMENT INFORMATION (Board Policy 5002)

ENROLLMENT OF NEW STUDENTS

All new enrolling students are required by state law to provide a certified copy of the student's birth certificate or other reliable proof of the student's identity and age accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

All new enrolling students are also required to have up to date immunization records. Students whose immunizations are not current will not be allowed to enroll.

PHYSICALS

All 7th grade students and students from out of state, must have a physical prior to entering the 7th grade. However, a parent may choose to sign a waiver on the requirement of having a physical. A student participating in sports cannot waive a physical.

PARENTAL CUSTODY INFORMATION

It is the responsibility of the parent with whom a student resides to keep the office informed about parent custody of the child and about any visitation restrictions of the non-custodial parent. The school will make every effort to ensure that such visitation restrictions are carried out. However, the school cannot accept responsibility once the student leaves school premises. School reports of student progress will be given to both parents when requested.

STUDENT EXPECTATIONS

Every Seward Middle School student should become a responsible, self-disciplined individual. Our staff has high expectations for every student, both academically and behaviorally. Seward Middle School teaches and expects the Eight Keys of Excellence to be visible and practiced in school. The Eight Keys of Excellence is a set of principles which we incorporate into our students life to develop character in order to provide the framework for a supportive, trusting environment. These principles include:

Integrity – Conduct yourself with authenticity, sincerity and wholeness. Your values and behavior are aligned.

Failure Leads to Success – Understand that failures simply provide you with the information you need to succeed. There are no failures, only outcomes and feedback. Everything can be useful if you know how to find the gift.

Speak with Good Purpose – Speak in a positive sense, and be responsible for honest and direct communication. Avoid gossip and harmful communication.

This Is It – Focus your attention on the present moment, and make the most of it. Give each task your best effort.

Commitment – Follow through on your promises and obligations; live your vision. Do whatever it takes to get the job done.

Ownership – Take responsibility and be accountable for your actions.

Flexibility – Be open to change or a new approach when it helps you get the outcome you desire.

Balance – Keep your mind, body and spirit in alignment. Spend time developing and maintaining these three areas.

The purpose of the school-wide behavior expectations is to provide a safe, positive and orderly environment conducive to academic, social and character development for our students. To accomplish this goal, Seward Middle School students are expected to:

- Know and follow all school/teacher expectations and rules.
- Show respect for themselves, others and all property.
- Be responsible for their behavior.
- Put forth their best effort.
- Bring all needed materials to class each day.
- Be in the classroom on time and ready to learn.
- Use class time wisely, be on task and listen attentively.
- Use appropriate language.
- Solve conflicts and problems in a constructive manner.
- Refrain from displaying any signs of affection.

The school has established a set of expectations and standards for behavior. It is expected that each student will learn these expectations and abide by them. If a student lacks the ability to follow these standards of conduct, appropriate corrective measures will be taken. A student who exhibits behavior problems is entitled to all the help that can be provided by teachers, counselors, administrators and outside agencies to enable him/her to function productively in the classroom.

Seward Middle School will use many types of consequences for behavior concerns. Some of these include, but are not limited to, the following: conferences, detentions, service to school, restriction of school privileges, in-school suspension, out-of-school suspension and expulsions.

PROFESSIONAL DISCRETION

This agreement provides academic/disciplinary expectations and guidelines that help to prevent arbitrary decisions. This agreement does not attempt to cover all possible circumstances or appropriate solutions. The Seward Administration reserves the right to apply professional discretion in dealing with students and families concerning academics or disciplinary situations. Extenuating circumstances and the willingness of a student and family to reach an acceptable resolution to a problem will be considered.

APPEARANCE

Students often think it is very important to wear the latest styles to “fit in,” but school is also a work place. So...Seward Middle School has a dress code. This code has been established to:

- Minimize disruptions to the educational environment.
- Ensure student safety.
- Encourage students to wear clothing that fully allows participation in learning activities.

We will follow board policy 5031 and will utilize short-term suspension if needed.

With that in mind, please remember the following rules:

- Coats and hats are not to be worn in the school building. Bandanas and other headgear (boys and girls) are not to be worn in the building. During cold weather, sweatshirts and sweaters are encouraged.
- Pants should fit securely at the waist (no sagging) and should not drag on the floor. Belts must be of an appropriate length and not hang down.
- Shorts need to be as long as the student’s fingers when the student’s arms are at the student’s side.
- No pajamas or pajama type clothing.
- Shirts and tops should cover the midriff. Halter-tops are not acceptable.
- Spaghetti strap tops are not allowed. Lasagna size strap tops are preferred.
- Clothing items with inappropriate statements or expressions will not be allowed. This includes any clothing item that is disruptive to the learning environment. Examples – any drug or alcohol messages, sexual messages, put-downs or any other items that is contrary to the development of good character.
- Shoes must be worn at all times. Avoid high platform type shoes for safety reasons.
- Backpacks/bags will need to be kept in your locker and not taken from class to class.
- Wallet or watch chains are not permitted.
- Students should keep jewelry to a minimum.
- Writing on hands, arms, face and clothing is not allowed.

DISCIPLINE (Board Policy 5035)

Seward Middle School's discipline measures are designed to help students become more responsible learners and community members. It is the responsibility of students, parents and staff to develop a sense of social responsibility that creates a safe community and enriched learning environment.

- Student behavior that threatens the health and safety of students or staff, results in property loss or damage, or disrupts the educational process is not allowed and will result in disciplinary action.
- Seward Middle School has a zero tolerance policy for violence.
- Consequences for misbehavior will be age-appropriate and without bias.
- Disciplinary files are confidential.

Possession of cell phones in schools is discouraged. If it is necessary for a student to have a cell phone in school, the following rules apply:

- The cell phone will be turned off during the school day.
- The cell phone is out of sight during the school day (preferably in a book bag).
- The only time the cell phone can be used is outside of the school day and the student must be outside the school buildings.
- Students are responsible for their own phone at all times, even if it is taken from someone to whom they have loaned it.
- By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable and necessary.

If any of these rules are violated, the cell phone will be taken from the student by a school employee and turned in to the principal's office. A parent must pick the phone up at the school office.

First offense: The cell phone will be confiscated and held in the principal's office. A second offense by the student is insubordination.

Second offense: The cell phone will be confiscated and held in the principal's office. Depending on the circumstances, the principal will determine whether the student receives an in-school or out-of-school suspension for insubordination.

Continued offenses: Additional disciplinary action may be taken to the consequences mentioned above.

Possession of any of the following items in the classroom may result in these being confiscated and held in the office for parents to pick up:

- Portable video games, trading cards, etc...

Possession of any of the following items in the school will result in these being confiscated and held in the office for parents to pick up:

- Skateboards, roller blades, scooters, hover board, etc...

Possession and or use of these items will result in consequences ranging from detention/clean-up duty to suspension:

- Water balloons, paint balls, water gun, etc.

Possession, use of or distribution of these items will result in consequences ranging from detentions to suspension/expulsion:

- Lighters, knives (including pocket knives, or other sharp items), matches, firecrackers, fireworks

Possession, use of or distribution of any of the following items may lead to expulsion:

- Explosives/explosive devices
- Knives, blades, guns of any type
- Hit lists or lists of violent actions
- Please note that any other items used as weapons and/or that appear to be dangerous items (metal pipes, chains, toy weapons, and pencils) can also result in severe consequences.

Students who bring, use, possess, sell, share, or distribute any of the items listed below face detention, suspension and/or possible expulsion:

- Cigarette, E-Cigarette, or other tobacco products as well as vaping products and devices.
- Alcohol
- Prescription medication (must be kept in office)
- Illegal drugs, substances used to simulate drugs or drug paraphernalia
- Over the counter medications except for personal use in office with parent approval.

Engaging in any of the following activities will result in consequences ranging from a verbal warning, detention, suspension to expulsion:

- | | |
|---|--------------------------|
| • Arson, burning or igniting any object | • Misconduct on the bus |
| • Inappropriate physical contact | • Gang activity |
| • Extortion | • Vandalism |
| • Defiance | • Misuse of technology |
| • Fighting | • Verbal abuse |
| • Intimidation | • Gambling |
| • Harassment of any type including racial or sexual | • Theft |
| • Unauthorized sales of food and other items | • Inappropriate language |
| • Aggressiveness | • Unsafe action |
| • Lewdness | • Threats |

BULLYING (Board Policy 5054)

Students who engage in bullying or harassing behavior are subject to discipline up to and including expulsion. Bullying behavior is defined as an ongoing pattern of physical, verbal or electronic abuse. Students are encouraged to report bullying behavior to any adult in the building.

Bullying behavior is usually first given to our Bully Response Team (BRT) which is a group of middle school students under the supervision of a middle school teacher, Jon Marroquin. They assess the situation reported, investigate then intervene using the guidance of Mr. Marroquin. The more serious situations and ongoing behaviors are given to the school counselor or the building principal.

We also promote the Safe2Help program which is a 24 hours a day, 7 days a week hotline where students can anonymously report school safety issues.

TEACHING EXPECTED BEHAVIORS

The faculty and staff of Seward Middle School will retrain students in the necessary expected behaviors to be successful. Retraining sessions are called "practice." The goal is to correct the behavior and not punish the student.

Students may be assigned practice sessions by the office or any member of the staff. Practices are for those students with undesirable patterns of attendance, tardiness or conduct as well as other disciplinary problems. Practice sessions will be on the students' valued time (the lunch period, before or after school) and take only the necessary amount of time to correct the behavior.

In the event that a student is suspended out-of-school, the student will report to the principal's office when they return to school to discuss ways in preventing those inappropriate behaviors from reoccurring. Some retraining and practice may take place. In certain situations parents may be required to attend this meeting.

ATHLETICS/CLUBS GUIDELINES AND EXPECTATIONS

Listed below is a summary of the eligibility requirements for Seward Middle School.

If a student in grade 7 or 8 reaches age 15 prior to August 1, the student shall be ineligible for interschool competition in grades 7 or 8. The student may participate on a high school team.

All athletes must have a physical sheet signed by their doctor before they can actively participate in athletic practice. All athletes will be given a copy of the middle school athletic training rules. If after reading them you do not understand them, please contact Mr. Miller or your coach.

Students must attend school all day in order to take part in practice or a contest with the following exceptions:

1. Arrangements have been made ahead of time with principal's office to miss for a doctor, dental, or orthodontist appointment.
2. Arrangements have been made ahead of time with principal's office in order to attend a funeral.
3. The student has missed school because of a class activity and/or field trip.

Any student found guilty by school authorities or law enforcement agencies of drinking or possessing any form of alcoholic beverages, using or possessing tobacco or illegal forms of drugs while participating in an athletic program (during an athletic year - start of fall practice through end of school term) shall be subject to suspension under current School Board Policy.

STUDENT SUPPORT

4R ROOM

The 4R's in the title represent Rights, Responsibilities, Respect, and Redirection. A student may be referred to the 4R room for academic or behavior reasons. The goal of the 4R room is to create a learning experience from poor choices, as we feel this is essential to learning and an inevitable part of living. It is our philosophy to teach students not to hide mistakes, to make excuses, or blame others.

In the 4R room, students are taught various steps to problem solving. They are responsible for identifying the problem, as well as, possible solutions to solving it. Students examine advantages and disadvantages of each solution and choose one they feel would best solve the problem. Students are expected to follow through with their chosen solution, and finally, create ways of monitoring their success.

AFTER SCHOOL PROGRAMS/SPORTS

Students involved in after school programs are expected to abide by school expectations. After school activities are an extension of the school day. Sponsors and coaches will have expectations for each activity and these will be shared with the students and parents. Students are expected to maintain academics during their participation in after school activities. If low grades become a problem, the sponsor, student, parents or the principal will meet to set up expectations and a plan for the student to be successful in both areas.

SPORTS PARTICIPATION FEES (Board Policy 5045)

All students participating in activities will be required to purchase a full year activity pass. This activity pass admits the student to all home activities during the school year. The exception would be the musical, conference, district or state tournaments that are hosted by the Seward Public Schools. The cost of this pass to participants is ~~\$20.00~~ **\$25.00**

Students will be charged a ~~\$20.00~~ **\$25.00** flat fee for all activities/athletics. As an example: ~~\$20.00~~ **\$25.00** for the activity pass; ~~\$20.00~~ **\$25.00** for football/volleyball, basketball/wrestling, and track for a total of ~~\$40.00~~ **\$50.00** for the year. If the student also participates in band, choir, or the musical there would not be an additional charge. No student will be denied access to an activity because of the fees, but it is the family's responsibility to contact the teacher, sponsor or office regarding any special circumstances.

STUDENT COUNCIL

The Student Council is an organization through which the students may express their opinions and plan activities for the students. The council tries to promote leadership, cooperation, responsibility, respect, caring, fairness, citizenship and trustworthiness among its members.

STUDENT PLANNERS

Student Planners are provided to assist students and parents in preparation for classes each day. Please check and/or review these nightly with your student.

COUNSELING

The Seward Middle School counselor is available to help you with your child's academic, personal and social concerns. The counselor is also available for educational planning, interpretation of test scores, occupational information, career information and study help.

MEDIA CENTER

The Media Center is an extension of all middle school classrooms. The library/media center closely parallels the curriculum and greatly expands the classroom resources available to students. The M.C. houses several thousand print resources that are supplemented with an extensive video collection, electronic resources, and online databases to which the M.C. subscribes. In the course of the school year, students will often be assigned classroom research projects that are M.C. based. Students are always encouraged to use the M.C. for recreational reading materials.

The special rules regarding circulation of print materials and access to electronic resources will be explained to each grade level during their M.C. orientation early in the school year. Fines are charged for overdue materials at an established rate and must be paid before report cards are issued and/or credit is given.

FINES AND FEES

Some activities, classes or events may require a fee. No student will be denied access to an activity because of the fees, but it is the family's responsibility to contact the teacher or office regarding any special circumstances.

At the end of each year or when your student leaves Seward Middle School, all books and materials must be returned in good condition, or a fine will be assessed. Fines must be paid before grades or an official transcript will become available.

FOOD SERVICE/CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well balanced lunch and breakfast is offered at a reasonable price. Those students wishing to participate in the free and reduced lunch/breakfast program must turn in their application to the district office.

2024-2025 ~~2025-2026~~ Food Service Prices: • Lunch: ~~\$3.50~~ **\$3.60** • Breakfast ~~\$2.25~~ **\$2.35**

Lunch/breakfast guidelines are as follows:

1. Lunch money can be deposited before school in the cafeteria or in the office. If your lunch balance falls below the price of two full priced lunches, parents may be contacted. If the balance is below zero and money is not deposited in the child's account after one day, students will be served an alternative meal. However, students are reminded daily when they come through the lunch line if their balance is below \$5.
2. Students that exhibit unacceptable behavior in the lunchroom such as throwing food, etc. will not be allowed to eat in the cafeteria. These students will be assigned to eat their lunches in an area separate from the other students.
3. A breakfast program is available to all middle school students. The serving time is from 7:40 to 7:55. There is time for bus students to eat breakfast. Students may only purchase a full breakfast. Other types of food are not permissible in the cafeteria during the morning serving time.
4. Food may not leave the cafeteria at any time.

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

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

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

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

This institution is an equal opportunity provider.

HEALTH AND MEDICAL INFORMATION

The middle school health program is administered by the school nurse, Michele Cooksey, who is responsible for ensuring the school provides for the individual health needs of all students. School health services are intended to support, not substitute for, health care that should be provided by the parents. Communications between parent and school regarding a student's health is very important and beneficial. Please notify the school nurse or office of any health related problems or concerns of which the school should be aware.

If a student is sick or hurt and can't make it through the day, permission from the teacher must be obtained to go to the nurse's office. The student must have a pass to go to the nurse's office and cannot go during passing periods. A student must consult with the nurse

before he/she leaves to go home because of illness or injury and the nurse has contacted and obtained parent/guardian permission. The student must sign out in the school office.

A sick child should be kept at home to protect other children. If a child has a fever, the child should remain at home for at least twenty-four hours after the fever breaks.

Among the health services provided for students by the Seward School District are screening tests for vision, dental, and hearing. Hearing tests are given to students in kindergarten through fourth grade, seventh, and tenth grades, and to new students and those who have had previous hearing losses. Vision screening (distance) is done each year in all elementary grades kindergarten through fourth grade, seventh, and tenth grade. Vision (near) is done in grades first and third grade. Dental screenings are completed each year kindergarten through fourth grade, seventh grade, and tenth grade except for those students who have evidence of having been seen by a dentist within the preceding six (6) months. Weight/height status along with a body mass index percentile is done in grades kindergarten through fourth grade, seventh grade, and tenth grade.

These screenings are for the purpose of detecting major dental, vision, and hearing problems, which are apparent and are not intended to substitute for a thorough doctor examination.

Parents/guardians are notified if the screenings indicate the potential for any type of problem. School personnel do not diagnose health problems. If health problems are detected, parents/guardians are then encouraged to consult their family medical specialist, but the schools cannot assume the cost of the medical specialist's.

MEDICATION - The school nurse is responsible for coordinating student medication. The following regulations apply to all students who must take prescription or non-prescription medications during school hours.

1. Prior to administration of any medication, parents must sign a written consent and have it filed with the school nurse. Consent forms may be obtained in the nurse's office or school office.
2. In case of prescribed medication, given for more than two weeks (long term prescriptions), the parent's consent and a doctor's written orders must be filed with the school nurse.
3. Medication must be sent to the office in the original container and the medication card must be signed. Both over the counter and prescription medications are treated the same way. Pharmacists will provide two labeled containers, one for home and one for school.
4. The school district will not purchase, prescribe or provide any form of internal medicine to a student.
5. No more than one week's supply of a medication should be brought to school.
6. The student may bring the medicine to school. No prescription medication will be sent home at any time with the student. Parents may pick it up at the nurse's office or school office. Medication that has not been picked up at the end of the school year will be destroyed.
7. Notify the school nurse if you need to carry an inhaler due to asthma.
8. Written directions must accompany emergency medications, such as a bee sting kit, from your doctor.

IMMUNIZATION - All children must be immunized by the first day they enroll in school except as follows:

1. A statement which is signed by the physician, stating that in the physician's opinion, the immunization required would be injurious to the health and well-being of the student or any member of the student's family or household; or
2. An affidavit signed by the student or, if he/she is a minor, by a legally authorized representative of the student, stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or a member, or that immunization conflicts with the personal religious belief of the student. A notary public must sign this affidavit.

INSURANCE - The school board affords students the opportunity to participate in-group accident insurance at the start of each school year with Mutual of Omaha. One of the following is a requisite to registration in classes having a potential of personal injury or participation in athletics:

1. Participation in the student accident insurance program.
2. The family maintains a statement signed by parent certifying insurance covering personal injury of the student.
3. A statement signed by the parent acknowledging receipt of information concerning student accident insurance and declining participation.
4. The filing of claims is the responsibility of the students and their parents.
5. Students will be responsible for providing their own band instrument insurance.

LICE (Pediculosis) - Children may be examined periodically by the school nurse to determine if lice are present. If the examination indicates the presence of lice or nits, the child will be sent home immediately or as soon as safe and proper conveyance can be found. In the event that arrangements cannot be made for the child to go home, the child will be isolated from the other students. Parents will be required to bring the child to the nurse or nurse aide at the time of reentry. The child must be nit-free before readmission will be granted.

LOST AND FOUND

Students who find lost articles are asked to take them to the office where the owner can claim them. A lost and found table will be kept in the cafeteria and will periodically be cleaned out with articles being donated to a local charity. Students and parents are encouraged to check this table for lost items.

PHYSICAL EDUCATION

All students must participate in physical education. In view of this, it is strongly urged that each student visit his/her family doctor for a complete physical examination before entering school. If any limitation is to be placed on participation in physical education, a written statement should be presented which clearly sets forth the limitation and is signed by the family doctor. The statement will be made a part of the student's record. Appropriate athletic shorts, t-shirts and gym shoes are required for students in grades 6-8. Students in 5th grade will need to have proper shoes but will not dress out for class. All middle school students (grades 5-8) will need a separate pair of shoes to be used only for PE when classes are held in the gymnasium. They can be inexpensive or even a used pair as long as they are used ONLY for physical education classes in the gymnasium.

YOUTH ASSISTANCE PROGRAM (YAP)

The Youth Assistance Program (YAP) operates in the Middle School. The purpose of YAP is threefold: 1) to identify students with high-risk behaviors, 2) to connect students and families with sources of assistance, 3) to support students in the school environment. If you have questions, please contact the middle school office or Mr. Schlegel.

SCHOOL SECURITY

The Seward School District uses electronic surveillance equipment to monitor the premises for the purposes of: employee and student safety and security; prevention and detection of crime; and the apprehension and prosecution of offenders.

STUDENT LOCKERS

Lockers are assigned to students. Students are encouraged to leave all valuable items at home. The school is not responsible for missing items. A student may bring a lock from home but must provide the office with the combination or key. Lockers and locks are also provided for PE and athletics. The lockers and locks are school property. Damage to a locker will result in a fine and/or suspension. School officials reserve the right to search lockers.

BLUEJAY ALERTS

To receive important information about Seward Public Schools sent as a text message or voice message directly to cell, home or office phones, wireless PDA or pagers, sign up for Blue Jay Alerts. It's an automated calling system used to contact parents for things such as emergency information, school closings, early dismissals and school event reminders. Please contact Craig Williams, District Technology Coordinator at 643-2988 or craig.williams@sewardschools.org.

TELEPHONE AND PHONE MESSAGES

- Students will not be excused from class to accept phone calls, but messages concerning family emergencies will be given to students promptly.
- Students will only be allowed to use the phone for emergency situations or if they need to make arrangements to stay after school.
- Cellular phones and other communication devices are not to be used during school hours. Faculty and staff will confiscate these items and the parents will need to pick these up from the office.
- After school arrangements (going to a friend's house) should be made in advance of school hours.

TRANSPORTATION AND ARRIVAL AT SCHOOL

- Students should not arrive at school before 7:45 a.m. unless they are eating breakfast. Students are to wait in assigned areas. Transportation is provided between school and home only via school district established bus routes. If students wish to go to any other destination, they will need to provide their own transportation. Any exceptions to this policy will require advance written parental notice and school approval.
- School expectations and guidelines are to be followed on all buses. A student may be suspended from riding any buses because of inappropriate behavior.
- Scooters, roller blades and skateboards are not to be ridden on school grounds. These items will be confiscated if they are being ridden during school hours. Bikes may be ridden to school and parked in the bike racks. The school is not responsible for these items during the school day.
- **Students walking to and from school are required to use the crosswalks where provided.**
- All students are required to remain on school grounds once they arrive. Students leaving school grounds without permission will be subject to disciplinary action.
- Insist that your child obey traffic signals. Parents who pick up or drop off children before and after school can come to the east or west entrance (preferably the east entrance) and are asked to obey signs for everyone's safety. Buses load and unload children on the west side of the building.

HIGH ABILITY LEARNER (HAL) PROGRAM

Educational enrichment is provided for all students throughout the school year by way of special classroom activities and school-wide events. Additional services are provided for identified students in grades 5-8 and consist of further skill development in the areas of written and oral communication, critical thinking, research, etc. Questions about identification or program offerings should be addressed to the HAL coordinator, Shannon Hall-Schmeckpeper.

VIDEO SURVEILLANCE

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies. Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. For example, students making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, but students are still subject to the district's appropriate use and student discipline policies. An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

GRIEVANCE

Grievance procedure for students and employees of the School District of Seward is in compliance with Title IX, the Nebraska Equal Opportunity in Education Act, Section 504 or Title VI. It is the policy of the School District of Seward Public Schools not to discriminate on the basis of race, national origin, creed, age, marital status, sex or disability in its educational programs, activities or employment policies as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, the Federal Rehabilitation Act of 1973 and the Nebraska Equal Education Opportunity Act.

Any person who believes he or she has been discriminated against, denied a benefit, or has been excluded from participation in any district education program or activity on the basis of sex, race or handicap in violation of this policy may grieve such matters using the adopted grievance procedures of this district. Definition of Terms:

1. Grievant - An individual student, parent or employee.
2. Grievance - The grievant feels that there has been discrimination on the basis of race, national origin, creed, age, marital status, sex or handicap.
3. Days - Shall refer to Monday through Friday, excepting legal holidays.
4. Time Limits.
 - a. No grievance shall be recognized unless it is filed at the appropriate level within ten (10) days after the occurrence of the event that is the subject of grievance.
 - b. In circumstances where the grievant does not pursue the next step of the procedure within the time limit specified, unless there is a mutually agreed upon extension of time, the grievance shall be deemed to have been settled and no further action shall be required.
 - c. In the absence of a written reply to a grievance by the appropriate administrator within the required time period, the grievance shall be considered to have been denied and the grievant may submit the grievance in writing to the next level.

Procedures

Level One: A grievant shall, within ten (10) days after the occurrence of the event that is the subject of the grievance, make an appointment with and discuss the matter with his or her principal or immediate supervisor. Every effort will be made to resolve the grievance informally at this level. The principal or immediate supervisor shall give an oral response to the grievant within five (5) days after the initial discussion.

Level Two: In the event the grievant is not satisfied with the disposition of the grievance at Level One, the grievant shall reduce the grievance to writing, sign it, and submit it to the principal or immediate supervisor within five (5) days after the oral response at Level One. A written grievance shall contain a detailed description of the factual circumstances upon which the principal or immediate supervisor must submit a written answer within five (5) days after receipt of the written grievance.

Level Three: In the event the grievant is not satisfied with the disposition of the grievance at Level Two, the grievant may submit the written grievance within five (5) days thereafter to the Superintendent of Schools. The Superintendent of Schools will respond in writing to the written grievance within five (5) days thereafter.

Level Four: In the event the grievant is not satisfied with the disposition of the grievance at Level Three, the grievant may submit the written grievance to the Seward Board of Education which will convene a grievance committee for the purpose of examining evidence of discrimination in the case submitted. The grievance committee will consider all relevant evidence presented in connection with the grievance and may request individuals to testify before the committee. Within twenty (20) days after receipt of the written grievance the grievance committee shall determine what action, if any, should be taken to resolve the grievance. A copy of the decision shall be delivered to the grievant.

Inquiries regarding compliance with Title IX, the Nebraska Equal Opportunity in Education Act, Section 504 or Title VI may be directed to Scott Axt, Seward High School, Kirk J. Gottschalk, Seward Middle School, or Jessica Dominy, Seward Elementary.

NOTICE OF NON-DISCRIMINATION

The School District of Seward does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age or in admission or access to, or treatment of employment or educational programs and activities. Any person having inquiries concerning The School District of Seward's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Josh Fields, in writing at 410 South St., Seward, Nebraska or by telephone at (402) 643-2941. Any person may also contact the Office for Civil Rights, U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114-3302 or by telephone at (816) 268-0550, regarding compliance with the regulations implementing Title VI, Title IX, or Section 504.

Middle School 1 to 1 Chromebook Initiative Policies and Procedures

Seward Public Schools is proud to offer our 8th grade students Chromebook devices for use at school and home. The 1 to 1 Chromebook program, which provides mobile computing and wireless technology to all grade 8 students, has been designed to enhance delivery and assist with individualized instruction.

For parents and students, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a Chromebook. Students are expected to use computers and the Internet as an educational resource. Please reference Board Policy 5037 for further guidance.

- Students will receive instruction on the proper use and care of a Chromebook.
- Students will be able to take the Chromebook home during the school year once the student and parent have signed the Chromebook Loan Agreement Form, and the Student Handbook Receipt.
- Students are expected to treat the Chromebook as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the Chromebook unattended or in a car.
- Students must take precautions to prevent damage to the Chromebook; for example, do not leave the Chromebook where there is danger of coming into contact with moisture or excessive heat/cold temperatures.
- Students are to use the Chromebook to access only socially and educationally appropriate materials and websites.
- Students who wish to use the Chromebook to purchase goods and services from the Internet have full responsibility for any financial obligations incurred from doing so.
- Students are to use the Chromebook in accordance with all Seward Public Schools technology policies including all stipulations found on the Chromebook Loan Agreement Form.
- Chromebook are property of Seward Public Schools and must be returned at the end of the school year, upon withdrawal from Seward Public Schools, and/or at the request of the administration. Willful failure to return the Chromebook in accordance with the stated conditions will result in criminal prosecution.

- Since the Chromebooks are property of the school district, officials of the school have the right to review all material stored on or accessed by any Chromebook and/or student. School officials may revoke a student's Chromebook privileges for any misuse or violation of policies.

Summary of the School Immunization Rules and Regulations **2025-2026**

<p>Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider</p>	<p>4 doses of DTaP, DTP, or DT vaccine, 3 doses of Polio vaccine, 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age, *Hib not required after child reaches 5 yrs of age 3 doses of pediatric Hepatitis B vaccine, 1 dose of MMR or MMRV given on or after 12 months of age, 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age. *Pneumococcal not required after child reaches 5 yrs of age</p>
<p>Students from Kindergarten through 12th Grade, including all transfer students from outside the State of Nebraska and any foreign students</p>	<p>3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday, 3 doses of Polio vaccine, 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age. 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month, 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.</p>
<p>Additionally, for 7th Grade Only</p>	<p>1 dose of Tdap (must contain Pertussis booster)</p>

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services, 2011. For additional information, call 402-471- 6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

Updated 1/2014

Seward High Student Handbook 2025-2026



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Forward

Section 1 Intent of Handbook

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

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

Each year, the Board of Education shall adopt Parent-Student Handbooks. The rules, procedures, and practices adopted in the Parent-Student Handbooks shall have the effect of Board Policy.

Section 2 Superintendent and Members of the Board of Education

<u>Name</u>	<u>Title</u>
Dr. Josh Fields	Superintendent
Ryne Seaman	President
Paul Duer	Vice President
Jill Hochstein	Secretary
Matthew Hastings	Member
Danielle Shipley	Member
Shawn Svoboda	Member

Section 3 High School Administration and Office Staff

<u>Name</u>	<u>Position</u>
Scott Axt	Principal
Rich Eber	Assistant Principal
Scott Curry	Activities Director
Charles Gebhardt	Assistant Activities/Concessions Director
Craig Williams	Technology Coordinator
Noelle Baker	Counselor
Kevin Fields	Counselor
Matt Dominy	Curriculum and Assessment Director
Shannon Hall-Schmeckpeper	Special Education and Special Services Director
Marty Telecky	Transportation Director
Mary Russell	Administrative Assistant/Bookkeeper
Carmen Johnson	Administrative Assistant/Registrar
Jennifer Anderson	School Nurse

Section 4 High School Teaching Staff

Name	Department	E-Mail
Todd Berner	PE/Strength	todd.berner@sewardschools.org
Aaron Blersch	Mathematics	aaron.blersch@sewardschools.org
Celeste Brandenburg	FCS	celeste.palensky@sewardschools.org
Ross Briggs	Mathematics	ross.briggs@sewardschools.org
Krystin Cast	Agriculture	krystin.cast@sewardschools.org
Julie Christensen	Media Specialist/Tech	julie.christensen@sewardschools.org
Tiffany Core	Special Education	tiffany.core@sewardschools.org
Erica Crouch	Language Arts	erica.crouch@sewardschools.org
Jessy Eggerling	Agriculture	jessy.eggerling@sewardschools.org
Jeremy Fries	Mathematics/Striv TV	jeremy.fries@sewardschools.org
Charles Gebhardt	Mathematics/Chemistry	charles.gebhardt@sewardschools.org
Laura Goracke	Science	laura.goracke@sewardschools.org
Jeff Hass	Industrial Arts	jeff.hass@sewardschools.org
Kurt Holliday	Industrial Technology	kurt.holliday@sewardschools.org
Brandon Houdek	Social Science	brandon.houdek@sewardschools.org
Spencer Jakob	Language Arts/Speech	spencer.jakub@sewardschools.org
Amanda Kenney	Instrumental Music	amanda.kenney@sewardschools.org
Nate Knott	Art	nate.knott@sewardschools.org
Trevor Menke	Social Science	trevor.menke@sewardschools.org
Patrick Miller	Math/Science	patrick.miller@sewardschools.org
Rebekah Miller	Social Science	rebekah.miller@sewardschools.org
Wade Miller	Business	wade.miller@sewardschools.org
Seth Montag	Business & Computers	seth.montag@sewardschools.org
Chris Oerman	Spanish	chris.oerman@sewardschools.org
Jamie Opfer	Health/P.E.	jamie.opfer@sewardschools.org
Beth Seegebarth	Special Education	beth.seegebarth@sewardschools.org
Angela Pfeiffer	Special Education	angela.pfeiffer@sewardschools.org
Jenny Pinkall	Science/P.E.	jenny.pinkall@sewardschools.org
Pat Piskorski	Science	pat.piskorski@sewardschools.org
Jim Placke	Physical Education	jim.placke@sewardschools.org
Melissa Pohl	Language Arts	melissa.pohl@sewardschools.org
Ashlee Rickert	Language Arts	ashlee.rickert@sewardschools.org
Ben Rickert	Vocal Music	ben.rickert@sewardschools.org
Kyle Royuk	Math	kyle.royuk@sewardschools.org
Kari Sameuls	Special Education	kari.sameuls@sewardschools.org
Andy Sistik	Mathematics/Computers	andy.sistik@sewardschools.org
Sara Smith	Special Education	sara.smith@sewardschools.org
TJ Towle	Credit Recovery/SPED	tj.towle@sewardschools.org
Kristen Upton	Spanish	kristen.upton@sewardschools.org
Dory von Kampen	Language Arts	dory.vonkampen@sewardschools.org
Jarren Zimmerman	Social Science	jarren.zimmerman@sewardschools.org

Section 5 Extracurricular Assignments/Committees

Activity	Coaches/Sponsors/Team Members
Football	Jamie Opfer (Head Coach), Wade Miller, Casey Makey, Jeff Hass, Nate Knott
Softball	Shawn Carr (Head Coach), Brock Anderson
Cross Country	Kurt Holliday (Head Coach), Kyle Royuk
Girls Golf	Jim Placke (Head Coach)

Volleyball	Rebekah Miller (Head Coach), Crystal Hollman , Jenny Heaston
Boys Basketball	Trevor Menke (Head Coach), Wade Miller, Seth Montag
Girls Basketball	Beth Bohuslavsky (Head Coach), Jarren Zimmerman, Tanner Roth
Wrestling	Karl Degenhardt (Head Coach)
Girls Wrestling	Andy Sistek (Head Coach), Betsy Sistek (Milford)
Girls Bowling	Dennis Sugden
Boys Bowling	Steve Connor
Unified Bowling	Candice Bridgeford (Head Coach), April Roth
Baseball	Brock Anderson (Head Coach), Jeremy Fries, Adam Pierce
Track	Jeff Hass (Head Coach), Nate Knott, Kyle Royuk, Hans Eickmeier, Kari Samuels
Unified Track	Candice Bridgford
Boys Golf	Jim Placke (Head Coach)
Boys Soccer	Jamie Opfer (Head Coach)
Girls Soccer	Nick Holmes (Head Coach)
Show Choir	Ben Rickert
Speech	Spencer Jakub (Head Coach), Jessy Eggerling
One Act Play	Megan Boggs
Marching Band	Amanda Kenney
Color Guard	Amanda Kenney
Musical	Ben Rickert, Dory von Kampen
Cheer	Erika Kratochvil
Dance	Erika Kratochvil
FCCLA	Celeste Brandenburgh
FBLA	Wade Miller/Seth Montag
Key Club	Ross Briggs/Ashlee Rickert
FFA	Jessy Eggerling/Krystin Cast
Academic Decathlon	Noelle Baker
National Honor Society	Chris Oerman
Quiz Bowl	Melissa Pohl
SkillsUSA	Kurt Holliday
Yearbook	Julie Christensen
Bluejay Leadership Team	Laura Goracke
9th Grade Class Sponsor	Jenny Pinkall, Melissa Pohl
10th Grade Class Sponsor	Erica Crouch, Tiffany Core
11th Grade Class Sponsor	Sara Smith, Kristen Upton, Nate Knott
12th Grade Class Sponsor	Noelle Baker, Kevin Fields
Emergency Response Team	Scott Axt, Scott Curry, Rich Eber, Jennifer Anderson, Noelle Baker, Kevin Fields, Mary Russell, Carmen Johnson

School Calendar

2025-2026 CALENDAR SEWARD PUBLIC SCHOOLS

AUGUST

- 1 New Teacher Orientation
- 4-6 New Teacher Work Day
- 1-7 Teacher Workday (floating)
- 8-12 Professional Development Days
- 11 Student Orientation/Open House: Elementary 5:00-6:30, Middle 6:00-7:30 & High School 7:00-8:30 PM
- 13 First Student Day - Dismiss 1:30

SEPTEMBER

- 1 No School - Labor Day
- 15 Professional Development Day - No Students

OCTOBER

- 10 Elementary Planning Day--No Elem. Students
- 16 End of 1st Quarter - 45 Days
- 17 No School--Fall Break
- 20 Professional Development Day - No Students

NOVEMBER

- 26-28 Thanksgiving Vacation

DECEMBER

- 19 End 2nd Quarter - 41 Days -- 1:30 Dismissal
- 24-28 NSAA Competition Moratorium
- 22-31 Winter Vacation

JANUARY

- 1-5 Winter Vacation
- 5 Professional Development Day - No Students
- 6 School Resumes
- 23 No Elementary School

FEBRUARY

- 13 No School
- 16 Professional Development Day - No Students

MARCH

- 9 Elementary Planning Day - No Elem. Students
- 12 End of 3rd Quarter - 46 Days
- 13 No School
- 16 Professional Development Day - No Students

APRIL

- 3-6 No School--Spring Break

MAY

- 1 Elementary Planning Day - No Elem. Students
- 17 Graduation
- 21 Last Day Scheduled (subject to change) - 11:30 Dismissal
- 21 End of 4th Quarter - 43 Days
- 22 Professional Development Day
- 25 Memorial Day



AUGUST 2025							SEPTEMBER 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

OCTOBER 2025							NOVEMBER 2025							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	
26	27	28	29	30	31		23	24	25	26	27	28	29	
							30							

DECEMBER 2025							JANUARY 2026							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3	4					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	
28	29	30	31				25	26	27	28	29	30	31	

FEBRUARY 2026							MARCH 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
							29	30	31				

APRIL 2026							MAY 2026								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
				1	2	3	4							1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9		
12	13	14	15	16	17	18	10	11	12	13	14	15	16		
19	20	21	22	23	24	25	17	18	19	20	21	22	23		
26	27	28	29	30			24	25	26	27	28	29	30		
							31								

- End of Quarter
- Professional Development - No Students
- No School/No Students
- No Elementary School

Visit the school district website for calendar event information at: www.sewardpublicschools.org

Parent-Teacher Conferences	
High School - 5:30 to 7:30 PM	
Wed., Sept. 17	Wed., Nov. 12
Wed., Feb. 4	Wed., April 8
Middle School - 4:00 to 8:00 PM	
Tues., Oct. 21	- Grade 5 Only
Thurs., Oct. 23	- Grades 5-8
Thurs., Feb. 19	- Grades 5-8
Elementary School - 4:00 to 8:00 PM	
Mon., Oct. 13	Tues., Oct. 14
Mon., March 9	Tues., March 10

PARENTS - PLEASE READ BELOW

* Three snow days are built into the school calendar. If we have less than three snow days the last day of school will be moved to an earlier date by the number of days not used (Example- we use 2 snow days our last day of school will be 1 day earlier).

Mission and Goals

Section 1 School Mission Statement

Seward Public Schools - a district rooted in excellence - in cooperation with family and community members is committed to the development of the whole student and affirms that all students will have the skills to become productive, resilient, and contributing members of their community.

Section 2 Mutual Respect

Seward High School expects every staff member and student to be treated with respect and dignity. A show of disrespect in words or actions by a student towards a staff member or insubordination on the part of the students will not be tolerated.

Section 3 Complaint Procedures

Good communication helps to resolve many misunderstandings and disagreements, and the board encourages patrons and school staff to discuss their concerns with appropriate school personnel in an effort to resolve problems.

When such efforts do not resolve matters satisfactorily, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person with whom he or she is dissatisfied, or to who is responsible for the practice or regulation with which he or she is dissatisfied. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher.
2. The second step is for the complainant to speak to the building principal, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted to the president of the board of education.
3. When a complainant submits a complaint to an administrator, the administrator shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - i) If the complainant has not, the administrator will urge the complainant to discuss the matter directly with that staff member.
 - ii) If the complainant refuses to discuss the matter with the staff member, the administrator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - i) All relevant details of the complaint;
 - ii) All witnesses and documents which the complainant believes support the complaint;
 - iii) The action or solution which the complainant seeks.
 - d) Respond to the complainant.
4. A complainant who is not satisfied with the building principal's decision regarding a complaint may appeal the decision to the superintendent.
 - a) This appeal must be in writing.

- b) The superintendent will investigate as he or she deems appropriate.
 - c) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision.
5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
- a) This appeal must be in writing.
 - b) The board may, but is not required to, receive statements from interested parties and witnesses relevant to the complaint appeal.
 - c) The board will notify the complainant in writing of its decision.
 - d) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
 - i) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent.
 - ii) If the complainant refuses to discuss the matter with the superintendent, the board president may encourage the complainant to reduce his or her concerns to writing.
 - iii) The board president, in his or her sole discretion, may determine whether the complaint should be placed on a future board meeting agenda to be discussed by the entire board in executive session.

Section 4 Surveys

School personnel rarely administer surveys of students. In the event that an external survey is conducted, the Principal or designee shall notify parents/legal guardians of students to be surveyed; the nature of the survey, the date and time when the survey shall be administered, and the purposes or uses for the survey results. School officials shall honor any parental/legal guardian's request to have his/her student exempt from participation in the survey.

School Day

Section 1 Bell Schedules For High School

Regular Day

1st Period 8:15 - 8:59 & 9:01 - 9:45

2nd Period 9:50 - 11:17

3rd Period 11:17 - 1:17 (11:17-11:47-11:47-12:17, 12:17-12:47, 12:47-1:17)

4th Period 1:22 - 2:49

5th Period 2:54 - 3:37

2 Hour Late Start

1st Period 10:15 - 10:49 & 10:51 - 11:25

3rd Period 11:29 - 1:00 (11:29-11:52, 11:52-12:15, 12:15-12:37, 12:37-1:00)

2nd Period 1:03 - 2:03

4th Period 2:07 - 3:07

5th Period 3:11 - 3:37

1:30 Dismissal

1st Period 8:15 - 8:47 & 8:49 - 9:20

2nd Period 9:24 - 10:25

3rd Period 10:29 - 12:00 (10:29-10:52, 10:52-11:15, 11:15-11:37, 11:37-12:00)

4th Period 12:03 - 1:02

5th Period 1:06 - 1:30

11:30 Dismissal

1st Period 8:15 - 8:42 & 8:44 - 9:10

2nd Period 9:15 - 9:45

3rd Period 9:50 - 10:20 (no lunch)

4th Period 10:25 - 10:55

5th Period 11:00 - 11:30

PLC Day Schedule

STAFF PLC TIME 7:45- 8:30 (Students to Gym/Theatre from 8:15-8:30)

1st Period 8:35- 9:17 & 9:19- 10:00

2nd Period 10:05- 11:30

3rd Period 11:30- 1:20

Lunch Shifts(11:30-11:58, 11:58- 12:26, 12:26- 12:53, 12:53- 1:20)

4th Period 1:25- 2:50

5th Period 2:55- 3:37

Section 2 Severe Weather and School Cancellations

The superintendent of schools is authorized by the board of education to close public schools in case of severe weather. Representatives of the superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools

A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9pm for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services (such as bus transportation and school activities) may be canceled. Parents may also sign up to receive Bluejay Alerts via phone and email.

After School Starts

Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day, the notice will be broadcast by the media and **parents should have a plan in place to accommodate these circumstances.**

Parental Decisions

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. The absence will be treated 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 at any time during the school day.

What Not To Do

Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Emergency Conditions

Seward Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year.

In a crisis situation, personnel in charge of the building will determine the appropriate level of lockdown if a lockdown is necessary. **In certain situations, parents may not be allowed to enter the building and/or pick up their children.**

Section 3 Closed Campus

All students are required to remain on campus and in the building during the school day, including lunch. Exceptions are made for students attending college classes or leaving for work experience. School will not accept DoorDash or any other food delivery service during the school day.

Section 4 Identification Cards

Identification cards will be issued at the beginning of each school year. All students will be required to carry identification cards on their person during the school day and at all school activities. Students must be able to produce them upon the request of a school official. A five dollar (\$5.00) fee will be charged for lost or stolen ID cards.

Use of Building and Grounds

Section 1 Entering and Leaving the Building

Beginning of School: Students should not be on school grounds prior to 7:45 am. Students participating in Marching Band, Choir, Club/Activity meetings will be added to an “Early Entry” list that is monitored in the main high school office. Students needing to see a teacher before school need to make arrangements with that teacher to be placed on the “Early Entry” list in the office to enter the building prior to 7:45am.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon returning to school during the day, students are to report to the school office.

End of School: Our regular school day ends at 3:37 pm. Make-up work, special help, assignment after school, club meetings, and other school activities begin immediately after school. It is important that students who are involved in any of these activities report to the designated area on time. All other students should leave the building as soon as possible.

Section 2 Visitors

Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities. (Board Policy 5018)

- 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, is 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.

All visitors must report to the office upon entering the school to sign in and to receive a visitor’s pass. Various limitations apply such as length of stay, days allowed and access to the classrooms. All visitors must sign out in the office upon exiting the school. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators.

Students may request to bring an “outside date or guest” to a school activity such as a dance. However, the administration has the final authority to approve or deny any such request for any reason. Forms are available in the office.

Section 3 Smoke/Electronic Nicotine Delivery Systems or Products-Free Building

The use of tobacco/**electronic nicotine delivery systems or products** is prohibited in all school buildings and all school vehicles. Smoking/**electronic nicotine delivery systems or products** shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

Section 4 Care of School Property

Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. School-issued items that are stolen or damaged are the responsibility of the student to whom they are issued. Students must pay all fines before they can receive school publications such as transcripts and report cards.

Students, who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Section 5 Lockers and Backpacks

Students should not share a locker with other students since they are responsible for the contents and cleanliness of their locker. Students may be assessed a fine for damage to lockers. Book bags and/or gym bags may be brought into the building, but are prohibited in classrooms. Book bags, backpacks, gym bags, purses, etc. are to be kept in a student's assigned locker. Students are not to leave their books/bookbags/backpacks/gym bags in the hallway or in the office. School officials may inspect lockers/bags without any particular suspicion or reasonable cause. Students must use school issued padlocks unless stated otherwise in an IEP or 504 plan.

Section 6 Use of Surveillance and Searches

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

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

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

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as possible.
3. Items that have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

Section 7 Use of Telephone

Use of the office phone will be allowed in an emergency or when a student is ill. It may be allowed in other circumstances at the discretion of the office staff. However, the office phone is NOT to be used during class time and use of the phone is not an excuse to be tardy.

Section 8 Bicycles

Bicycles must be parked in the racks provided and shall be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

Section 9 Vehicles

Vehicles must be parked in designated areas. Vehicle related violations may result in loss of privilege of driving or parking on school property. Students are required to register their vehicles in the High School Office. Students are not to loiter in the parking lot during non-school hours.

Section 10 Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft or damage.

Section 11 Lost and Found

Students who find lost articles are asked to take them to the office so the owner can claim the articles. If articles are lost at school, report that loss to office personnel.

Section 12 Accidents

Every accident in the school building, on the school grounds, at practice sessions or at any athletic event sponsored by the school must be reported immediately to a school administrator.

Section 13 Laboratory Safety Glasses and Safety Equipment

As required by law, approved safety glasses and safety equipment will be required of every student, teacher and visitor while participating in or observing vocational, technical, industrial technology, science and art classes when the risk of potential injury is present.

Section 14 Insurance

Under Nebraska law, the district may not use school funds to provide general student accident or athletic insurance. The district encourages all student participants in athletic programs to have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office.

Section 15 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the principal's office. Posters are not to be attached to any painted wall surfaces. Posters/Signs only can be posted on hallway bulletin boards. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 16 Copyright and Fair Use Policy

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

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

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes
2. The nature of the copyrighted work
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are questions regarding what may be copied.

Section 17 Non-Curriculum Student Clubs

1. Application Process

- Name, Purpose, and Proposed Activities of the Group
 - Name of student representative authorized to submit an application
 - Who will be responsible for damages to District property,
 - Who will be the liaison for communication with school staff
- The student(s) requesting the club will seek out a member of the staff willing to serve as a supervisor.
 - The staff supervisor will not help plan or run the club;
 - They strictly agree to provide supervision when students meet.
 - Building administration will approve the district employee who will serve as the supervisor for each meeting.
- Must submit the [Student Application for Approval](#) at least 3 days prior to the first meeting and must re-submit an application annually.
 - If the application is approved, the building administrator shall designate and assign the room(s) to be used for student group meetings.

2. Communication of Meetings

- Non-curriculum related secondary school student groups may use designated bulletin boards, announcements, etc. for notices of their meetings. All electronic or written notices will include this standardized statement: “Non-Curriculum Related Student-Led Group-This Club is not Sponsored by the District or School. Any Staff Member’s Role is Solely Supervisory.”
3. Rules for Governing Meetings
- Meetings must be held outside of normal instructional time.
 - Participation in meetings is voluntary.
 - Non-school people may not direct, conduct, control, or attend the meetings.
 - The staff supervisor will not help plan or run the group.
 - They may not participate in any discussion or activity; they are strictly agreeing to provide supervision when students meet.

Attendance and Participation

Section 1 Attendance Policy

Regular and punctual student attendance is required by school board policy 5001 and state law. The administration is responsible for developing further attendance requirements and regulations consistent with board policy. Students must be enrolled on a full-time basis. Exceptions are permitted only per board policy and state law. The responsibility for attendance rests mainly with the students and his/her parents. However, if that responsibility is not assumed by the student and parents, the school will enforce the attendance laws of the State of Nebraska. Parents are asked to cooperate with the school to reduce the number of absences.

Section 2 Attendance Procedures and Absences

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 regularly attend a public or private school unless the child has graduated from high school or has been disenrolled by the child's parent or guardian.

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 18 years of age are of mandatory attendance age.

Exceptions for 16-17 Year Old Students

This policy does not apply to students who have reached age 16 but not yet turned 18 when (1) the services or earnings of a child are necessary for their own support or the support of those actually dependent upon him or her; or (2) when illness makes attendance impossible or impracticable.

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

Discontinuing enrollment

The board will allow any person with legal or actual charge or control of a child who is younger than seven years of age or who is at least 16 years of age to disenroll the child only as permitted by state law. The person seeking to discontinue the child's enrollment shall submit a signed affidavit to the superintendent using the forms provided by the district, and will complete all required disenrollment processes required by board policy, this handbook, and state law.

Attendance Officer

The superintendent is designated as the attendance officer for the district. The superintendent, 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 and board policy relating to compulsory attendance. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Attendance Procedures

1. All absences known in advance must be reported by the parent/guardian to school personnel (doctor or dental appointments, court appearances, etc.).
2. When absences are not prearranged, the parent/guardian must call school office personnel **prior to the beginning of the school day**, stating the reason for the absence. The call must be made each day a student is absent, unless

other arrangements have been made, such as pre-arranged absences or an extended period of absence for the same cause. If notification is not made, school personnel will contact the parent/guardian. However, the best use of district resources is for parents to contact the school before a call is required to be made home. **Please call the High School Office at 402-643-2988 before 9:00 am to report a student absence.**

3. Absences not excused by a parent/guardian will be considered truanancies with disciplinary consequences in accordance with the Student Behavior Code.
4. A note or call from home will be deemed excused or unexcused at the discretion of the administration.

Excused and Unexcused Absences.

An absence from school will be reported as: (1) an excused absence or (2) an unexcused absence.

1. Excused Absences: Absences should be cleared through the Principal’s office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:

- a. Physical or mental illness of the student (a physician’s verification is required after four (4) consecutive days of absence for illness)
- b. Severe weather
- c. Medical appointments for the student
- d. Death or serious illness of the student’s family member
- e. Attending a funeral, wedding or graduation
- f. Appearance at court or for other legal matters
- g. Observance of religious holidays of the student’s own faith
- h. College Visits (2 days maximum)-verification from college admissions office is required to be excused.
- i. School sponsored activities which require students to be absent from school.
- j. Personal/Family vacations/trips in which a student accompanies the parent(s)/legal guardian(s).
- k. Other absences which have received prior approval from the Principal.

The Principal has the discretion to deny approval for the latter two (2) reasons, depending on circumstances such as the student’s absence record, the student’s academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip. Students will be expected to notify teachers in advance, collect work and be complete upon return. As a general rule, students will NOT be excused for family trips within the last five (5) school days of a term.

2. Unexcused Absences: An absence, which is not excused, is unexcused. Parents are required to call school regarding a student’s absence by 9:00 a.m., providing the reason for the absence. Failure to provide a reason for the absence will result in that absence being counted as unexcused, which may result in the student being considered truant as per state law (UNeb. Rev. Stat.U 79-201). It is expected that parents will model honest behavior for their children. Students who are called in for typically excused reasons, but who are found by the principal or other school official not to be in accord with the expectations of that excuse will be counted as an unexcused absence, regardless of the parents’ stated reason. If a student’s absence is unexcused, the student may receive zeros for any class work missed during the absence and may be required to make-up work and the time missed.

Excused/Unexcused Quick Reference Guide

Absent days that count against your 5	Absent days that don’t count against your 5
<ul style="list-style-type: none"> ● Personal Days ● Vacations (without a prior conversation with Admin) ● Illness without doctor’s Note ● Appointments - non-medical ● Overslept ● Truant / Unaccounted for absence ● District Tournaments (Non Participant) ● State tournament if not a participant or a Seward Team is not playing ● Club Sports 	<ul style="list-style-type: none"> ● Illness / Appts with Doctors Note ● School Activity ● State Tournament if you play that sport for the whole season or an SHS team is in the tournament. ● (2) College Visits (With documentation from College) ● Funeral ● Court / Probation ● DMV ● Religious Holidays

Excessive Absences: Notification and Collaborative Plan Process

Excessive absenteeism refers to any student that is absent 5 days or more per term. Such absences shall be determined on a per class basis. The following procedures will act as a guide for Seward High School to address excessive absenteeism.

- A. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of the student.
- B. One or more meetings between the school (school administrator/designee, and/or school counselor and/or social worker), the student, the student's parent/guardian when appropriate to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan/attendance contract to reduce barriers identified to improve regular attendance. The plan/contract shall consider, but not limited to:
 1. Illness related to physical or behavioral health of the child
 2. Educational counseling
 3. Educational evaluation
 4. Referral to community agencies for economic services
 5. Family or individual counseling
 6. Assisting the family in working with other community services.
- C. If the parent/guardian refuses to participate or attend such a meeting the principal shall place documentation of such refusal in the student's attendance records.
- D. Reporting Excessive Absenteeism to the County Attorney - The School may report to the county attorney of the county in which the person resides when the school efforts to address excessive absences, the collaborative plan/contract to reduce barriers identified to improve regular attendance have not been successful, and the student has accumulated more than twenty (20) absences per year.
 1. The school will notify the student's family in writing prior to referring the child to the county attorney. When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer must file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer must file a report with the appropriate county attorney.

Excessive absences during the school year shall result in a review of the student's attendance profile by an administrator to determine further action, including monitoring future absences, parental notification, or a referral to an Attendance Committee, consisting of at least two faculty members, school nurse or counselor, assistant principal and principal. The committee will meet by appointment or as deemed appropriate at which time the student's total attendance record will be examined. The decision of the committee will be based on the justifiable reasons for absences as provided by the parent/guardian, excessiveness and necessity of the absences, and the total attendance record. Proper documentation such as physician notes are strongly encouraged. Action of the committee could include, but not be limited to, providing acceptable criteria for future absences, requiring the student to make up time, or loss of credits for the term, as determined by a majority vote of the committee members present at the meeting. The decision of the Attendance Committee may be appealed to the Superintendent of Schools.

Section 3 Tardiness

Punctuality is a good work habit! Being tardy is defined as arriving to class after the tardy bell has rung. A student detained by a teacher, a counselor, or administrator must bring verification. This verification will excuse the tardy.

1. When a student is tardy to class they will be required to serve a fifteen (15) minute detention after school that day. All teachers will adhere to this policy with no exceptions made for students who need to go to work, athletics, appointments, etc. Bus students will be required to attend the next morning.
2. Tardies will count in the overall attendance review process.

Section 5 Leaving School

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. Students who leave without permission and without signing out in the proper manner will be considered truant.

Section 6 Attendance is Required to Participate in Activities (Board Policy 6014)

Students must attend school all day the day of any scheduled school activity in order to

participate in the activity. This includes sports contests, practices and dances. Failure to attend on that day will result in a student being withheld from participation in the activity. The Principal or Activities Director retains the right to grant participation should exceptional circumstances prevail or the student has obtained prior permission from administration. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will be going home ill and then returning to play in the contest later that day.

Prom and Homecoming

A Student that has five (5) unexcused absences in the first term (defined above) will be ineligible for Homecoming. A Student that has five (5) unexcused absences during the term of prom (defined above) will be ineligible to attend Prom.

Honor Roll

A student with five (5) unexcused absences (defined above) per term, will not be eligible for the Honor Roll.

State Tournament

A student that completes a full season of their sport (JV/Varsity) and is in good standing with the team is allowed to attend a maximum of two (2) days of that sports state tournament without the absences counting against their five (5) days. Students must be in good academic standing and must have the Pre- Approval for Absence form completed prior to leaving school.

If SHS qualifies for state in an activity, students who want to attend and support SHS will need to get a form from the office and get approval from their teachers, parents, and administrators ahead of time. The administration will determine the amount of time that will be excused based on when SHS competes. **Failure to complete the form will result in an unexcused absence and no participation in extracurricular activities for that school day.** Students that complete the form will be granted an excused absence and allowed to participate in extracurricular activities for the day.

Section 7 P.E. and Sports Participation

If a student is injured in P.E. or sports practice, he or she needs to alert the teacher or coach so the staff member can complete an accident report.

If a student receives a note from medical personnel indicating they are injured, the student may not participate in P.E. or sports until they receive medical clearance. The school district will need a copy of the release prior to the student returning to P.E. or sports practice.

If a student has a minor injury that does not require medical attention, a parent may excuse their child from P.E. or sports practice for a maximum of two (2) days. The school district will need a note from the parent or the child will be expected to participate.

Section 8 Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not complete, students will receive no credit for the work required. The student has the responsibility to contact teachers, initially, regarding make-up assignments. Assignments will be sent for extended absences such as hospitalization or prolonged illnesses. Students will be allowed twice the amount of time missed during an absence (no credit and truant absences excluded) to make up schoolwork that was missed due to illness, illness in the family, death in the family, medical appointments, or emergency situations when a student is needed at home. Work assigned prior to an absence is expected to be completed on time. Students who miss four or more consecutive days due to illness, need to bring a doctor's note prior to returning to school. Students who will be absent two or more days are expected to contact their teachers via Canvas or Email for their assignments and materials.

Students who will be absent for a school activity should make arrangements with their teachers prior to the absence.

Section 9 Transferring from Seward High School:

If a student should find it necessary to withdraw from school, it is very important that they secure a checkout form from the principal's office and have it signed by all of their teachers and parent/guardian. The slip is to be returned to the office after all individuals have signed it. Failure to check out of school in this manner will cause records to remain incomplete, making it impossible to send credits to another school

Section 10 Withdrawal from School:

A person who has legal or actual charge or control of a child who is at least sixteen years of age but less than eighteen years of age may withdraw such child from school before graduation must have an exit interview with the superintendent's designee. Any withdrawal form signed by the person making the written request shall be valid only if the child signs the form unless the withdrawal is being requested due to an illness of the child making attendance impossible. The superintendent's designee signs the form that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the superintendent's designee the person making the written request does in fact have legal guardianship and the child is experiencing either financial hardship requiring the child to be employed to support the child's family or one or more dependents of the child or an illness making attendance impossible or impracticable. (Nebraska law 79-202)

Scholastic Achievement

Section 1 Grading System

Seward High School will use the letter grading system as follows:

Letter Grade	Percentage			
	<u>Grade Earned</u>	<u>Non-Weighted</u>	<u>Weighted</u>	<u>Percentage Ranges</u>
A+		4.0	5.0	98-100
A		4.0	5.0	95-97
A-		3.667	4.667	93-94
B+		3.333	4.333	91-92
B		3.0	4.0	88-90
B-		2.667	3.667	86-87
C+		2.333	3.333	84-85
C		2.0	3.0	80-83
C-		1.667	2.667	78-79
D+		1.333	2.333	76-77
D		1.0	2.0	72-75
D-		.667	1.667	70-71
F		0	0	0-69

Each teacher should define for students the grading procedures to be used in their classes.

Section 2 Graduation Requirements

The district shall conduct a commencement ceremony for members of the senior class at the end of the school year. Participation in the ceremony is a privilege, not a right, and the superintendent or his/her designee may prohibit students who have violated conduct rules from participating in the ceremony as a consequence for the misconduct.

Only those students who have completed all graduation requirements (i.e., completed the required coursework or achieved the goals set in the student's individual education plan) will be allowed to participate in commencement exercises.

Students who graduate from the School District of Seward must accumulate 235 hours. The total graduation requirements must include the following core curriculum:

- Language Arts -- 40 hours
- Speech - 5 hours
- Mathematics - 30 hours
- Social Science - 30 hours
- Science - 30 hours
- Personal Finance - 5 hours
- Physical Education & Health - 15 hours
- Technology - 5 hours

Vocational - 5 hours
Fine Arts or Foreign Language - 5 hours
Electives - 65 hours
Volunteer Service - 30 clock hours (see below)

The student handbook and registration book will list the core classes and the elective classes that are available and/or required.

Section 3 Community Service

At Seward High School, we believe each student should aspire toward personal excellence and responsible citizenship with community and family support. We believe that together families, schools, and communities can prepare students to develop life skills and achieve academic success. Students will be encouraged to complete at least 5 hours of community service each calendar year (August 1 - July 31) and required (per Board Policy 6006) to complete 30 hours of community service as a graduation requirement (August 1 of freshman year - Wednesday Week of Prom Senior Year).

(Beginning with the Class of 2027) Five of the 30 hours will need to be affiliated directly with Seward Public Schools Service. For example, Concessions, School Sanctioned Community Service Projects, Student Ambassadors, Class Projects such as decorating for dance, homecoming etc. Students will utilize the MobileServe system to record and track their hours, which will be verified and approved by administration. The majority of hours must be served in Seward County communities.

Hours to be served outside of Seward County must be pre-approved by administration. This system to enhance student learning will connect community and school to support the development of servant leaders.

Early Graduation Plan (Board Policy 6006)

The School District of Seward supports the concept of early completion as a means of accelerating students toward the achievement of lifetime plans. The following guidelines have been established for students to be eligible for early completion:

1. Students must meet all completion requirements established by the Board of Education in order to be eligible for early graduation as well as the credit hour requirements in each specific subject matter area.
2. A student who decides to opt for early graduation or completion is not eligible to participate in school sponsored activities following the last day they attend classes. The effective date for participation will end with the last day that the student is enrolled in classes. The only school activities that the applicant (non-alternative school) is eligible for will be the regularly scheduled graduation ceremony and the jr/sr prom.
3. This policy shall be evaluated annually by the high school principal and appropriate revisions shall be recommended to the Board for its consideration.

Senior Recognition

The school district will recognize the outstanding academic achievement of its graduating seniors in the following manner:

- Summa Cum Laude – A graduating senior with a cumulative G.P.A. of 4.0 or greater
- Magna Cum Laude – A graduating senior with a cumulative G.P.A. between 3.833 – 3.999
- Cum Laude – A graduating senior with a cumulative G.P.A. between 3.667 – 3.832

G.P.A. will be calculated on a numeric basis using a four-point scale. The formula to do so is as follows:

Mark points earned in a course multiplied by the number of potential credits towards graduation assigned to that particular course. The sum of this calculation for each course is then added up with all other courses attempted for that term (for honor roll purposes) or cumulative for overall GPA and is then divided by the total number of academic credits attempted for that term or cumulatively in order to calculate overall high school GPA.

The conversion table that will be used to associate classroom percentage grade performance with a particular letter grade and mark point value has been provided below.

<u>Grade Earned</u>	<u>Non-Weighted</u>	<u>Weighted</u>	<u>Percentage Ranges</u>
A+	4.0	5.0	98-100
A	4.0	5.0	95-97
A-	3.667	4.667	93-94
B+	3.333	4.333	91-92
B	3.0	4.0	88-90
B-	2.667	3.667	86-87
C+	2.333	3.333	84-85
C	2.0	3.0	80-83
C-	1.667	2.667	78-79
D+	1.333	2.333	76-77
D	1.0	2.0	72-75
D-	.667	1.667	70-71
F	0	0	0-69

The following Advanced Placement (A.P.) courses will be classified as weighted.

- | | |
|------------------------------------|----------------------------------|
| A.P. Calculus | A.P. Statistics |
| A.P. Environmental Science | A.P. Biology |
| A.P. U.S. History | A.P. Human Geography |
| A.P. European History | A.P. Computer Science A |
| A.P. World History | A.P. Computer Science Principles |
| Other A.P. offerings may be added. | |

The following courses will be excluded in the calculation of high school GPA:

- Courses completed by home-schooled students
- Correspondence courses completed at a non-accredited high school
- Non-credit earning courses
- "Pass" courses
- Aide assignments
- College classes that do not earn high school credit

Transfer Students

In an effort to provide all students with an equitable GPA calculation, the records of transfer students will be evaluated individually with each course grade being assigned the weight of its closest counterpart in the Seward High School registration guidebook. The goal of this process is to ensure equity and fairness

so that those transferring to Seward High School are given neither an advantage or disadvantage in the calculation of GPA.

Selection of Graduation Speakers

Students interested in representing their graduating class as speakers at graduation shall apply at the designated time during the second semester of their senior year. The application process will require a short written application along with a speaking trial. A faculty committee of three-to-five staff members appointed by the principal on an annual basis will select the graduation speakers based upon pre-selected criteria that consider both the content of the speech and the delivery. No faculty member with a conflict of interest will be selected to serve on the committee.

Section 4 Grade Placement

Subject to a determination on grade placement based on the criteria set forth below, a student transferring from an accredited school will generally be placed at the grade level that is comparable to the placement in the school from which the student is transferring. Temporary placement may be made until a student's records are received to verify the placement.

The appropriate level of placement for secondary students may be determined by, but not limited to, consideration of the following information:

- Chronological age
- Previous public school or private school experience
- Standardized achievement test data
- Criterion referenced test data
- Final examination test data
- Diagnostic test data

A student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirements to earn a high school diploma. Credits earned in grades 9-12 at an accredited school will be counted toward high school graduation requirements. Credits from a home school and/or a non-accredited school will not be counted toward high school graduation requirements.

The district administration, in conjunction with the building principal, will determine the appropriate grade level/credit status of a student transferring from a foreign country.

Section 5 Schedule Changes

Students needing schedule changes should notify their school counselor. The school counselor and all teachers involved must agree to all schedule changes. Due to the efforts in how we build the master schedule based upon student requests to maximize our staffing, schedule changes will be very limited. Students who drop a class or are removed per behavior after the first week of term will be given an Withdrawal/F on their transcript for the course. The principal reserves the right to make the final decision on all schedule changes and dropped course transcript grades.

Section 6 Report Cards

Report cards are issued at the end of the school year. Parents may request a hardcopy of their students report card after each term by contacting the SHS main office. Percent grades are used to designate a

student's progress. Incompletes shall be designated by an "I" for the term. Students have one (1) week after the end of the term to make up incomplete work if given an "I" for the term. Failure to do so may cause the grade to change to an "F" or "NC" (no credit). No incompletes will be given at the end of the fourth term, as all course work must be completed by the end of the fourth term.

Section 7 Parent-Teacher Conferences

Parent-Teacher conferences will be held once each term. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by contacting the school office and making arrangements with one or more teachers, as needed.

Section 8 Honor Roll

The purpose of the Honor Roll is to recognize those students who demonstrate academic excellence. The merit roll will be determined for 1st, 2nd, 3rd and 4th terms. Students will be recognized if they meet the following criteria:

1. Minimum G.P.A. of a 3.5 for the grading period (high school classes only).
2. No "C's" or below in any class.
3. No "N's" or "U's" on student citizenship. Citizenship grades will be determined based on the preparation, respect, integrity, dedication, effort scale.
4. Enrolled in a minimum of 10 high school credit hours for the grading period.
5. Honor Roll -A student with five (5) unexcused absences (defined in attendance section) will not be selected for the Honor Roll.

Honor Roll lists are published in the *Seward County Independent* each term.

Section 9 National Honor Society

The National Honor Society chapter of Seward High School is a duly chartered and affiliated chapter of this prestigious national organization.

Admission to the National Honor Society

Membership is open to those students who meet the required standards in four (4) areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five (5) member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each semester.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.5 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the faculty council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is

necessary for selection. The chapter adviser is a non-voting member of the Faculty Council. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings when and as scheduled and participation in the chapter service projects(s).

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, Mr. Chris Oerman.

Removal from National Honor Society

A student may be removed from the NHS by action of the Principal upon a determination by the Principal that the student:

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the Principal's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten calendar days of receipt of the Principal's removal decision. The appeal procedures shall be established at the discretion of the Superintendent such as to allow a fair opportunity for the student's views and information to be considered. The decision of the Superintendent on the appeal shall be final.

The National Honor Society chapter of Seward High School is a duly chartered and affiliated chapter of the prestigious national organization.

Section 10 Academic Integrity

A. Policy Statement

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

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

B. Definitions

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

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

- (1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
- (2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formula in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
- (3) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
- (4) Use of Other Students to Take Tests. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
- (5) Misrepresenting the Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

- (1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
- (2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
- (3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
- (4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
- (5) Misrepresenting the Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

"Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.

Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(c) "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

"Artificial intelligence tools" ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Google Bard, and other chatbots.

"AI Tools" may provide valuable source information to students and teachers in relation to the school's academic curriculum and assignments. Student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

(a) Unless an individual teacher affirmatively communicates to students that AI Tools may be used for a specific assignment, then AI Tools may not be used. Individual teachers will decide for each individual assignment the extent to which students may use AI Tools for such assignment. Teachers are encouraged to make such a decision in advance of students being given the individual assignment in question.

(b) Teachers will communicate to all students responsible for completing an assignment the extent to which such students may use AI Tools in connection with such assignment. Teachers will endeavor to include in such communications examples of permissible and impermissible uses of AI Tools.

(c) If a student uses any AI Tools in connection with a school assignment, the student must comply with the following:

(1) The student must explicitly disclose to the teacher in writing that the student used an AI Tool and the specific AI Tool used.

(2) In any student work (whether hard copy, electronic, digital, or otherwise), the student shall give proper attribution to the AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.

(3) In no instance may the output from one or more AI Tools be copied and placed within a student's work as if the student wrote such section himself or herself. For example and not limitation, students may not outsource the organization or the writing of any written work to any AI Tool.

A student's failure to meet the requirements stated will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.

C. Sanctions

The following sanctions will occur for academic integrity offenses:

1. **Academic Sanction.** The instructor will refuse to accept the student's work in which the cheating or plagiarism took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.
2. **Report to Parents and Administration.** The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
3. **Student Discipline Sanctions.** Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

Section 11 Transcripts

Students requesting transcripts must provide the office with a 24-hour notice. Students are responsible for making sure they have the necessary courses and credits to meet graduation requirements and college entrance requirements.

Section 12 Lunch Study Hall/After School Study Hall

Lunch Study Hall

To help all students achieve passing grades, students will be required to attend lunch study hall if they are failing a class. Students failing a course will be in lunch study hall starting with week 2 of the term. Students will be discharged from Lunch Study Hall as soon as they have a grade sheet signed by all teachers that they are passing their classes.

Lunch Study Hall rules:

- Phones will be turned in to the supervising teacher and put in the pouch.
- The student will come to lunch study hall prepared to work on their assignments.
- If students claim to be done with their work, they may read a book.
- Students must have grade sheets signed by all teachers to be dismissed from the lunch study hall.
- Students can only go through the line again when they return their trays.

Participation in Activities-After School Study Hall

To help build the complete student, students who are failing a course and are in athletics or any extracurricular activity will not be able to participate in games or practices. In place of practice, students will attend the after-school study hall from 3:45-4:45 and then report to practice to watch the remainder of practice to bring the student up to speed on what they missed during practice. As soon as the student passes, they must get the grade sheet completed, signed, and turned in to the office and the head coach of the perspective sport.

Support Services

Section 1 Special Education Services

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

Students Who May Benefit

A student verified as having autism, emotional disturbance, deaf-blindness, developmental delay, hearing impairments, intellectual disabilities, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

How are Students With Disabilities Identified?

Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Reevaluation

Students identified for special education will be reevaluated at least every three (3) years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infants and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be

achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Director of Special Services. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: <http://www.nde.state.ne.us/SPED/sped.html>.

Section 2 Students with Disabilities: Section 504

Accommodations and related supports are made available to students with disabilities that impact major life activities under Section 504 of the Rehabilitation Act of 1973. Connecting with the student's assigned school counselor is the beginning step for formal consideration of a 504 plan.

Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive specialized education services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

Section 3 School Counselor Services

Seward Public Schools employs counselor(s) for the purpose of assisting with the District's testing program, to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

Section 4 Health Services

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice (see "Guidelines for Head Lice" below), or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health-related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office. If your child has asthma or diabetes and is capable of self-managing their health condition, contact the health office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All prescription medications also require a physician's authorization to be given at school. Prescription medications that are to be given for a period longer than two weeks need to have a written prescription from the prescribing doctor on file in the nurse's office (e.g. inhalers, ADHD meds given at school, etc).

School Health Screening

Among the health services and vision screening (distance) provided for students by the Seward School District are screening tests for vision, dental, and hearing. Hearing tests are given to students in tenth grade, and to new students and those who have had previous hearing losses. Dental screenings are completed each year in tenth grade except for those students who have evidence of having been seen by a dentist within the preceding six (6) months. Weight/height status along with a body mass index percentile is done in tenth grade. Students entering the SCIP process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

These screenings are for the purpose of detecting major dental, vision, and hearing problems, which are apparent and are not intended to substitute for a thorough doctor examination. Parents/guardians are notified if the screenings indicate the potential for any type of problem. School personnel do not diagnose health problems. If health problems are detected, parents/guardians are then encouraged to consult their family medical specialist, but the schools cannot assume the cost of the medical specialist's.

See the chart below for the most recent school immunization rules and regulations provided by the Nebraska Department of Health and Human Services.

Summary of the School Immunization Rules and Regulations

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1 st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 th grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. . For additional information, call 402-471-6423.
 The School Rules & Regulations are available on the internet: http://dhhs.ne.gov/Pages/ces_1173.aspx (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)
 Updated 01/26/2018

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required in the case of transfer from out of state, to any other grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices.

Unimmunized students may be excluded from school in the event of a disease outbreak.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice*.
3. A child who is sent home from school for head lice should miss no more than two (2) school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.

*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

Section 5 Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

Behavior on School Buses

General Conduct Rules Apply: While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

Special Conduct Rules for Riding School Buses:

A. Rules for Getting On and Off the Bus

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

B. Rules on the Bus

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.

2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.

Getting the Driver's Assistance: If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

Consequences for Rule Violations: Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

Section 6 Admission Requirements/Exempt Students (Board Policy 5003)

Students shall be admitted to the school district who are:

- legal residents of the school district or otherwise entitled by Nebraska law to attend the schools of the district tuition-free;
- approved for option enrollment pursuant to policy; approved as a foreign exchange students pursuant to policy; or
- legal residents of a district that has contracted with this district for their educational services.
- statutorily entitled to attend the schools of the district on a part-time basis subject to this policy and the regulations of 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.

Part-Time Enrollment of Students

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable regulations when appropriate for reasons that include but are not limited to the following: the student attends another education institution on a part-time 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 resides in the school district but 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— commonly referred to as a home school).

Application for Enrollment

The parent or guardian of an exempt school student who is of appropriate age to attend school, resides in the school district, has not graduated from high school, and has not received a graduate equivalency diploma must meet admission requirements and file an application for enrollment on forms provided by the school district by June 1 of the year of enrollment. For second semester high school courses, the application must be filed by November 1. 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 year to the next, and the parent or guardian of an exempt school student must apply for enrollment each school year.

Capacity

The enrollment of exempt school students is subject to the capacity limitations established by the district for grades, classes, courses, and programs. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

Placement of Students

Exempt school students 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

Exempt school students 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 for such including earning a sufficient number of credit hours and semesters of attendance.

Applicability of School Rules

Exempt school students are subject to all rules and regulations 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 teaching personnel. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course or course-related activity unless the course or course-activity requires their presence or 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

Exempted school students may not participate in extracurricular sports and activities; provided, they may participate in activities that are part of the school district curriculum (e.g. band performance). Exempt school students who satisfy the eligibility requirements of the district and the Nebraska School Activities Association, where applicable, may participate in extracurricular sports and activities.

Transportation

Exempt school students are not entitled to transportation or reimbursement for transportation.

Birth Certificate, Physical, Visual Evaluation and Immunization

The parents or legal guardians shall furnish:

1. A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced.
2. Evidence of a physical examination by a physician, physician assistant, or nurse

practitioner, within six (6) months prior to entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.

3. Evidence of a visual evaluation by a physician, physician assistant, an advanced practice registered nurse, or an optometrist, within six (6) months prior to entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.

4. Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (Chicken Pox) and Haemophilus Influenzae type B (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a refusal of immunization for medical reasons signed by a physician or refusal for religious reasons affidavit signed by a notary public.

The superintendent or superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and the right to submit affidavits or statements to object to the requirements, as applicable. The superintendent or superintendent's designee shall also provide a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced –cost visual evaluation for low-income families who qualify.

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

Enrollment of Expelled Students

If a student has been expelled from any public school district in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school has expired, unless the school board of this district in its sole and absolute discretion upon a proper application approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the school board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. A student expelled from a private, denominational, or parochial school or from any public school in another state, will not be prohibited from enrolling in the public school district in which the student resides or in which the student has been accepted pursuant to the enrollment option program for any period of time beyond the time limits place on expulsion, pursuant to the Student Discipline Act, or for any expulsion for an offense for which expulsion is not authorized for a public school student under such Act. For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

Section 7 Positive Behavior Intervention & Supports (PBIS)

In order to ensure a safe learning environment for all students, the school staff is committed to the following:

- Using a positive, preventative and educational approach to student behavior.
- Having a plan with clear direction for staff
- Explicitly teaching student behavior expectations
- Empowering all staff to implement the plan

- Having students taking responsibility for their own behavior
- Using natural and logical consequences when behavior problems occur
- Seeking parent support for appropriate student conduct and disciplinary procedures

In order to carry out the philosophy and beliefs stated above, our school has chosen to implement the Positive Behavior Support (PBIS) model. PBIS is a program designed to build a more positive school-wide atmosphere. The ultimate goal is to teach students to be self-managers, who encourage and challenge each other to higher behavioral and academic standards. This is accomplished through the use of clear expectations which are explicitly taught, regularly acknowledged and fairly corrected. Students are “set up” for success in school.

Section 8 Multi Tiered Student Support Services (MTSS)

New Model will be developed during the 2025-2026 School Year

MTSS Team

The staff of Seward High School recognizes that students can have experiences that may affect their academic and social life. The primary goal of the MTSS Team is preventative in nature designed to help students before their experiences become overwhelming. Experiences may include:

Depression	Dropping Out
Students Not Living at Home	Abuse
Divorce	Time Management
Eating Disorders	Suicide
Self Esteem	Test Anxiety
Death	Under Achievement
Single Parent Families	Failing Grades
Absenteeism/Tardiness	

Students in need of information or help may be referred by various concerned individuals including: self, peers, family, or school staff. Referral forms can be obtained from any staff member (which will include cooks, custodian staff, secretaries, library aides, coaches, teachers, or administrators). Completed forms can be returned to any staff member or the MTSS team leader. After the referral, information will be gathered to help identify the problem(s) the student is experiencing. The MTSS team will then meet to formulate an appropriate plan of action.

Once a problem has been identified and the extent of the problem is known, the student will be encouraged to accept the needed help. Team members will help students consider possible options and encourage them to make decisions that will resolve their problem in a positive way. At some level parents may be involved in the process.

The next step involves providing help for the student. The assistance recommended will vary with the type and severity of the problem. Finally, student assistance programs will provide support for students as they make adjustments in their lifestyles and seek to make appropriate life decisions. In cases of extreme physical, mental, or family circumstances, the MTSS team may elect to allow students to have a schedule that deviates from the listed requirements.

Section 9 Credit Recovery Program

Philosophy:

All students at the Credit Recovery Program (CRP) will be provided an opportunity and will be encouraged to grow socially and academically in a positive and challenging environment.

Introduction:

The CRP is an alternative education program provided by the School District of Seward located within Seward High School. The major emphasis of the program is to provide a self-paced educational setting where individual students can earn a diploma while working through a more individualized program of study. Students are expected to attend school and to display appropriate behaviors at all times. Students are expected to follow all rules and policies of conduct stated in the School District of Seward Student-Parent Handbook.

Student Eligibility/Application Process:

Students in grade 9 through 12 (preference is given to 11th and 12th grade) are eligible for the program and must be referred by a building administrator (9th and 10th graders will need to show extenuating circumstances to be admitted). For special education students being referred to the program, an individual education plan (IEP) team will meet to consider the reasons for referral, and will make the decision if the referral is appropriate. Some students may be referred to CRP as a mandatory change of placement due to behavior offenses in the regular classroom or excessive absences or being deficient of their credits.

Application Procedure:

Students must complete an application with their parents or guardians. Completing the application process is the first step between the student and school to work together to have a successful educational experience. Application is made by contacting the appropriate school counselor. Mandatory reassigned students to the CRP do not need to complete the application.

Selection Criteria:

Determining factors in the selection process are:

A. Students:

1. Attendance – Students must be able to commit to attending daily. Poor attendance/tardiness will result in students being dismissed from the program.
2. Ability to meet graduation requirements – Students must be able to achieve graduation as established by the Board of Education. Students that are not trying in the CRP will be removed from the program.
3. Ability to work independently – In order to accomplish the goals of our program, students need to demonstrate the ability to work independently. This includes being able to set daily, weekly, and long term goals by using the EDGENUITY online curriculum and being able to achieve these goals.

B. Parents and students are motivated and committed to student success.

C. Parents and students are willing to communicate with the school about individual needs of the family.

D. Parents support both the student and the school by:

1. Providing a quiet study environment nightly in the home
2. Attending parent/teacher conferences
3. Communicating with CRP staff
4. Reviewing this handbook with the student

Acceptance:

Acceptance is based on the willingness of the student and parent/guardian to adhere strictly to the regulations established regarding building rules, student behavior, and especially classroom expectations. SHS school administrators evaluate all applications and will make all final decisions in acceptance and removal of all students into the program.

Daily Schedules:

Students will be placed into four required courses needed for graduation. Students need to make daily gains in each of their enrolled classes. Daily gains must include completing at least three full lessons in each of their four classes. Outside of school time, the program can be worked on at home up to the tests. Tests must be monitored in the school setting.

Students may apply for the work program which allows students to leave school at 11:17 am in order to get to work during the day. Seventy-five hours of verified work will count for 5 credit hours. Work hours will need to be verified with the CRP coordinator via a pay stub when 75 hours of work is reached. School academic needs are the priority over work time.

Incentive Program for Juniors and Seniors:

Students may leave school early, but by 2:00 pm, if they meet their specific daily requirements in ALL enrolled classes. The Credit Recovery instructor will set the specific requirements and be in good standing for the day with the office. All fees must also be paid to participate in the program.

- Students may work at home on school work. Unit tests and final tests must be completed at school.
- If a senior is down to two classes for graduation, they can leave when their requirements are met for the day but no earlier than 1:30.
- If a senior is down to one class, the student must complete 10 lessons daily before leaving early. This would be equivalent to the above form requirement.
 - Lessons are equal to
 - One Lesson according to Edgenuity
 - 1 Cumulative Test
 - 1 Unit Test
 - 1 Quiz
 - Passing a pre-test counts as half a lesson.

Graduation:

If a student acquires more than 30 credits from the Credit Recovery School or finishes high school in the Credit Recovery Program, they will not be allowed to participate in Graduation, Prom, Homecoming, or any other school-sponsored event.

Exceptions:

Freshmen and Sophomore students will NOT be eligible for the incentive program.

Students who miss a school day during the week may not leave school early the next day. For example, if a student misses school on Monday for any reason other than a school event, they cannot leave early on Tuesday.

If a student is in the work experience program, they are not eligible. They already have a shortened day.

The earliest a student may leave is 2:00 pm. Students must stay in school the entire day on any abbreviated schedule.

If a student is tardy to school, they must serve their detention for the time they were late, starting at 2:00.

School Activities:

- A. In order for a student in the CRP to be eligible for sports or other school activities they must be enrolled in at least one in-person class and three online classes per term. Students must stay on pace with the curriculum pacing guide to be eligible for their sport or activity.

Drugs, Alcohol, Tobacco, and Electronic Nicotine Delivery Systems or Products

Section 1 Drug-Free Schools

The district implements regulations and practices that will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The district's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Education and Prevention

This district promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this school district. Further, this district will have proper in-service orientation and training for all employed staff.

Drug and Alcohol Use and Prevention

By this handbook, each student of the district is hereby provided a copy of the standards of conduct for student behavior in the district which prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations

All students are provided age appropriate, developmentally based drug and alcohol education and prevention programs for all students of the schools. It shall be the policy of the district to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the district to encourage the use of outside resource personnel such as law enforcement officers, medical personnel and experts on the subject of drug and alcohol abuse, so that its economic, social, educational and physiological consequences may be made known to the students of the district.

It shall further be the policy of the district, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the board's policy pertaining to students conduct as it related to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful to the student and the district, and its programs.

Drug and Alcohol Counseling, Rehabilitation and Reentry Programs

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation and re-entry programs within sixty (60) miles of the administrative offices of the district or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the district upon request of the school counselor.

In the event of disciplinary proceedings against any student for any district policy pertaining to the prohibition against unlawful possession, use or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and their parents or guardian concerning available drug and alcohol counseling, rehabilitation and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or guardian.

Standards of Student Conduct Pertaining to the Unlawful Possession, Use or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use or distribution of illicit drugs and alcohol by any student of the district during regular school hours or after school hours at school sponsored activities on school premises, at school-sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short-term suspension, long-term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

Drugs and Alcohol Prohibited – Standards of Conduct for Students

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, event, or activity, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, and stimulant, or any depressant on school grounds, or during an educational function, event, or activity, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout and reproduction fluid on school grounds, or during an educational function, event, or activity, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use of any look-alike drug or look-alike controlled substance on school grounds, or during an educational function, event, or activity, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, or use of tobacco, tobacco look-alike products, or electronic nicotine delivery systems or products on school grounds, or during an educational function, event, or activity, or off school grounds if there is a substantial interference with school purposes, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next session on AUTHORIZED USE.

Authorized Use

Any student whose parent or guardian requests that he or she be given prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

Disciplinary Sanctions

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardians will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the principal's office immediately, or if not feasible, the principal will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the principal, or such other personnel as authorized by the principal, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

Intervention

The Seward Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, rehabilitation and re-entry programs, which are available to students.

Administration

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Safe and Drug-Free Schools – Parental Notice

The handbook receipt shall also serve to demonstrate that you as parent or guardian of a student attending Seward Public Schools have received notice of the standards of conduct of this district expected of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities as described in board policy or administrative regulation. This notice is being provided to you pursuant to the safe and drug-free schools law and 34 C.F.R. Part 86, both federal legal requirements for the district to obtain federal financial assistance. Your signature on the handbook receipt acknowledges that you and your child or children who are students attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and the possession, use, or distribution of alcohol or tobacco on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

Students Rights, Conduct, Rules and Regulations

Section 1 Student Conduct-Discipline Policies/Procedures

The common goal of students, parents, faculty and administration of Seward High School is to maintain a school atmosphere that is conducive to learning. In order to achieve this, Seward High School will continue to review and distribute a set of reasonable and fair rules and policies.

Students who violate school rules will face disciplinary consequences up to and including expulsion from school. The code of conduct and procedure for imposing discipline on students is set forth in the student handbook. The board of education will not consider an appeal of any disciplinary sanction unless the student and his/her family have complied with the procedures set forth in the handbook.

Short-Term Suspension

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

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

The following process applies to short-term suspension:

1. The Principal or the Principal's designee 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 they are accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who, in addition to the parent or guardian, is to attend the conference.

Long-Term Suspension

Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of more than five school days but less than twenty school days on (long-term suspension) the

conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

Expulsion

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

4. **Students Subject to Juvenile or Court Probation.** Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

Other Forms of Student Discipline

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

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property or setting or attempting to set a fire;
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 or adult for the purpose of or with the intent of obtaining money or anything of value from such student;

5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the 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 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 or smell 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 or sexual conduct;
8. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
9. Truancy or failure to attend assigned classes or assigned activities;
10. Tardiness to school, assigned classes or assigned activities;
11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
12. Dressing in a manner which 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.
13. Willfully violating the behavioral expectations for those students riding school district buses.
14. 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
15. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes. Those rules include:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district’s dress code and/or is dangerous to the student’s health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process; (will follow policy 5031 and will use short term suspension as needed).
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of

- form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
 - h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/newcomers; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
 - i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
 - j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
 - k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
 - l. Using any object to simulate possession of a weapon; and
 - m. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.
16. In addition, a student who engages in the following conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used

was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or,

- b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

17. Firearms

- a. A student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one calendar year. The Superintendent may modify such one-year expulsion requirements on a case-by-case basis, provided that such modification is in writing. The term “to school” or “at school” means on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.
- b. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:
 - i. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student’s teacher, building administrator and parent.
 - ii. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
 - iii. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such a plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
 - iv. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

Reporting Student Law Violations:

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student’s parents or guardians as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor’s parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Seward Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - a. Knowingly possessing illegal drugs, alcohol, tobacco and vapor products
 - b. Assault
 - c. Vandalism resulting in significant property damage

- d. Theft of school or personal property of a significant nature
- e. Automobile accident
- f. Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent or guardian of the fact that the referral to legal authorities has been or will be made.

Due Process Procedure:

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

1. The Principal shall file a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the themselves, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the Principal may suspend the student until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee 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 or expulsion including a summary of the evidence.
 - b. The penalties to which the student may be subjected and the penalty that the Principal, or his or her designee has recommended in the charge.
 - c. A statement explaining the student's right to a hearing upon request on the specified charges.
 - d. A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - e. A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - f. A form or a request for hearing to be signed by such parties and delivered to the Superintendent, the Principal or a designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If the Superintendent, Principal, or designee has not received a request for hearing within five school days following receipt of the written notice, the Principal's recommended consequence shall automatically go into effect.

6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. If a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

1. **Hearing Officer.** The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. **Administrative Representative.** The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representatives may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. **Notice of Hearing.** If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. **Continuance.** Upon a written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. **Access to Records.** The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the school district at any reasonable time prior to the hearing.
6. **Hearing Procedure.** The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or

the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if at the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. **Availability of Witnesses.** The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. **Record.** The proceedings of the hearing shall be recorded at the expense of the school district.
9. **Findings.** Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools their written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendations may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. **Review by Superintendent.** The Superintendent of schools shall review the findings and recommendations of the hearing officer and in their discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. **Notice of Determination.** Written notice of the findings and recommendations of the hearing officer and the Superintendent's determination shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the Superintendent's determination shall take immediate effect.
12. **Appeal to Board.** The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. **Review by Board of Education.** Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered

as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.

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

Section 2 Disciplinary Point System – 100 Point Maximum per School Year

The purpose of the discipline point system is to:

1. Improve the educational environment for students, teachers, parents, and staff.
2. Inform students and parents of rules and policies
3. Record discipline violations in a systematic way

Parents and students must be made aware of any violation of school policies and procedures concerning behavior. Progressive discipline is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive learning environment. The vehicle used to implement the discipline system is a point system. Each student will begin with zero points at the beginning of the school year. Each discipline action will carry a point value. If 100 points are obtained before the end of the school year, then the student will be recommended for expulsion and due process will be followed. The length of suspension or expulsion will carry over into the next semester/year if the semester or school year ends before the suspension or expulsion has been served.

The following categories will be used as a guideline to determine consequences for student misconduct, however, not all behavior can be predicted and/or categorized; therefore, the administration reserves the right to handle situations on an individual basis.

State law gives the administration and teaching personnel in the school the responsibility of maintaining good order and discipline. Those in charge of the classrooms and activities may take such actions as are necessary regarding student behavior, including, but not limited to counseling, parent conferences, rearrangement of schedules, requirements that a student remain in school before or after regular hours to do additional work, requirements that a student receive certain counseling and restriction of extracurricular activities. In some disciplinary cases an audio recorder will be used. If a student is referred to the administration by reason of violating established rules and standards, one or more of the following forms of disciplinary action might be taken:

DETENTION

The administration/teaching staff as a corrective measure for infractions of school policy and behavioral problems assigns detention time. Students serving detention are expected to:

1. Check In phone to the Administrative Assistant on duty.
2. Report to the office/classroom immediately after school.
3. Bring adequate schoolwork and supplies to keep busy for the entire period.
4. Report to the office/room every afternoon at 3:40 p.m. until the detention time is made up.

Failure to report for detention will result in additional detention time being assigned. Continued refusal to complete the detention will result in a parent conference and suspension. Teachers may take a student to their classroom for individual help and study. Conflicts with transportation or jobs will be taken into consideration if the student indicates there is a problem prior to the detention time being served. This will not excuse detention time.

IN-SCHOOL SUSPENSION

Any disciplinary action whereby a student is separated from class attendance, but is required to be at school until 4:00 p.m. In-school suspension generally lasts from one to three days.

SHORT TERM SUSPENSION

Up to and including five (5) school days. Schoolwork will be due upon return for full credit after a first offense. Make arrangements to pick up work before leaving. (See Section 1)

LONG TERM SUSPENSION

More than five school days, but less than twenty school days. (See Section 1)

MANDATORY REASSIGNMENT

Assignment to another educational setting.

EXPULSION

Exclusion from attendance in all schools, grounds, and activities. (See Section 1)

Section 3 Disciplinary Point System Chart

PROGRESSIVE DISCIPLINE LEVELS

Actions that are not disruptive in nature to the learning process, discipline would be the same as category 1 but without points. Failure to attend detention would result in points.

- A. Detention**
- B. Detentions**
- C. 1-5 Days In-School Suspension**
- D. 5-10 Days In-School Suspension**
- E. 1-5 Days Out-of-School Suspension**
- F. 5-10 Days Out-of-School Suspension**
- G. 10-19 Days Out-of-School Suspension**
- H. Recommend Expulsion**
- I. Police will be notified**

Note: Parents will be notified at levels C through I. In-School Suspension may be substituted for Out-of-School Suspension

Offense	Category	Points	1	2	3	4	5
Public Display of Affection	I	0	A	B	B	C	E
Dress Code Violation	I	0	A	B	B	C	E
Other	I	0	A	B	B	C	E
Sleeping in Class	II	8	A	B	B	C	E
Disruption of class/school/assembly	II	8	A	B	B	C	E
Parking Illegally	II	8	A	B	B	C	E
Inappropriate Behavior/Gestures	II	8	A	B	B	C	E
Profanity/Vulgarity	II	8	A	B	B	C	E
Failure to attend detention	II	8	A	B	B	C	E
Cell Phone/Headphones/Electronic Device (Confiscation)	II	8	A	B	C	E	E
Repeated violations of Category I	II	8	A	B	B	C	E
Other	II	8	A	B	B	C	E
Skipping/Cutting Class/Leaving without Permission	III	10	B	B	C	C	E
Disorderly Conduct	III	10	B	B	C	C	F
Failure to identify self to school officials	III	10	B	B	C	C	F
Inappropriate Dress	III	10	B	B	C	C	F
Indecent Material	III	10	B	B	C	C	F
Jeopardizing the safety of oneself or others	III	10	B	B	C	C	F
Leaving school grounds/building without permission	III	10	B	B	C	C	F
Lying	III	10	B	B	C	C	F

Offense	Category	Points	1	2	3	4	5
Misuse of school Material and Equipment	III	10	B	B	C	C	F
Not following request of school official	III	10	B	B	C	E	F
Trespassing	III	10	B	B	C	C	F
Skipping Assigned Detention	III	10	B	B	C	C	F
Other	III	10	B	C	E	E	F
Cheating/Plagiarism	IV	14	C	C	E	F	F
Careless Driving/Speeding	IV	14	C	C	E	F	F
False Call/Forgery of Notes	IV	14	C	C	E	F	F
Vandalism	IV	14	C	C	E	F	F
Theft 1	IV	14	C	C	E	F	F
Disrespect to Faculty Members	IV	14	C	E	E	F	F
Other IV	IV	14	C	E	E	F	F
Gross Misbehavior	V	21	E	E	E	G	G
Indecent Behavior	V	21	F	G	G	H	
Harassment/Intimidation/Bullying	V	21	E	E	E	G	G
Vandalism 2	V	21	E/I	E/I	E/I	G/I	G/I
Theft 2	V	21	E/I	E/I	E/I	G/I	G/I
Insubordination	V	21	E	E	E	G	G
Fighting	V	21	E	E	E	G	G
Other	V	21	E	E	E	G	G
Use/Possession of Tobacco Products/electronic nicotine delivery systems or products	V	28	E/I	E/I	F/I	F/I	
Sexting	VI	28	F/I	G/I	G/I	H/I	H/I
Open/Persistent Defiance of Authority	VI	28	F	G	G	H	

Offense	Category	Points	1	2	3	4	5
Threatening Behavior	VI	28	F	G	G	H	
Physical Assault	VI	28	F/I	G/I	G/I	H/I	
Other	VI	28	G	H	H	I	
Under the influence of Alcohol/Drugs	VII	50	G/I	G/I	G/I	G/I	
Possession of Alcohol/Drug Paraphernalia	VII	50	G/I	G/I	G/I	H/I	
Extortion	VII	50	G/I	G/I			
False Fire Alarm	VII	50	G/I	G/I			
Possession of Weapon other than Firearm	VII	45	G/I	G/I			
Possession or Use of Firecrackers	VII	45	G/I	G/I			
Terroristic Threats	VII	45	G/I	G/I			
Other	VII	45	G/I	G/I			
Selling, Giving or Exchanging alcohol/drugs	VII	100	H/I				
Arson	VIII	100	H/I				
Bomb Threat	VIII	100	H/I				
Physical Assault (School Employee)	VIII	100	H/I				
Possession and/use of Explosives	VIII	100	H/I				
Use of any instrument as a weapon	VIII	100	H/I				
Possession of Firearm	VIII	100	H/I				
Other	VIII	100	H/I				

Section 4 Additional Student Conduct Rules

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct 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. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office. Students at Seward High School are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - a. Clothing or jewelry that is gang related;
 - b. Clothing that is excessively tight fitting or revealing
 - c. It is inappropriate for students to wear any top that does not cover the back, chest, abdomen or shoulders. Upper body articles should cover the body from the shoulders to the waist. Some examples of prohibited dress include: Bare backs, bare shoulders, midriiffs, tube tops, halter tops. Clothing must have straps that are at least 2" wide and are over the shoulders. No see through or soiled clothing is allowed. Visible undergarments are prohibited. Both girls and boys will be allowed to wear shorts as long as they are an appropriate length. Undergarments and private parts (front side and back side) should not be visible when wearing any top or bottom garment. Shorts with pockets exposed below the hem are not appropriate school attire.
 - d. Clothing or jewelry that advertises, promotes or makes reference to beer, alcohol, tobacco, electronic nicotine delivery systems or products, or illegal drugs;
 - e. Clothing or jewelry that could be used as a weapon or that would encourage "horseplay" or not needed in the school building (such as but not limited to: chains, trucker wallets, rings, spiked apparel, pliers/tools);
 - f. The wearing of hats, caps, hoods, sunglasses, headbands and bandanas etc. during the school hours is prohibited. **(Students are to remove headwear when entering the building and hats should be placed in school lockers for the duration of the school day and worn after the student leaves the building.)**
 - g. Clothing, tattoos or jewelry that displays indecent writing, pictures, slogans, nudity, makes sexual references or carries double meanings and/or creates a distraction at school;
 - h. Excessive makeup that causes an unnecessary distraction;
 - i. Health laws require that shoes be worn at all times while at school;
 - j. No blankets in the classrooms.
 - k. **No backpacks or bags in the classroom. All bags need to be placed in an assigned locker. This includes the 5th period.**
 - l. **Prom and Homecoming – Dress code will allow for strapless dresses and minimal exposed abdomens. Prom is a formal dance and Homecoming is business casual.**

Consideration will be made for students who wear special clothing as required by religious beliefs, disability or to convey a particularized message protected by law.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

2. **Bullying and harassment are prohibited.** Students who engage in bullying or harassing behavior are subject to discipline up to and including expulsion. Bullying behavior is defined as the use of verbal, nonverbal, written, and electronic communication (including but not limited to instant messaging, text messaging, emailing, and using websites) to threaten, intimidate, ridicule, humiliate, or harass any person.
- A student who engages in bullying behavior on district property, in a vehicle owned, leased, or contracted by the district 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 shall be subject to discipline including, but not limited to, long-term suspension and expulsion.
 - 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.
 - The extent of the disciplinary consequences will depend on the frequency, duration, severity, and effect of the bullying behavior.

Dating Violence: Dating violence, as that term is defined by Nebraska law, will not be tolerated. Students who engage in dating violence will receive consequences that are consistent with the Nebraska Student Discipline Act and this district's student discipline policies.

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.

3. **Computer Use/Student Expectations in the Use of the Internet**

Students who violate the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion. 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.

Acceptable Use

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

Unacceptable Use

- Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
- Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
- Students shall not use electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers without approval.
- Students shall not use school computers to participate in online auctions, online gaming or mp3 sharing systems. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
- Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
- 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.
- Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
- 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.
- 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.
- 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.
- Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
- Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
- Students shall not forge electronic mail messages, web pages, digital communications, or web-based communications, including but not limited to facebook, and twitter, etc.
- Students shall not use technology to intimidate, harass or threaten others (Cyberbullying).

Methods of Enforcement

- 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.
- 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.
- 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.
- 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.
- Consequences for Violation of this Policy
- 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:*

- Loss of computer privileges;
 - Short-term suspension;
 - Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - Other discipline as school administration and the school board deem appropriate.
 - Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.
4. Students are not given hallway passes, restroom passes or telephone passes to leave a classroom unless special circumstances arise. Students are not given passes the first ten minutes and the last ten minutes of class.
 5. Students in the hallway during class time must have a pass with them.
 6. Food, candy and drinks are allowed in the classroom (at teachers' discretion) and hallways. Sack lunches are the only "outside" food allowed to be consumed during lunch. No "fast food" is allowed to be delivered unless approved in advance by administration. Containers, such as water or juice bottles, that have been previously opened and brought into the building are subject to search.
 7. Students are expected to bring all books and necessary materials to class.
 8. Assignments for all classes are due as assigned by the teacher.
 9. At the end of each period, the teacher dismisses the students. Students are not to begin to pack up or leave the class until the dismissal bell has rung and the teacher has dismissed the class.
 10. Special classes such as industrial technology, agriculture, art, physical education, computers and other lab based classes will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
 11. Students are not to bring items to school that are not required for educational purposes as they may be taken from your locker and will not be allowed in the classroom. These items are classified as "nuisance items" and include, but are not limited to: a) earbuds – unless teachers give special permission in their classroom and it does not cause a distraction to the learning,, b) laser pointers, c) pliers/tools, etc.
 12. Students are to have only one earbud or headphone at any time--even with permission--due to safety concerns.
 13. Students are to keep the hallways clear so others may pass.
 14. Snow handling is prohibited.
 15. Students are not allowed to record others without administration approval and consent of others being recorded.
 16. By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable and necessary.
 17. Students may not have cell phones or electronic devices on while they are in locker rooms or restrooms.
 18. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. 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.

19. While on school property, as a school activity or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass or intimidate any other person.
20. Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including any calls or downloads.

Section 5 Electronic Device Policy

Digital devices have proven to be a distraction for students in classes throughout the world. Our goal at Seward High School is to ensure the best educational experience for our students, and we believe that limiting cell phone use fits with the research of creating a positive learning environment for all Seward High School students. The goal is to teach students they can be away from their phones for periods of time, which is why the district is allowing students to check their phones during passing periods and their lunch. All Phones must be kept in student lockers (please lock your lockers) with the exceptions of these two occasions. If you need to contact your child please reach out to the office and they will deliver your message.

- *Cell phones, earbuds, headphones and other electronic communication devices may be used before school, after school, and only during school hours during passing periods and at lunch. (Due to safety, all students are required to have one ear open and free of earbuds/headphones during these approved time periods to be able to hear alarms and instructions) Students cannot be tardy to class due to checking their devices. Cell phones/headphones and other electronic communication devices may not be used or worn during any class period. The use of these devices during class periods will be subject to the following consequences:
 - 1st Offense -The student turns the digital device over to the teacher, phone goes to office, and is turned off. Student can get the phone at the end of the period in the office.
 - 2nd Offense -The teacher takes a digital device from the student and brings it to the office. The student can get their device at the end of the school day. The parents will be notified of the offense.
 - 3rd Offense -The teacher will collect the device and send it to the office. A parent will be notified, and the parent will have to come to the office and collect the device. The student will serve a 30-minute detention.
 - 4th Offense-The teacher collects the device and sends it to the office. A Parent will have to pick up the phone, and the student's phone will serve one day in ISS. Any additional offenses will result in the student not being allowed to have their phone in the school building for the remainder of the semester.

*Medical exemptions will be allowed. Eg., glucose monitoring system. However, notifications to all non-medical apps must be turned off.

*Students who refuse to turn over their phones to a staff member or administrator will be assigned Out of School Suspension and not allowed to bring their phone into the building for the remainder of the school year.

1 to 1 Chromebook Initiative Policies and Procedures

Seward Public Schools is proud to offer our high school students Chromebook devices for use at school and home. The 1 to 1 Chromebook program, which provides mobile computing and wireless technology to all grade 9-12 students, has been designed to enhance delivery and assist with individualized instruction.

For parents and students, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a Chromebook.

- Students will receive instruction on the proper use and care of a Chromebook.
- Students will be able to take the Chromebook home during the school year once the student and parent have signed the SHS Parent/Student Information Record Sheet. Students are expected to treat the Chromebook as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the Chromebook unattended or in a car.
- Students must take precautions to prevent damage to the Chromebook; for example, do not leave the Chromebook where there is danger of coming into contact with moisture or excessive heat/cold temperatures.
- Students are to use the Chromebook to access only socially and educationally appropriate materials and websites.
- Students who wish to use the Chromebook to purchase goods and services from the Internet have full responsibility for any financial obligations incurred from doing so.
- Students are to use the Chromebook in accordance with all Seward Public Schools technology policies.
- Chromebooks are property of Seward Public Schools and must be returned at the end of the school year, upon withdrawal from Seward Public Schools, and/or at the request of the administration. Willful failure to return the Chromebook in accordance with the stated conditions will result in criminal prosecution.
- Since the Chromebook is property of the school district, officials of the school have the right to review all material stored on or accessed by any Chromebook and/or student. School officials may revoke a student's Chromebook privileges for any misuse or violation of policies.

Receiving Your Chromebook

Chromebooks will be distributed during our new Student Orientation. At least 1 parent and student must attend an annual session for orientation and information. Before receiving a Chromebook, students and parents must sign and return the SHS Parent/Student Permission Information Record Sheet.

This equipment is, and at all times, remains the property of Seward Public Schools of Seward, Nebraska, and is here with lent to the Student/Borrower for educational purposes only for the academic school year. Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the Chromebook may result in the Student/Borrower losing their right to use this Chromebook. The equipment will be returned to the school when requested by Seward Public Schools, or sooner, if the Student/Borrower withdraws from Seward Public Schools prior to the end of the school year.

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. Student/Borrower acknowledges and agrees that their use of the District Property is a privilege and that by Student/Borrowers agreement to the terms hereof, Student/Borrower acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Seward Public Schools. The Chromebook must be returned in good working order with all original parts.

Using Your Chromebook At School

Chromebooks are intended for use at school each day. Students are responsible for bringing their Chromebooks to school and all classes each day, unless specifically told not to do so by a teacher or administrator. If students forget to bring a Chromebook to school, they may check out a loaner for the day from the school's media center. Loaners are on a first come, first serve basis and are subject to availability. Repeat violations will result in disciplinary action.

Chromebooks must be brought to school each day fully charged. Chromebooks have battery life of up to 10 (ten) hours, so charging should not be needed throughout the school day. Charge stations will be available in the library in the mornings and during lunch for those who forget to charge. Only charge your Chromebook with the charger you are given at checkout or a school provided charger. All students are provided lockers with your own locker combination. **DO NOT SHARE YOUR COMBINATION** with any other student(s).

Chromebook Repairs

- Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair with the Technology team located in the library, if available.
- Students will be expected to return the loaner Chromebook by the end of the school day to the library until their issued Chromebook returns from repair.

The student is financially responsible for all damages and repairs to the Chromebook.

Chromebook - lost/stolen/destroyed - \$320

Screen Replacement - \$75

Broken top/bottom case - \$65

AC Adapter - \$40

Keyboard (broken keys) - \$65

Case - \$25

Seward Public Schools purchased cases to help protect your device. Students are still reminded to handle the Chromebooks with extra care to avoid any damage. Other students will use these Chromebook cases again in the future. Students may not mark on the cases or put anything on the case that might damage the case, like duct tape, stickers not issued by the school, or jewels.

Screensavers and Background

- Only appropriate backgrounds and screensavers may be used on the Chromebook.
- Presence of any weapons-related, pornographic, inappropriate language, alcohol or drug-related, gang-related, or inappropriate pictures or words on the Chromebook or within its files, as determined by the administration, will result in disciplinary action and where appropriate, law enforcement officials.

- The Chromebook is the property of Seward Public Schools. Therefore, staff, teachers, and administration have the right to check any material being used or stored on the Chromebook at any time.
- Violations of this policy can result in disciplinary action.

Sound

Sound should be muted at all times unless permission is obtained from a teacher administrator for educational purposes or earbuds are in use.

Managing Your Files and Saving Your Work

Students should save all of their work to their Google Drive. It is the student's responsibility to ensure work is not lost due to technical mistakes and accidental deletions.

Security

Chromebooks will be filtered by software for appropriate use at school and off campus. Parents/guardians are responsible for monitoring appropriate use while off school grounds. Please see an administrator if any inappropriate sites are seen or accessed.

The District is not responsible for any viruses that may be transferred to or from Student/Borrowers other data storage medium and Student/Borrower agrees to use his/her best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Student/Borrowers possession.

Inspection

Students may be selected at random to provide their school-issued Chromebook for inspection without notice by administrators and/or the technology department.

Chromebook Identification and Protection

- Student Chromebooks will be labeled in the manner specified by the school. Under no circumstances are students to modify, remove, or destroy these labels.
- Tampering with the Chromebook security measures is forbidden. Violations of this policy will result in disciplinary action and possible loss of technology use privileges.

Acceptable Use Guidelines

- Students are responsible for their ethical, socially appropriate and educational use of the technology resources of Seward Public Schools.
- Access to Seward Public Schools technology resources is a privilege, not a right. Each employee, student, and/or parent will be required to follow all applicable technology, including stipulations in the Chromebook Loan Agreement and the Student/Parent Handbook.
- Transmission of any materials that is in violation of the law is prohibited and law enforcement will be contacted. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of the Chromebook, or the files of another user, without the consent of the administration and/or technology department, is against our Acceptable Use policy and will result in disciplinary action, including the loss of privileges to check out Chromebook for home use.
- The Student/Borrower agrees to not use the Chromebook for commercial use or political advocacy.

Integrity and Civility

In addition to any standard or rules established by the schools, the following behaviors are specifically prohibited as they violate the standard of integrity and civility associated with our school district:

- Cheating
- Plagiarizing
- Falsifying information
- Violating copyright laws
- Hacking into others' systems, including the school and/or district
- Gaining unauthorized access to any network or other Chromebook or computer

Email

Student/Borrower is assigned a school email account to use for appropriate academic communication with other students and staff members. Outside email accounts should not be used on this school device at any time.

Technology Left in Unlocked Areas

- Under no circumstances should Chromebooks or other technology equipment be left in unlocked areas. Do not leave unattended in locker areas, PE or athletic locker rooms, classrooms, commons areas, cafeteria, bathrooms, busses, or hallways. Any Chromebook left in these areas is in danger of being stolen.
- Lockers are to be locked at all times. Do not share your locker combination with anyone, including "best friends."
- Unsupervised Chromebook will be confiscated by staff and taken to the administrative office. Disciplinary action may result from Chromebooks being left without supervision. Each student is responsible for his or her Chromebook once it has been issued to the student.

Chromebooks in the Classroom

Each student will have the opportunity to utilize their Chromebook in their daily learning. Students are reminded that the machines are school property and should be treated accordingly. Students using the Chromebook for inappropriate uses at home or school will conference with an administrator to determine an appropriate consequence. Students who violate the educational intent of the Chromebook will be subject to the disciplinary procedures found in the Seward High School Student/Parent Handbook related to the use of school technology, internet or general behavior involving the Chromebook.

- Each class will begin with the Chromebook put face down on the desk or below the desk, depending on the classroom, to begin each period.
- Teachers who begin the day with a Chromebook activity will give specific instructions for the activity and how the student Chromebook will be utilized within the activity.
- Teachers will notify students when the Chromebooks are appropriate for use in the classroom.
- Students may not use any gaming or social media applications during a scheduled class time.
- Students must keep volume on mute or will use earbuds.
- The Chromebook must be kept in its school issued Chromebook case. Chromebooks not in this case will be confiscated unless permission has otherwise been given by school administration or technology personnel (i.e. protective keyboard case).

Chromebook Responsibilities

Parent Responsibilities: Your son/daughter has been issued a Chromebook to improve and personalize his/her education this year. It is essential the following guidelines be followed to ensure the safe, efficient, and ethical operation of this Chromebook.

- I will supervise my sons/daughters use of the Chromebook at home.
- I will discuss our family values and expectations regarding use of the Internet and email at home and will supervise my sons/daughters use of the Internet and email.
- I will not attempt to repair or alter the Chromebook.
- I will report to the school any problems with the Chromebook.
- I understand if my son/daughter comes to school without his/her Chromebook, they will be held accountable according to the student handbook.
- I agree to make sure the Chromebook is returned to the school when requested and upon my sons/ daughters withdrawal from Seward Public Schools.

Student Responsibilities : Your chromebook is an important learning tool and is for educational purposes only. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities:

- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies and student handbook of the Seward Public Schools and abide by all local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- My Chromebook is my responsibility and I will properly care for it at all times.
- I will not load inappropriate material on the Chromebook.
- I will honor my family values when using the Chromebook.
- I will not give personal information when using the Chromebook.
- I will bring the Chromebook to school every day with the battery fully charged.
- I agree email (school), or any other Chromebook communication should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will clean my Chromebook using only the appropriate cleaning solution suggested by the school tech department.
- I will return the Chromebook when requested and upon my withdrawal from Seward Public Schools.
- I will keep the Chromebook in its protective case at all times.

Seward Public Schools is NOT RESPONSIBLE, NOR LIABLE for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network, inappropriate use of unauthorized or authorized use of the network. The student and the student's parents/guardians, by submitting to the Acceptable Use Policy through your signature, agree to waive Seward Public Schools from any liability for physical or emotional harm or damage to a student that is caused by or related to the inappropriate use of technology.

Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

Section 1 Extra-Curricular programs

Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Seward High School will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

Section 2 Activity Philosophy

Activities are considered an integral part of the school's program of education and provide experiences that will help boys and girls physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. We believe that participation in activities, both as a player and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community and to the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better people and citizens.

Safety

The school's philosophy is also to maintain an activities program that recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common-sense. In addition, the school requires that activity team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be approved by both the parents and the coach/sponsor and should be done in writing prior to the departure to the event or prior to releasing the student with the parent/guardian. The note should be given to the Principal, Activities Director, or their designee. Only those people involved with the activity will be allowed to travel in the school vehicle.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Section 3 Activity Fees

Activity Pass Fees

All students participating in activities will be required to purchase a full year activity pass. This activity pass admits the student to all home activities during the school year. Exceptions include the musical, tournaments, and any Central Conference or NSAA District/State tournaments hosted by Seward Public School. The cost of the pass to activity participants is \$25.

- a. Those students who participate in spring activities only are still required to purchase the full year pass. Students are encouraged to purchase their activity pass in the fall so they can get a full school year of use.

Activity Participation Fee

Students will be charged a participation fee of \$25 if they are involved in one or more NSAA sponsored activities) during the school year. This fee will be placed in the student activity participation account for use at the discretion of the district for activity related expenses incurred by the district. The Activity Participation fee needs to be paid prior to the student's participation in activities.

Section 4 Activity Code of Conduct

This activity code of conduct is supplemental to the Seward High School student code of conduct which is detailed in this handbook and any action taken hereunder may be in addition to any action under the student code of conduct said policy.

Grounds for Extracurricular Discipline

The grounds for suspension from practices, participation in interscholastic competition, or other participation in extracurricular activities and competitions are set forth below. In becoming familiar with the conduct rules for extracurricular activities, participants need to remember that they are not only representing themselves, but also, their school and community in all of their actions. Special conduct rules exist for the reasons that:

Participants in Activities Assume Responsibility for Leadership and are Representatives of Our School

Participants in extra-curricular activities assume a leadership role. The student body, the community and other communities judge our school on the students' conduct and attitudes, and how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their school and community proud.

Activities are a Privilege

Extra-curricular activities have an important place in the educational program of the Seward Public School district. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions is a part of that philosophy.

The conduct rules apply to conduct of the student, regardless of whether the conduct occurs on and off school grounds. (If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct). The conduct rules apply to conduct which occurs at any time during the school year, and also includes the

time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes substantial interference with school purposes.
3. Sexual assault or attempting to sexually assault any person.
4. 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.
5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, to any student, or to any other person.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
8. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalants (including vapor products) or being under the influence of any of the above; or possession of drug paraphernalia. 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/tobacco/drugs 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. In addition, "possession" of alcohol or drugs may be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug (for example, a student being in a car where alcohol is in the back seat and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at a student party at which other students are drinking) that school officials may reasonably determine the student was in "possession" of the items as well. Because of the complexity of this issue, "possession" will be determined on a case-by-case basis.
9. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance, electronic nicotine delivery systems or products, or inhalants.
10. Truancy or failure to attend assigned classes or assigned activities.
11. Tardiness to school, assigned classes or assigned activities.
12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
13. Public indecency.
14. Repeated violation of any of the rules adopted by the school district or the school.
15. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
16. Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and educational process.
17. Willfully violating the behavioral expectations for those students riding Seward Public Schools buses.

18. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon in a place where such items are prohibited.
19. The knowing and intentional use of force in causing, or attempting to cause, personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary.
20. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
21. Failure to participate in regularly scheduled classes on the day of an athletic/activity event.
22. Failure to attend all scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the coach will determine the validity of the reason. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.
23. All other reasonable rules or regulations adopted by the coach or supervisor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
24. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.
25. The NFHS Sports Medicine Advisory Committee strongly opposes the use of dietary supplements for the purpose of obtaining a competitive advantage (<https://www.nfhs.org/sports-resource-content/nfhs-sports-medicine-position-statements-and-guidelines/>). Seward Public Schools discourages the use of these supplements, rather SPS encourages a balanced diet to obtain the necessary nutrition to compete at the highest level. It is ultimately the parents' decision to allow their son/daughter to use dietary supplements but the school district will not allow students to possess or consume them at school. Supplements will be prohibited on SPS grounds.
26. Any violation of any other school rule, requirement, coach/sponsor rule, or lawful directive of any sponsor, coach, administrator, or other district staff member.

Drug (including tobacco and electronic nicotine delivery systems or products) and Alcohol Violations

Students who are found to be in violation of sub-paragraphs 8 or 9 of the above conduct rules shall be subject to the following disciplinary action.

1. First Violation

Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as homecoming and prom) for 10 (ten) school days including Home Saturday/Sunday contest/event days if the student is required to be present and a minimum of two activities. The first day of the suspension will be the day of the conference between the student and administration. Students who self-report an infraction of the drug and alcohol policy shall have the suspension reduced by 50% for the first violation. A self-report is admission of wrongdoing before the administration learns of the infraction. Student-athletes may practice but not participate in the activity during the suspension. Students will not be released from school nor be allowed to travel with a team/group during the suspension period. If the student is not involved in a school activity or club within the season that the incident occurred. A student may choose to participate in a school-approved program for chemical dependency or a school-approved online program. Said program must be administered by a certified alcohol and drug abuse program and be approved by the school authorities. The student will need to

successfully complete the approved chemical dependency program or online program. Proof of successful completion of the program must be submitted in writing to the school Activities Director. All costs associated with either program are to be borne by the student/parent or guardian. Students and/or parents interested in counseling programs to help deal with this issue are encouraged to obtain such information from the Counselor's and/or the Activities Director's office at the High School.

2. Second Violation (Students may select Option A or B)

Option A: Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as homecoming and prom) for 1 (one) calendar year. The first day of the suspension will be the day of the conference between the student and administration.

-- OR --

Option B: Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for 30 (thirty) school days. Student-athletes may attend practice but not participate during the suspension. Students will not be released from school nor be allowed to travel with a team/group during the suspension period. The first day of the suspension will be the day of the conference between the student and administration. If students choose option B, students and parents also agree to participate in a school-approved program for chemical dependency or school-approved online program. Said program must be administered by a certified alcohol and drug abuse and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program or online program. Proof of successful completion of the program must be submitted in writing to the school Activities Director. Failure to participate and successfully complete the approved chemical dependency program or online program may cause the participating student to be suspended from extra-curricular activities for the remainder of the school year. All costs associated with either program are to be borne by the student/parent or guardian. Students and/or parents interested in counseling programs to help deal with this issue are encouraged to obtain such information from the Counselor's and/or the Activities Director's office at the High School.

3. Subsequent Violations

Upon finding of a subsequent violation, the student will be suspended from participating in the extra-curricular program and all school activities (including organizations and special events such as homecoming and prom) for 1 (one) calendar year. The first day of the suspension will be the day of the conference between the student and administration.

Hazing

The School District of Seward believes that all individuals should be treated with respect and dignity. Students should be able to participate in school-sponsored programs in an environment free from any behavior that is intimidating, hostile, offensive, or dangerous. Students found to be in violation of this policy are subject to the Activity Code of Conduct, as well as all other applicable school policies.

Nebraska Code 28-311.06 defining Hazing:

(1) For purposes of this section and section 28-311.07: (a) Hazing shall mean any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any organization

as defined in subdivision (1)(b) of this section. Such hazing activity shall include whipping, beating, branding, 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 which endangers the physical or mental health or safety of any person; and (2) It shall be unlawful to commit the offense of hazing. Any person who commits the offense of hazing shall be guilty of a Class II misdemeanor.

Anabolic Steroids

A student who possesses, dispenses, delivers, or administers anabolic steroids shall be subject to the following sanctions: (Nebraska State Statute)

1. First Violation –The student shall be suspended from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for 30 (thirty) school days. The first day of the suspension will be the day of the conference with the student.
2. Second or Any Subsequent Violation –The student shall be suspended from participating in the extra-curricular program and all school activities (including organizations and special events such as homecoming and prom) for 1 (one) calendar year. The first day of the suspension will be the day of the conference with the student.

Procedures for Extracurricular Discipline

Students may be suspended by the Principal or the Principal's designee from practices or participation in interscholastic competition or participation in extracurricular activities for violation of rules and standards of behavior adopted by the Seward Public Schools Board of Education or the administrative staff of the school. The following procedures will be followed with regard to suspension:

1. The school official(s) considering the suspension will make a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with school purpose.
2. Prior to the suspension, the student is to be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the school has, and be given the opportunity to explain the student's version of the facts.
3. If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell their side of the story occurs as soon as reasonably practicable. An effort to schedule a meeting for this purpose should be made by the student and the student's parent or guardian as well. Given the fact that extracurricular activity suspension actions at times need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student's position.
4. Within two school days or such additional time as is reasonably necessary following the suspension, the Principal or Principal's designee will send a written statement to the student and the student's parents, or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.
5. An opportunity will be afforded the student, parents, or guardian of the student, at their request, to confer on an informal basis with regard with the school official who has imposed the suspension and to give that school official any further information in the student's defense.

6. If the student or student's parents or guardian are not satisfied with the determination of the school official, an informal hearing may be requested before the Superintendent. A form to request such a hearing must be signed by the parent/guardian will either be provided with the initial notice letter or be made available in the Principal's office. This request must be received by the building principal within five days of receiving the initial written notice of suspension.
7. If a hearing is requested, it shall be held within ten calendar days of the request. The Superintendent will notify the participants of the time and place of the hearing within five days of receiving the request. There will be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered within five school days. The written decision will be mailed or otherwise delivered to the participant, parents or guardian. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the hearing itself) shall be kept by the school.
9. Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.

Section 5 Academic Grade Standards for Activities Participation

Participation in extra-curricular school activities is encouraged and desirable for all students. At the same time, the principal mission and responsibility for each student is to establish a firm academic foundation. A student participating in extra-curricular school activities must therefore:

Maintain passing grades in all classes

Any student failing class(es) when grades are checked is ineligible to participate in extracurricular activities. Students who are academically ineligible cannot travel with any team, suit up for any event, or participate in any special school activity (such as homecoming or prom.) Activity practice is permitted after attendance at after school study but the student-athlete may not participate in games and contests. Eligibility is checked every week, usually on Monday, beginning the start of the third week of each term. If a student is ineligible, they may become eligible to participate by taking a grade sheet to all of their teachers to verify passing grades in all classes and return it to the office.

Students must pass a minimum of 10 credit hours the prior quarter and 20 credit hours the prior semester to be eligible for any/all extracurricular activities.

Eligibility requirements shall not apply to:

- (A) Instructional field trips, which are a part of the scheduled course learning experience;
- (B) Activities or events, which are a part of the students' grade requirements.

After School Study Program

Students that are failing a course will not be able to participate in competition or practices. In lieu of practice, students will attend the after-school study hall from 3:45-4:45 (Mon-Thur) in the school library and then report to practice to watch the remainder of practice to bring the student up to speed on what they missed during practice. As soon as the student is passing they must get the grade sheet completed, signed, and turned into the office. Office staff will contact the coach/sponsor and inform them of the student eligibility status.

Attendance and Academics

Student participants are expected to apply themselves academically by following these expectations:

1. Attend school regularly and show evidence of sincere effort towards scholastic achievement.

2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.
3. Attendance, for the full day, the day of a contest is required to be eligible for the contest that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal in writing. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day. This policy also applies to being eligible for daily practice.
4. Appearance: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well groomed appearance.

Section 6 Team Selection, Playing Time, Conflicts, and Transportation

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity.

Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. Student participants must demonstrate that they can and will represent themselves and their school in a manner that reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.
3. At the freshmen level, the emphasis will be on fundamental skill development and teamwork. At the junior varsity level, the emphasis will be on preparation for varsity competition. However, coaches will determine the amount of playing time for individual athletes.
4. When the situation arises where a student is involved in two school activities and the schedules conflict, the administration will make the final determination in regards to which event the student will participate. Some of the factors that will be considered are: the level of competition ex. varsity versus non-varsity; importance of competition ex. state versus districts versus conference versus regular season; the type of event ex. academic versus athletic; student's role on the team; coach or sponsor's input; student's input.
5. Students are expected to ride school transportation to and from all school-sponsored activities. Missing the bus renders the student ineligible for the activity unless arrangements are made with the administration prior to bus departure. Students wanting to ride home with parents should make arrangements ahead of time. Students may not drive themselves to activities unless pre-approved by the Administration.
6. Alternate transportation forms must be signed at least 24 hours in advance of the event. This option is to be used for unavoidable and uncontrollable conflicts. For example, a student is involved in two activities that are occurring on the same day with overlapping times may necessitate a parent driving the student from one event to the other.

General Lettering Criteria and Post-Season Awards

Lettering in a school activity is for those participants who have met stated levels of performance. These general considerations govern lettering in Seward activities:

1. The participant must be in good standing (member of the organization) at the end of the season to receive a letter.
2. Participants injured and who must drop out of a school activity, may be given special consideration.
3. Sponsors who believe there are special conditions or unusual situations (other than alcohol, tobacco or drug and/or criminal activity suspensions) for a participant s/he may letter that participant.
4. Students who participate in an activity for four years, may letter in that activity.
5. Students must participate in 25% of the varsity contests, innings, quarters... or score in a Cross Country meet or major Track and Field meet. Coaches may use discretion for seniors who have met all criteria with the exception of the participation requirement.
6. A student manager may receive a varsity letter at the discretion of the sponsor.
7. A sponsor may revoke a letter for disciplinary reasons.
8. A violation of team training rules prohibits an athlete from lettering.

Section 7 Relationships Between Parents and Coaches/Sponsors

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place. Following a contest is not an appropriate time or place for this conversation. Please abide by the standard 24 hour rule, do not make contact with the coach until 24 hours after the game/contest.

Lines of Communication

Students are encouraged to visit with their coach/sponsor if they have questions about playing time or role on the team. If the student does not have their questions answered, the parent may contact the coach. The head coach is the next level for communication. If an issue is still not resolved, the parent may request a meeting with the Activity Director. The chain of command will continue to the building principal followed by the superintendent.

Parents' Role in Interscholastic Athletics and Other Extracurricular Activities Communicating with your children

1. Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
2. Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
3. Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
4. Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.

5. Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you winning or losing, then they are on their way to maximum enjoyment.
6. Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, they will likely become disenchanted.
7. Don't compare the skill, courage, or attitude of your child with other members of the team.
8. Get to know the coach(es). Then you can be assured that their philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
9. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

Communicating with the coach

1. Communication you should expect from your child's coach includes:
 - a. Philosophy of the coach
 - b. Expectations the coach has for your child
 - c. Locations and times of all practices and contests
 - d. Team requirements
 - e. Procedure should your child be injured
 - f. Discipline that results in the denial of your child's participation
2. Communication coaches expect from parents
 - a. Concerns expressed directly to the coach
 - b. Notification of any schedule conflicts well in advance
 - c. Specific concerns in regard to a coach's philosophy and/or expectations
3. Appropriate concerns to discuss with coaches:
 - a. The treatment of your child, mentally, and physically
 - b. Ways to help your child improve
 - c. Concerns about your child's behavior
 - d. Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance from trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
4. Issues not appropriate to discuss with coaches:
 - a. Playing time
 - b. Team strategy
 - c. Play calling
 - d. Other student-athletes
5. Appropriate procedures for discussing concerns with the coaches:
 - a. Call to set up an appointment with the coach
 - b. Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)
6. What should a parent do if the meeting with the coach did not provide satisfactory resolution?
 - a. Call the athletic director to set up a meeting with the athletic director, coach, and parent present.
 - b. At this meeting, an appropriate next step can be determined, if necessary.

Section 8 Good Sportsmanship—Behavior Expectations of Spectators

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned

events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not “boo,” stamp feet, or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noise makers of any kind are not proper for indoor events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders and student-athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.

NOTICE OF NON-DISCRIMINATION

The School District of Seward does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age or in admission or access to, or treatment of employment or educational programs and activities. Any person having inquiries concerning The School District of Seward’s compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Josh Fields, in writing at 410 South St., Seward, Nebraska or by telephone at (402) 643-2941. Any person may also contact the Office for Civil Rights, U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114-3302 or by telephone at (816) 268-0550, regarding compliance with the regulations implementing Title VI, Title IX, or Section 504.

Section 9 Nebraska School Activities Association Concussion Guidelines/ Recommendations

Concussion has been reported to account for approximately 4-5% of all injuries in high school sports. Football is the most common sport for concussion. Although most concussions are short lived, experience has shown that if a second injury occurs during the recovery phase of the initial injury, a phenomenon known as the “second-impact syndrome” can occur. This second injury can occur from a very minor blow which under normal circumstances might not cause injury at all. Although uncommon, the second-impact syndrome is often fatal and if an individual survives they are rarely neurologically normal. This abnormal mental state usually remains for life. The second-impact syndrome has only been described in athletes younger than 20 years old (except in boxers). These recommendations are offered with the goal of reducing the potential for serious neurologic/ brain injury in Nebraska high school athletes.

Concussion/ mild traumatic brain injury (mTBI) can be defined as a brief and usually short lived neurological impairment, which occurs after a direct or indirect blow to the head or body. The impairment is often immediate, and symptoms typically resolve spontaneously. Acute clinical symptoms represent a functional disturbance rather than a structural injury to the brain. The clinical symptoms that occur may or may not include loss of consciousness. Typical signs and symptoms of concussion include confusion, headache, and amnesia. More subtle problems may include difficulties with concentration and attention, behavioral changes, and ataxia (inability to coordinate the muscles in voluntary movement).

When a player shows ANY sign or symptom of a concussion:

1. Perform an on-field mental status evaluation.
2. The player should not be allowed to return to play in the current game or practice.
3. The player should not be left alone; and regular monitoring for deterioration is essential over the initial few hours following injury.
4. The player should be medically evaluated (by an appropriate health care provider) following the injury.
5. Return to play should follow a medically supervised stepwise process.

A player should never return to play while symptomatic. "When in doubt, sit them out!"

Return to Play Protocol

The majority of injuries will be simple concussions and such injuries recover spontaneously over several days. In these situations, it is expected that an athlete will proceed rapidly through the stepwise return to play strategy.

During this period of recovery in the first few days following an injury, it is important to emphasize to the athlete that physical AND cognitive rest is required. Activities that require concentration and attention may exacerbate the symptoms and result in a delayed recovery. This concept of "cognitive rest" appears to be of significant importance in student athletes.

The return to play following a concussion follows a stepwise process:

1. No activity, complete rest. Once asymptomatic, proceed to step 2.
2. Light aerobic exercise such as walking or stationary cycling, no resistance training.
3. Sport specific exercise (e.g., running) or progressive addition of resistance training.
4. Non-contact training drills.
5. Full contact training after medical clearance.
6. Game play.

With this stepwise progression, the athlete should continue to proceed to the next level if asymptomatic at the current level. If any post-concussion symptoms occur, the patient should drop back to the previous asymptomatic level and try to progress again after 24 hours.

In cases of complex concussion, the rehabilitation will be more prolonged and return to play advice should be more circumspect. It is recommended that complex cases be managed by physicians with a specific expertise in the management of such injuries.

An additional consideration in return to play is that concussed athletes should not only be symptom free but also should not be taking any pharmacological agents/ medications that may affect or modify the symptoms of concussion.

Neuropsychological testing is being used more frequently as a clinical assessment tool and provides objective measurement of cognitive function. Cognitive function may be impaired despite resolution of symptoms. Ideally, neuropsychological testing would be compared with pre-injury baseline testing.

Injuries where outside treatment/care is sought will require a medical clearance to return to competition.

REFERENCES:

Guskiewicz KM, et. al.: National Athletic Trainers' Association Position Statement: Management of Sport-Related Concussion. *J Athl Train.* 2004;39(3):280-297
 Hering SA, et.al.: Selected issues for the adolescent athlete and the team physician: a consensus statement. *Med Sci Sports Exerc.* 2008;1997-2012
 Hering SA, et. al.: Concussion (mild traumatic brain injury) and the team physician: a consensus statement. *Med Sci Sports Exerc.* 2006;395-399
 McCrory P, et.al.: Summary and agreement statement of the 2nd international conference on Concussion in sport, Prague 2004. *Clin J Sport Med.* 2005;15(2):48-55

NSAA/SEWARD HIGH SCHOOL ACTIVITY PARTICIPATION FORMS

(See Appendix)

1. Seward Public Schools Adult Code of Conduct
2. Seward High School STUDENT & PARENT CONSENT FORM For InterScholastic Participation
 - a. STUDENT & PARENT CONSENT SIGNATURE FORM – MUST BE RETURNED PRIOR TO PRACTICE
3. NSAA Student & Parent Consent Form
4. NSAA Guide for Students “Guarding your Eligibility”
5. PRE-PARTICIPATION PHYSICAL FORMS
 - a. PRE-PARTICIPATION PHYSICAL EVALUATION (HISTORY FORM) – STAYS WITH PHYSICIAN
 - b. PRE-PARTICIPATION PHYSICAL EVALUATION (EXAM FORM) – STAYS WITH PHYSICIAN
 - c. PRE-PARTICIPATION PHYSICAL EVALUATION (CLEARANCE FORM – MUST BE RETURNED TO SHS BEFORE STUDENT WILL BE ALLOWED TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES)

Section 10 Varsity Sports Seasons

All interscholastic sports are divided into three seasons--fall, winter, and spring. The divisions of sports, the date of the first allowed organized practice, and the closing date of the season shall be as follows. No individual shall participate simultaneously in more than one sport per season. Athletes are not allowed to participate in activities outside the school while involved in the same activity in school. Cross Country/Road Races are specific examples. (Dates subject to changes)

FALL	FIRST DAY OF PRACTICE	CLOSE OF SEASON
Cross-Country	August 11	State Meet Oct. 24
Football	August 11	State Finals Nov. 24
Girls Golf	August 11	State Meet Oct. 13-14
Volleyball	August 11	State Meet Nov. 5-8

Softball	August 11	State Meet	Oct. 15-17
Unified Bowling	October 20	State Meet	Dec 8

WINTER	FIRST DAY OF PRACTICE	CLOSE OF SEASON
Girls Basketball	November 17	State Tourney March 4-7
Boys Basketball	November 17	State Tourney March 11-14
Boys Wrestling	November 17	State Meet Feb 19-21
Girls Wrestling	November 17	State Meet Feb 17-18
Bowling	November 17	State Meet Feb 9-10

SPRING	FIRST DAY OF PRACTICE	CLOSE OF SEASON
Boys Golf	March 2	State Meet May 26-27
Track	March 2	State Meet May 20-23
Unified Track	March 2	State Meet May 21
Soccer	March 2	State Meet May 11-16, 18-19
Baseball	March 2	State Meet May 15-16, 18-22

Section 11 Activity Participant Fees

1. All students participating in activities will be required to purchase a full year activity pass. This activity pass admits the student without charge to most regular season home activities during the school year. Exceptions include tournaments, the musical, and any Central Conference or NSAA District/State tournaments hosted by Seward High School. The cost of the pass to activity participants is \$25. The Activity Pass must be purchased prior to the student's participation in activities.
2. Students will be charged a participation fee of \$25 if they are involved in one or more NSAA sponsored activities during the school year. This fee will be placed in the student activity participation account for use at the discretion of the district for activity related expenses incurred by the district. The Activity Participation fee needs to be paid prior to the student's participation in activities

Section 12 School Dance Policy

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

General Rules of Student Conduct at Dances

In addition to all rules of student conduct in the Student Handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend:
 - a. Dances are intended for Seward High School students. Outside dates must be signed up in the office and approved by the administration prior to the dance.
 - b. No dates 20 years or older will be approved. No middle school students are allowed to attend high school dances.
 - c. All students who come to the dance are to stay inside. If students leave, they will not be readmitted.

- d. Some school dances may be restricted to students attending specified grades levels at Seward High School.
 - e. Students who have been suspended from school or from extracurricular activities may not attend.
 - f. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
 - g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
 - h. The administration reserves the right to exclude students due to behavior during school hours and lack of attendance at school.
 - i. Fines and Fees must be paid in the High School Office.
 - j. Community service hours must be completed for seniors to attend Prom.
2. Prohibited Substances:
- a. Alcoholic beverages, illegal drugs, and tobacco/vapor products are prohibited. Anyone using these or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.
 - b. Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance.
 - c. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.
3. Appropriate Attire:
- a. Students and their guests should meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate.
 - b. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing.
 - c. It is advisable to check in advance of the dance with the Principal if you are uncertain about your attire.
4. Prom attire is expected to be formal:
- a. Attire should not cause a disruption to the event.
 - b. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal if you are uncertain about your attire.
5. Dance Etiquette
- a. No touching when dancing back to front. (No Grinding)
 - b. No actions deemed inappropriate or unsafe, such as mosh pits and crowd surfing.
 - c. All music will be school appropriate.
 - d. Failure to comply may result in removal from the dance.

State and Federal Programs

Section 1 Notice of Nondiscrimination

The Seward Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

Section 2 Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

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

The Coordinator may be contacted at: Superintendent, 410 South Street, Seward, Nebraska 68434, telephone number (402) 643-2941.

Section 3 Anti-discrimination & Harassment Policy

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

Preventing Harassment and Discrimination of Students.

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

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

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

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

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

Sexual harassment may exist when: Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

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

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

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

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

faith a violation of this policy.

Section 4 Multicultural Policy

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Section 5 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if The setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's Identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

Section 6 Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise

them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Notice Concerning Directory Information

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Seward Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that they do not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education

records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit: The District designates the Seward Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

Section 7 Notice Concerning Disclosure of Student Recruiting Information

The No Child Left Behind Act requires that the District provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the District not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. The District will comply with any such request.

Section 8 Notice Concerning Staff Qualifications

The No Child Left Behind Act gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, the District will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, the District will give timely notice to you if your child has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who does not meet the requirements of the Act.

Section 9 Student Privacy Protection Policy

It is the policy of Seward Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term “instructional materials” for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and places as will not interfere with the educator’s intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: a student or parent’s first and last name, home address, telephone number, and social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there

is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be "sensitive" for purposes of this policy:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Section 10 Parental Involvement Policies

- A. General - Parental/Community Involvement in Schools:

Seward Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District's policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

B. Title I Parental Involvement Policy: The District's Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act. The District has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of the District to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of the District that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

Policy Involvement:

Each school served under the Title I program will:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement:

As a component of the District's parental involvement policy, each school served under the Title I program will jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire 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. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their

child's class, and observation of classroom activities.

Building Capacity for Involvement:

To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility:

In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy:

This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

Section 11 Homeless Students Policy

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as

homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child,

or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the [Name] Public Schools based on it being the school of origin, the new school and [Name] Public Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

Section 12 Breakfast and Lunch Programs

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

- **Food Service Prices: Lunch: HS \$3.50 Breakfast \$2.25**

Seward Public Schools has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. Seward Public Schools provides the United States Department of Agriculture required nondiscrimination statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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

(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

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

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

This institution is an equal opportunity provider.

This institution is an equal opportunity provider.

The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.

3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.
6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:
 - a. A publicly-announced, simple method for making an oral or written request for a hearing.
 - b. An opportunity to be assisted or represented by an attorney or other person.
 - c. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
 - d. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
 - e. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
 - f. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
 - g. The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
 - h. The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
9. Agrees to develop and send to each child's parent or guardian a letter as outlined by the State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following information will be available in the office of the Superintendent:

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedure

Section 13 Asbestos Management Plan

Federal law requires districts to have an asbestos management plan for all of its buildings—owned or leased—and to update it periodically, among other requirements for inspections and training if staff work in buildings which contain or may contain asbestos. The asbestos plan for the high school can be found at the Seward Maintenance Office located at [2401 Karol Kay Blvd. Seward, NE 68434](#)

Section 14 Title IX

The School District of Seward Board of Education has adopted policy 3057 which can be found at <https://www.sewardpublicschools.org/pages/policy/3057.pdf> regarding Title IX, the prohibition against discrimination on the basis of sex, and grievance procedures for complaints. This policy is attached to this letter.

Pursuant to this policy, the district does not discriminate on the basis of sex in any education programs, which extends to admission and employment. Inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the assistant Secretary for Civil Rights of the United States Department of Education, or both. The Title IX coordinator for Seward Public School is Dr. Matt Dominy. Dr. Dominy can be contacted at 402-643-2941 or matt.dominy@sewardschools.org.

The assistant Secretary for Civil Rights of the United States Department of Education may be contacted at: U.S. Department of Education, Office for Civil Rights, Washington, D.C. 20202-1100.

Appendix

Acknowledgement of Parent-Student Handbook
Seward Public Schools Adult Code of Conduct
Seward High School Activities Consent Form
Nebraska School Activity Association ("NSAA") Student and Parent Consent Form
NSAA Guidelines for Student Activities
Physical Forms

2025-2025 Parent-Student Permission Information Record Sheet

Please check all appropriate responses, sign the signature lines, and return to the school office. All forms are due back five (5) school days after you have received them. The parent(s)/guardian(s) and child's signatures and checked responses are the only signatures required for the below listed forms.

Printed Student's Name _____ Grade Level _____

STUDENT-PARENT HANDBOOK RESPONSE SHEET

- Yes, I hereby acknowledge that the current Student Handbook is available on line on the www.sewardpublicschools.org district website. Hard copies of the student handbook are available only by request from the front office. I have reviewed the handbook with my student (s), including the behavior guidelines, student conduct, attendance rules, discipline rules, expulsion procedures, extracurricular activities and information about Safe and Drug Free Schools. The undersigned, as student, agrees to follow such conduct and rules. Signing below acknowledges receipt of the student handbook in a satisfactory manner via the internet.

EXCURSION PERMISSION

- Yes, I hereby give permission for my child to accompany his/her teacher on excursions to another SPS site or on trips limited to a class lesson/period. All other trips will require a specific permission slip.
- No, I do not give permission for my child to accompany his/her teacher on excursions to another SPS site or on trips limited to a class lesson/period. All other trips will require a specific permission slip.

PICTURE – NEWS RELEASE

- Yes, I hereby give permission for my child to be photographed, filmed, or videotaped for use by Seward Public Schools.
- No, I do not give permission for my child to be photographed, filmed, or videotaped for publication.

HEALTH CONDITIONS

- I give permission for any relevant health information of my child, necessary for educational planning and/or student safety, to be shared among appropriate school personnel.

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

STUDENT

- Yes, I have read and I understand the School District's Acceptable Use, Chromebook Policies/Procedures and Internet Safety Policy. I agree to follow the District's rules and regulations set forth in the Policy. I understand that failure to follow the District's Acceptable Use and Internet Safety Policy will result in appropriate disciplinary action that may include loss of computer access privileges, out-of-school suspension and/or expulsion.

PARENT(S)/GUARDIAN(S)

- Yes, I have read and I understand the School District's Acceptable Use, Chromebook Policies/Procedures and Internet Safety Policy. I accept full responsibility for my child's use of any District technology resources, including any use of District means of access to the Internet that may occur outside the District's schools. I understand that my child's failure to follow the District's Acceptable Use and Internet Safety Policy will result in appropriate disciplinary action that may include loss of computer access privileges, out-of-school suspension and/or expulsion.

Student's Signature _____ Date: _____

Parent's Signature _____ Date: _____

Seward Public Schools Adult Code of Conduct

Athletic programs play an important role in promoting the physical, social, and emotional development of our children. It is essential for parents/guardians to encourage athletes to embrace the values of good sportsmanship. In order to do this, adults involved or attending athletic events should be models of good sportsmanship and should lead by example by demonstrating fairness, respect and self control.

- I therefore pledge to be responsible for my words and actions while attending a Seward Public School event and will conform my behavior to the following Code of Conduct.
- I/we will encourage good sportsmanship by demonstrating positive support for all players, cheerleaders, coaches and officials at every game, meet, practice or other event.
- I/we will place the emotional and physical well-being of my athlete ahead of my personal desire to win.
- I/we will support coaches and officials working with my athlete(s), in order to encourage a positive and enjoyable experience for all.
- I/we will demand a sports environment free from drugs, tobacco, and alcohol and will refrain from use at all athletic activities.
- I/we remember that the activity is for the athletes--not the ADULTS.
- I/we will do my/our best to make the activity fun for the athletes.
- I/we will ask my athlete to treat other players, cheerleaders, coaches, fans, parents and officials with respect regardless of race, creed, sex or ability.
- I/we agree not to deliberately incite or participate in "unsportsmanship like" conduct at any athletic event.
- I/we agree not to use abusive or profane language at any time at any athletic event.
- I/we agree not to criticize, belittle, antagonize, berate, or otherwise incite the opposing team, its players, coaches, cheerleaders or fans by word of mouth or gestures.
- I/we agree not to criticize, belittle, antagonize, berate, or otherwise incite the opposing team, its players, coaches, cheerleaders or fans by the use of social media (e.g., Facebook, Snapchat, Twitter, etc.).
- I/we agree to accept decisions of the game officials, judges, as being fair and called to the best of their ability.
- I/we agree to follow the proper chain of command when having a complaint or voicing my opinion regarding a concern within the Seward athletic program. The chain is:
 - A. Coach
 - B. Head Coach/Cheer Director
 - C. Activities Director
 - D. Request a meeting with the Administration.
- I/we agree to take responsibility for any actions that violate this code of conduct by a guest or relative attending a Seward activity event.
- I/we understand that any act of disrespect from a parent/fan directed towards game officials/judges, players or coaches, fans from either team or creating a disturbance either in the stands or on the playing field may result in an ejection from the contest and suspension for a longer period of time from Seward activities.
- I/we understand by signing this we have read this Code of Conduct and understand what it means to be a good role model for Seward athletes.

Name(s) _____ Date _____

Name(s) _____ Date _____

Seward High School Student And Parent Consent Form For Interscholastic Participation

I, _____ (Student's Name) request to participate in Seward High School interscholastic activities in the 2025-2026 school year. In making this request, Student states: This application to participate in interscholastic activities for the Seward High School is entirely voluntary on my part. I have read the eligibility rules and regulations of the Nebraska School Activities Association and the rules and regulations of Seward High School. I am not in violation of such rules. (I am)(We are) the Student's parent or guardian ("Parent") and hereby give consent for the Student to participate in Seward High School interscholastic activities in the 2025-2026

school year.

Parent and Student hereby give the following statements, agreements and consents:

WARNING OF RISK: I realize that participation involves the potential for injury which is inherent in all interscholastic activities. Even with the protective equipment, safety rules and instruction and direction of coaches and sponsors that are provided, injuries are still a possibility. The severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord, and on rare occasions, injuries so severe as to result in total disability, paralysis and death. *I acknowledge that I have read and understand this warning.*

MEDICAL: Parent is responsible for any professional medical and/or related services; the school shall not be liable for payment of such services. Parent and Student give permission to any and all of the Student's health care providers to release and discuss all records and information such health care providers may have about Student (including otherwise confidential medical information and records) to Seward High School and its employees, staff, agents, and consultants. Parent and Student further give permission to Seward High School, its employees, staff, agents, and consultants, to release and discuss all records and information it has (including otherwise confidential medical information or records) to Student's health care providers and to others as Seward High School may determine appropriate for the purposes of determining activity eligibility, fitness or injury status, or to respond to an emergency.

INSURANCE: I acknowledge that insurance coverage is recommended for all participants. The expense of insurance coverage is Parent's responsibility. Information regarding insurance is available in the Athletic Director's office.

INJURY REPORTING: Parent and Student agree to report to coaches and trainers any injury whatsoever suffered by Student before, during or after the season, practice or games, whether such injury occurred as a part of participation in the extra-curricular activity, or outside of such activity.

ELIGIBILITY RULES: The major rules and regulations governing Student's eligibility to participate in interscholastic activities have been disclosed to Student and Parent. I have read the Nebraska School Activities Association rules of eligibility for participation in interscholastic activities, including the parent domicile, student transfer and scholastic rules. I understand that activity participants must be enrolled in at least 20 hours per week, be regular in attendance, and have on school records a minimum of 20 hours credit for the immediate preceding semester. Seward High School includes additional eligibility requirements as set forth in the Student-Parent Handbook. **TRANSPORTATION:** I understand the activity may be conducted at a location other than Seward High School. In some instances Seward High School will not provide transportation to the activity. In such cases transportation to the site is the responsibility of Parent and Student. I understand that Seward High School is not responsible when students are provided transportation by a private vehicle driven by others.

GOOD SPORTSMANSHIP: I understand good sportsmanship is essential to the success of the activity program. A failure to follow the principles of good sportsmanship or other inappropriate behavior may result in removal from the contest and may result in suspension from attending future contests or activities.

RELEASE OF INFORMATION: I consent to academic information including grade point average, class rank and any academic awards/recognition received by Student to be released. Most typically this information will be used for the purpose of recognizing excellence in both athletics and academics and released for publication in newspapers, school publications and for awards banquets or assemblies, all-conference or all-state awards.

UNIFORM/EQUIPMENT RETURN: I agree to return all uniforms and equipment issued to me promptly on request and upon the ending of my participation in good condition; subject to wear and tear that occurs from normal use. I accept financial responsibility for the return of items assigned to Student and agree to reimburse the school the actual replacement value of the items in the event that they are not returned or are damaged, and for cost of repairs if they can be repaired. I understand that failure to reimburse the school in a timely fashion could affect extracurricular activity eligibility.

ACTIVITY CODE: The Seward High School Student-Parent Handbook includes an Activity Code that sets out rules of behavior. Student agrees to comply with the Activity Code. In the event I am uncertain as to whether particular behavior or conduct would violate the Activity Code, I understand that I should ask the Athletic Director for advice before engaging in the behavior or conduct. I agree that participation in extracurricular activities is a privilege that may be denied by suspension or other discipline if Student does not comply with the Activity Code.

I agree that the Activity Code is a set of school rules and are not to be interpreted the same way as a criminal code. As such, I agree that the rules are subject to interpretation by school officials. I also agree that school officials may determine that a violation of the Activity Code has occurred when school officials reasonably determine from whatever information they find credible that the Student engaged in the conduct in question. School officials may determine that a violation of the Activity Code has occurred even though a criminal charge related to the conduct is still pending and even if Student has been found not guilty or the criminal charge has been otherwise dismissed.

(Signature of Parent/Guardian)

(Signature of Student)

Date: _____

Date: _____

Nebraska School Activities Association ("NSAA") Student and Parent Consent Form

School Year: 20__-20__ Member School: _____

Name of Student: _____

Date of Birth: _____ Place of Birth: _____

The undersigned(s) are the Student and the parent(s), guardian(s), or person(s) in charge of the above named Student and are collectively referred to as "Parent".

The Parent and Student hereby:

- (1) Understand and agree that participation in NSAA sponsored activities is voluntary on the part of the Student and is a privilege;
- (2) Understand and agree that (a) by this Consent Form the NSAA has provided to the Parent and Student of the existence of potential dangers associated with athletic participation; (b) participation in any athletic activity may involve injury of some type; (c) the severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord, and on rare occasions, injuries so severe as to result in total disability, paralysis and death; and, (d) even the best coaching, the use of the best protective equipment and strict observance of rules, injuries are still a possibility;
- (3) Consent and agree to participation of the Student in NSAA activities subject to all NSAA by-laws and rules interpretations for participation in NSAA sponsored activities, and the activities rules of the NSAA member school for which the Student is participating;
- (4) Consent and agree to (a) the disclosure by the Member School at which the Student is enrolled to the NSAA, and subsequent disclosure by the NSAA, of information regarding the Student, including the student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height as a member of athletic teams, degrees, honors and awards received, statistics regarding performance, records or documentation related to eligibility for NSAA sponsored activities, medical records, and any other information related to the Student's participation in NSAA sponsored activities; and, (b) the Student being photographed, video taped, audio taped, or recorded by any other means while participating in NSAA activities and contests, consent to and waive any privacy rights with regard to the display of such recordings, and waive any claims of ownership or other rights with regard to such photographs or recordings or to the broadcast, sale or display of such photographs or recordings.

I acknowledge that I have read paragraphs (1) through (4) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities.

DATED this ____ day of _____, _____.

Name of Student [Print Name]

Student Signature

(I am)(We are) the Student's [circle appropriate choice] (Parent) (Guardian). (I)(We) acknowledge that (I)(We) have read paragraphs (1) through (4) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities. Having read the warning in paragraph (2) above and understanding the potential risk of injury to my Student, (I)(we) hereby give (my)(our) permission for _____ [insert student name] to practice and compete for the above named high school in activities approved by the NSAA, **except those crossed out below:**

Baseball	Golf	Tennis	Play Production	Basketball	Swimming/Diving
Track	Football	Speech	Cross Country	Soccer	Volleyball
Music	Softball	Wrestling	Debate	Journalism	

DATED this ____ day of _____, _____.

Parent [Print Name]

Parent Signature



Guard Your Activities Eligibility



IN ORDER TO REPRESENT A NEBRASKA HIGH SCHOOL IN INTERSCHOLASTIC ACTIVITIES COMPETITION, A STUDENT MUST ABIDE BY ELIGIBILITY RULES OF THE NEBRASKA SCHOOL ACTIVITIES ASSOCIATION. A SUMMARY OF THE MAJOR RULES IS GIVEN BELOW. CONTACT THE PRINCIPAL OR ACTIVITIES DIRECTOR FOR AN EXPLANATION OF THE COMPLETE RULE.

- 2.2.1-**Student must be a bonafide student of their member school and have not graduated from any high school.
- 2.2.2-**After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
- 2.3-**Student is ineligible if nineteen years of age before August 1 of the current school year. (Students in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of the current school year.)
- 2.4.1-**Student must be enrolled in some high school on or before the eleventh school day of the current semester.
- 2.5.1-**Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
- 2.5.2-**Student must have been enrolled and received twenty hours in school the immediate preceding semester.
- 2.6.2.1-Guardianship does not fulfill the definition of a legal parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.
- 2.6.3-**A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
- Student eligibility related to domicile can be attained in the following manners:**
- 2.6.9.1-**If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
- 2.6.9.2-**If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.
- 2.6.9.3-**If a student elects to remain at the high school where he/she initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.
- 2.6.10-**If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.
- 2.7.7-**Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall. Those students whose name does NOT appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
- 2.7.8-**Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2024-2025 school year prior to May 1, 2025; for the student to be eligible. The school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2025. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students, who did not have their enrollment forms signed, delivered and accepted prior to May 1, 2025, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
- 3.5 / 3.1-**Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
- 3.5.1-**During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school. *(Refer to 3.5.1.1 for exceptions in Swimming & Diving.)
- 3.6-**A student shall not participate on an all-star team while a high school undergraduate.
- 3.7-**A student must maintain his/her amateur status.

PREPARTICIPATION PHYSICAL EVALUATION HISTORY FORM

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(Note: This form is to be filled out by the patient and parent prior to seeing the physician. The physician should keep this form in the chart.)

Date of Exam _____
 Name _____ Date of birth _____
 Sex _____ Age _____ Grade _____ School _____ Sport(s) _____

Medicines and Allergies: Please list all of the prescription and over-the-counter medicines and supplements (herbal and nutritional) that you are currently taking

Do you have any allergies? Yes No If yes, please identify specific allergy below.
 Medicines Pollens Food Stinging Insects

Explain "Yes" answers below. Circle questions you don't know the answers to.

GENERAL QUESTIONS	Yes	No	MEDICAL QUESTIONS	Yes	No
1. Has a doctor ever denied or restricted your participation in sports for any reason?			26. Do you cough, wheeze, or have difficulty breathing during or after exercise?		
2. Do you have any ongoing medical conditions? If so, please identify below: <input type="checkbox"/> Asthma <input type="checkbox"/> Anemia <input type="checkbox"/> Diabetes <input type="checkbox"/> Infections Other: _____			27. Have you ever used an inhaler or taken asthma medicine?		
3. Have you ever spent the night in the hospital?			28. Is there anyone in your family who has asthma?		
4. Have you ever had surgery?			29. Were you born without or are you missing a kidney, an eye, a testicle (males), your spleen, or any other organ?		
HEART HEALTH QUESTIONS ABOUT YOU	Yes	No	30. Do you have groin pain or a painful bulge or hernia in the groin area?		
5. Have you ever passed out or nearly passed out DURING or AFTER exercise?			31. Have you had infectious mononucleosis (mono) within the last month?		
6. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?			32. Do you have any rashes, pressure sores, or other skin problems?		
7. Does your heart ever race or skip beats (irregular beats) during exercise?			33. Have you had a herpes or MRSA skin infection?		
8. Has a doctor ever told you that you have any heart problems? If so, check all that apply: <input type="checkbox"/> High blood pressure <input type="checkbox"/> A heart murmur <input type="checkbox"/> High cholesterol <input type="checkbox"/> A heart infection <input type="checkbox"/> Kawasaki disease Other: _____			34. Have you ever had a head injury or concussion?		
9. Has a doctor ever ordered a test for your heart? (For example, ECG/EKG, echocardiogram)			35. Have you ever had a hit or blow to the head that caused confusion, prolonged headache, or memory problems?		
10. Do you get lightheaded or feel more short of breath than expected during exercise?			36. Do you have a history of seizure disorder?		
11. Have you ever had an unexplained seizure?			37. Do you have headaches with exercise?		
12. Do you get more tired or short of breath more quickly than your friends during exercise?			38. Have you ever had numbness, tingling, or weakness in your arms or legs after being hit or falling?		
HEART HEALTH QUESTIONS ABOUT YOUR FAMILY	Yes	No	39. Have you ever been unable to move your arms or legs after being hit or falling?		
13. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 50 (including drowning, unexplained car accident, or sudden infant death syndrome)?			40. Have you ever become ill while exercising in the heat?		
14. Does anyone in your family have hypertrophic cardiomyopathy, Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy, long QT syndrome, short QT syndrome, Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia?			41. Do you get frequent muscle cramps when exercising?		
15. Does anyone in your family have a heart problem, pacemaker, or implanted defibrillator?			42. Do you or someone in your family have sickle cell trait or disease?		
16. Has anyone in your family had unexplained fainting, unexplained seizures, or near drowning?			43. Have you had any problems with your eyes or vision?		
BONE AND JOINT QUESTIONS	Yes	No	44. Have you had any eye injuries?		
17. Have you ever had an injury to a bone, muscle, ligament, or tendon that caused you to miss a practice or a game?			45. Do you wear glasses or contact lenses?		
18. Have you ever had any broken or fractured bones or dislocated joints?			46. Do you wear protective eyewear, such as goggles or a face shield?		
19. Have you ever had an injury that required x-rays, MRI, CT scan, injections, therapy, a brace, a cast, or crutches?			47. Do you worry about your weight?		
20. Have you ever had a stress fracture?			48. Are you trying to or has anyone recommended that you gain or lose weight?		
21. Have you ever been told that you have or have you had an x-ray for neck instability or atlantoaxial instability? (Down syndrome or dwarfism)			49. Are you on a special diet or do you avoid certain types of foods?		
22. Do you regularly use a brace, orthotics, or other assistive device?			50. Have you ever had an eating disorder?		
23. Do you have a bone, muscle, or joint injury that bothers you?			51. Do you have any concerns that you would like to discuss with a doctor?		
24. Do any of your joints become painful, swollen, feel warm, or look red?			FEMALES ONLY		
25. Do you have any history of juvenile arthritis or connective tissue disease?			52. Have you ever had a menstrual period?		
			53. How old were you when you had your first menstrual period?		
			54. How many periods have you had in the last 12 months?		

Explain "yes" answers here

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete _____ Signature of parent/guardian _____ Date _____

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I hereby give permission for the release of the attached student medical history and the results of the actual physical examination to the school for the purposes of participation in athletics and activities.
 Parent or Legal Guardian Signature _____ Date _____

PREPARTICIPATION PHYSICAL EVALUATION
THE ATHLETE WITH SPECIAL NEEDS:
SUPPLEMENTAL HISTORY FORM

Date of Exam _____
 Name _____ Date of birth _____
 Sex _____ Age _____ Grade _____ School _____ Sport(s) _____

1. Type of disability		
2. Date of disability		
3. Classification (if available)		
4. Cause of disability (birth, disease, accident/trauma, other)		
5. List the sports you are interested in playing		
	Yes	No
6. Do you regularly use a brace, assistive device, or prosthetic?		
7. Do you use any special brace or assistive device for sports?		
8. Do you have any rashes, pressure sores, or any other skin problems?		
9. Do you have a hearing loss? Do you use a hearing aid?		
10. Do you have a visual impairment?		
11. Do you use any special devices for bowel or bladder function?		
12. Do you have burning or discomfort when urinating?		
13. Have you had autonomic dysreflexia?		
14. Have you ever been diagnosed with a heat-related (hyperthermia) or cold-related (hypothermia) illness?		
15. Do you have muscle spasticity?		
16. Do you have frequent seizures that cannot be controlled by medication?		

Explain "yes" answers here

Please indicate if you have ever had any of the following.

	Yes	No
Atlantoaxial instability		
X-ray evaluation for atlantoaxial instability		
Dislocated joints (more than one)		
Easy bleeding		
Enlarged spleen		
Hepatitis		
Osteopenia or osteoporosis		
Difficulty controlling bowel		
Difficulty controlling bladder		
Numbness or tingling in arms or hands		
Numbness or tingling in legs or feet		
Weakness in arms or hands		
Weakness in legs or feet		
Recent change in coordination		
Recent change in ability to walk		
Spina bifida		
Latex allergy		

Explain "yes" answers here

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete _____ Signature of parent/guardian _____ Date _____

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PREPARTICIPATION PHYSICAL EVALUATION PHYSICAL EXAMINATION FORM

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Name _____ Date of birth _____

PHYSICIAN REMINDERS

- Consider additional questions on more sensitive issues
 - Do you feel stressed out or under a lot of pressure?
 - Do you ever feel sad, hopeless, depressed, or anxious?
 - Do you feel safe at your home or residence?
 - Have you ever tried cigarettes, chewing tobacco, snuff, or dip?
 - During the past 30 days, did you use chewing tobacco, snuff, or dip?
 - Do you drink alcohol or use any other drugs?
 - Have you ever taken anabolic steroids or used any other performance supplement?
 - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
 - Do you wear a seat belt, use a helmet, and use condoms?
- Consider reviewing questions on cardiovascular symptoms (questions 5-14).

EXAMINATION			
Height	Weight	<input type="checkbox"/> Male <input type="checkbox"/> Female	
BP	/ (/)	Pulse	Vision R 20/ L 20/ Corrected <input type="checkbox"/> Y <input type="checkbox"/> N
MEDICAL	NORMAL	ABNORMAL FINDINGS	
Appearance <ul style="list-style-type: none"> Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, arm span > height, hyperlaxity, myopia, MVP, aortic insufficiency) 			
Eyes/ears/nose/throat <ul style="list-style-type: none"> Pupils equal Hearing 			
Lymph nodes			
Heart* <ul style="list-style-type: none"> Murmurs (auscultation standing, supine, +/- Valsalva) Location of point of maximal impulse (PMI) 			
Pulses <ul style="list-style-type: none"> Simultaneous femoral and radial pulses 			
Lungs			
Abdomen			
Genitourinary (males only)*			
Skin <ul style="list-style-type: none"> HSV, lesions suggestive of MRSA, tinea corporis 			
Neurologic*			
MUSCULOSKELETAL			
Neck			
Back			
Shoulder/arm			
Elbow/forearm			
Wrist/hand/fingers			
Hip/thigh			
Knee			
Leg/ankle			
Foot/toes			
Functional <ul style="list-style-type: none"> Duck-walk, single leg hop 			

*Consider ECG, echocardiogram, and referral to cardiology for abnormal cardiac history or exam.
 **Consider GU exam if in private setting. Having third party present is recommended.
 †Consider cognitive evaluation or baseline neuropsychiatric testing if a history of significant concussion.

Cleared for all sports without restriction

Cleared for all sports without restriction with recommendations for further evaluation or treatment for _____

Not cleared

Pending further evaluation

For any sports

For certain sports _____

Reason _____

Recommendations _____

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of physician (print/type) _____ Date _____

Address _____ Phone _____

Signature of physician _____, MD or DO

**■ PREPARTICIPATION PHYSICAL EVALUATION
CLEARANCE FORM**

156

Name _____ Sex M F Age _____ Date of birth _____

Cleared for all sports without restriction
 Cleared for all sports without restriction with recommendations for further evaluation or treatment for _____

Not cleared
 Pending further evaluation
 For any sports
 For certain sports _____
Reason _____

Recommendations _____

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of physician (print/type) _____ Date _____
Address _____ Phone _____
Signature of physician _____, MD or DO

EMERGENCY INFORMATION

Allergies _____

Other information _____

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ESTIMATE

Schaefer Concrete, LLC
2061 168th
Garland, NE 68360-9346

travis@schaeferconcrete.com
+1 (402) 641-5578



Bill to

Seward Public Schools
C/O Adam, Josh Fields

Estimate details

Estimate no.: 1021

Estimate date: 06/08/2025

#	Product or service	Description	Qty	Rate	Amount
1.	02 Site Work	Middle School	1	\$0.00	\$0.00
2.	02 Site Work	Drive Lane 13x53 remove and replace 8" thick with rebar	1	\$6,890.00	\$6,890.00
3.	02 Site Work	Drive Lane 9x36 remove and replace 8" thick with rebar	1	\$3,240.00	\$3,240.00
4.	02 Site Work	drive Lane 8x28 Remove and replace 8" thick with rebar	1	\$2,240.00	\$2,240.00
5.		Elementary school			
6.	02 Site Work	Parent Drive 5x50 Remove and replace 8' thick with rebar	1	\$2,750.00	\$2,750.00
7.	02 Site Work	Front door 2x25 remove and replace 5" thick	1	\$750.00	\$750.00
8.	02 Site Work	Bench 6x6 remove and replace	1	\$360.00	\$360.00
9.	02 Site Work	Light pole buss late 6x6 saw off edge	1	\$400.00	\$400.00
10.	02 Site Work	curb parent drive 2'	1	\$150.00	\$150.00
11.	02 Site Work	4 sections of Parent drive 11x32 8'thick with rebar	1	\$3,873.00	\$3,873.00
12.	02 Site Work	2 squares Columbia Ave	1	\$300.00	\$300.00

13.	02 Site Work	High school	1	\$0.00	\$0.00
14.	02 Site Work	14 squares football Field "FREE NO CHARGE" ""	1	\$0.00	\$0.00
15.	02 Site Work	English hall 5x5	1	\$250.00	\$250.00
16.	02 Site Work	Football field entrance 4x4	1	\$150.00	\$150.00
17.	02 Site Work	Buss lane 2 7x7 sidewalk	1	\$980.00	\$980.00
Total					\$22,333.00

Accepted date

Accepted by

**AGREEMENT
BETWEEN OWNER AND ARCHITECT
FOR
PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of _____ (“Effective Date”) between Seward Public School District (“Owner”) and JEO Architecture, Inc. (“Architect”).

Owner’s project, of which Architect’s services under this Agreement are a part, is generally identified as follows:

Seward School District Pre-Bond A/E Planning Services (“Project”).

Architect’s services under this Agreement are generally identified as follows: JEO will provide Pre-Bond A/E Planning services for the Seward School District as described in the Architect’s scope of services - Exhibit A.

Owner and Architect further agree as follows:

ARTICLE 1 - SERVICES OF ARCHITECT

1.01 Scope

- A. Architect shall provide, or cause to be provided, the services set forth herein and in Exhibit A.

ARTICLE 2 - OWNER’S RESPONSIBILITIES

2.01 Owner Responsibilities

- A. Owner responsibilities are outlined in Section 3 of Exhibit B.

ARTICLE 3 - Compensation

3.01 Compensation

- A. Owner shall pay Architect as set forth in Exhibit A and per the terms in Exhibit B.
- B. The Standard Hourly Rates Schedule shall be adjusted annually (as of approximately January 1st) to reflect equitable changes in the compensation payable to Architect. The current Standard Hourly Rate Schedule is available upon request.

ARTICLE 4 - EXHIBITS AND SPECIAL PROVISIONS

4.01 Exhibits

Exhibit A – Scope of Services
Exhibit B – General Conditions

ARTICLE 5 - AGREEMENT

5.01 Total Agreement

- A. This Agreement (consisting of pages 1 to 2 inclusive, together with the Exhibits identified as included above) constitutes the entire agreement between Owner and Architect and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

This Agreement will be effective on _____, 2025 (which is the Effective Date of the Agreement).

Owner:

By: _____

Title: _____

Date Signed: _____

Address for giving notices:

Architect: JEO Architecture, Inc.



By: Corey E. Brodersen

Title: Architect/Project Manager

Date Signed: _____

Address for giving notices:

JEO Architecture, Inc.

2000 Q Street, Suite 500

Lincoln, NE 68503



**SCOPE OF SERVICES
SEWARD SCHOOL DISTRICT
PRE-BOND A/E PLANNING SERVICES**

PROJECT OVERVIEW:

For the K-12 Seward School District pre-bond referendum, JEO's scope of work during the pre-bond planning phase is critical for laying the groundwork for a successful project and bond referendum. The scope of work during this initial pre-bond phase involves a comprehensive assessment of the district's needs and facilities, development of potential solutions, and engagement with stakeholders to build support. In essence, our pre-bond scope of services will provide the school district with the critical facility and information, concept design and community engagement necessary to make informed decisions surrounding the planning and potential pursuit of a bond referendum. What follows are key elements of JEO's scope of work during the pre-bond planning phase:

SCOPE OF SERVICES:

1. Facility Assessment and Needs Analysis:

- **Comprehensive Facilities Assessment:**
JEO will conduct a thorough assessment of existing school buildings and sites to evaluate their physical condition, code compliance, accessibility, and educational adequacy. This includes evaluating systems like HVAC, plumbing, electrical, and structural components.
- **Identification of Capital Needs:**
Based on the assessment, JEO will identify necessary repairs, renovations, modernizations, and potential new construction or additions to address deferred maintenance, improve building performance, and meet current and future educational needs. Improvements to school grounds (parking, drop-off areas, athletic fields, spectator viewing) will also be evaluated.

2. Program Development and Project Definition:

- **Development of an Achievable Program:**
Working closely with district staff, JEO will help develop an achievable project program that aligns with the district's educational goals, budget constraints, and community expectations. This involves defining the spaces needed, their functions, and required capacities.
- **Project Scope Definition:**
JEO will assist in defining the scope of work for the bond project, outlining what will be included in the project and the level of intervention for each facility (e.g., renovation, addition, replacement).
- **Exploration of Alternative Concepts:**
JEO will examine different approaches and options to address the identified needs, considering factors like cost-effectiveness, energy efficiency, and site constraints.
- **Prioritization of Needs:**
JEO will assist the district in prioritizing future needs and wants of the district to aid in creating a plan for what should be included in the bond referendum.
- **Board Meeting Engagement:**
JEO will meet with the Seward Board members during scheduled board meeting to discuss, plan, and develop the pre-bond referendum.

3. Cost Estimating and Financial Analysis:

- Development of Cost Models:
JEO will develop initial opinion of costs for the proposed projects, including estimated costs for construction, design fees, and other project-related project expenses.

4. Stakeholder Engagement and Communication:

- Stakeholder Engagement:
JEO will assist in engaging with a diverse range of stakeholders, including school board members, parents, students, staff, and community members, to gather input, build consensus, and ensure alignment with needs and goals.
- Public Presentations and Communication Support:
JEO will assist in communicating the facility assessments, preliminary design concepts and the project rationale to the public, and also create visual aids to help voters envision the suggested improvements to proposed facilities.
- Providing Information for Bond Referendum Campaign:
While not directly campaigning, JEO will aid in development of information and expertise to support the district's efforts to educate the community about the bond referendum and its potential impact.
- Stakeholder Engagement Meetings:
For this phase of the project, we anticipated the following Public Engagements meetings:
 - Targeted Focus Group meeting to discuss the needs and gather feedback – (Aug./Sept.)
 - Staff and/or community online survey to gather feedback – (Sept.)
 - Public Open House to share focus group feedback, show needs, high-level solutions, and gather community feedback – (Oct./Nov.)
 - Public Open House to share any information not previously shared and to answer questions – (Dec.-Feb.)

5. Preliminary Design Concepts:

- Preliminary Design Concepts:
JEO will develop preliminary design concepts to illustrate the proposed improvements and help stakeholders understand the visual and functional aspects of the project. In addition, our team will share Mechanical/Electrical/Plumbing (MEP) findings and how the existing systems relate or may need modified to align with concept design solutions.
- Documentation for Referendum:
JEO will prepare necessary documentation to support the bond referendum, including reports on facility conditions, proposed projects, and cost estimates.

TERMS AND CONDITIONS:

1. Compensation/Fee:

- JEO proposes to provide the services defined above for a **lump-sum fee of \$48,000.00.**

2. Reimbursable Expenses:

- The following reimbursable expenses are included in the lump sum fee:
 - Mileage expenses
 - Meals/Lodging
 - Large format prints/copies

3. Additional Services:

- Additional work not identified in the scope of services will be billed as an additional service. This includes:
 - all meetings/site visits above and beyond what is identified in the Scope of Services.
 - additional On-call Community Engagement services to assist with promoting the project.

4. Contract Time:

- If the Basic Services covered by this Agreement have not been completed by March 10, 2026, through no fault of JEO, extension of JEO's services beyond that time shall be compensated as additional services.

5. General Conditions of the Contract: See Exhibit B

1. SCOPE OF SERVICES: JEO Architecture, Inc. (JEO) shall perform the services described in Exhibit A. JEO shall invoice the owner for these services at the fee stated in Exhibit A.

2. ADDITIONAL SERVICES: JEO can perform work beyond the scope of services, as additional services, for a negotiated fee or at fee schedule rates.

3. OWNER RESPONSIBILITIES: The owner shall provide all criteria and full information as to the owner's requirements for the project; designate and identify in writing a person to act with authority on the owner's behalf in respect to all aspects of the project; examine and respond promptly to JEO's submissions; and give prompt written notice to JEO whenever the owner observes or otherwise becomes aware of any defect in work.

Unless otherwise agreed, the owner shall furnish JEO with right-of-access to the site in order to conduct the scope of services. Unless otherwise agreed, the owner shall also secure all necessary permits, approvals, licenses, consents, and property descriptions necessary to the performance of the services hereunder. While JEO shall take reasonable precautions to minimize damage to the property, it is understood by the owner that in the normal course of work some damage may occur, the restoration of which is not a part of this agreement.

4. TIMES FOR RENDERING SERVICES: JEO's services and compensation under this agreement have been agreed to in anticipation of the orderly and continuous progress of the project through completion. Unless specific periods of time or specific dates for providing services are specified in the scope of services, JEO's obligation to render services hereunder shall be for a period which may reasonably be required for the completion of said services.

If specific periods of time for rendering services are set forth or specific dates by which services are to be completed are provided, and if such periods of time or date are changed through no fault of JEO, the rates and amounts of compensation provided for herein shall be subject to equitable adjustment. If the owner has requested changes in the scope, extent, or character of the project, the time of performance of JEO's services shall be adjusted equitably.

5. INVOICES: JEO shall submit invoices to the owner monthly for services provided to date and a final bill upon completion of services. Invoices are due and payable within 30 days of receipt. Invoices are considered past due after 30 days. Owner agrees to pay a finance charge on past due invoices at the rate of 1.0% per month, or the maximum rate of interest permitted by law.

If the owner fails to make any payment due to JEO for services and expenses within 30 days after receipt of JEO's statement, JEO may, after giving 7 days' written notice to the owner, suspend services to the owner under this agreement until JEO has been paid in full all amounts due for services, expenses, and charges.

6. STANDARD OF CARE: The standard of care for all services performed or furnished by JEO under the agreement shall be the care and skill ordinarily used by members of JEO's profession

practicing under similar circumstances at the same time and in the same locality. JEO makes no warranties, express or implied, under this agreement or otherwise, in connection with JEO's services.

JEO shall be responsible for the technical accuracy of its services and documents resulting therefrom, and the owner shall not be responsible for discovering deficiencies therein. JEO shall correct such deficiencies without additional compensation except to the extent such action is directly attributable to deficiencies in owner furnished information.

7. REUSE OF DOCUMENTS: Reuse of any materials (including in part plans, specifications, drawings, reports, designs, computations, computer programs, data, estimates, surveys, other work items, etc.) by the owner on a future extension of this project, or any other project without JEO's written authorization shall be at the owner's risk and the owner agrees to indemnify and hold harmless JEO from all claims, damages, and expenses including attorney's fees arising out of such unauthorized use.

8. ELECTRONIC FILES: Copies of Documents that may be relied upon by the owner are limited to the printed copies (also known as hard copies) that are signed or sealed by JEO. Files in electronic media format of text, data, graphics, or of other types that are furnished by JEO to the owner are only for convenience of the owner. Any conclusion or information obtained or derived from such electronic files shall be at the user's sole risk.

a. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it shall perform acceptance tests or procedures within 30 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 30 day acceptance period shall be corrected by the party delivering the electronic files. JEO shall not be responsible to maintain documents stored in electronic media format after acceptance by the owner.

b. When transferring documents in electronic media format, JEO makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by JEO at the beginning of the project.

c. The owner may make and retain copies of documents for information and reference in connection with use on the project by the owner.

d. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.

e. Any verification or adaptation of the documents by JEO for extensions of the project or for any other project shall entitle JEO to further compensation at rates to be agreed upon by the owner and JEO.

9. SUBCONSULTANTS: JEO may employ consultants as JEO deems necessary to assist in the performance of the services. JEO shall not be required to employ any consultant unacceptable to JEO.

10. INDEMNIFICATION: To the fullest extent permitted by law, JEO and the owner shall indemnify and hold each other



harmless and their respective officers, directors, partners, employees, and consultants from and against any and all claims, losses, damages, and expenses (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) to the extent such claims, losses, damages, or expenses are caused by the indemnifying parties' negligent acts, errors, or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of JEO and the owner, they shall be borne by each party in proportion to its negligence.

11. INSURANCE: JEO shall procure and maintain the following insurance during the performance of services under this agreement:

- a. Workers' Compensation: Statutory
- b. Employer's Liability
 - i. Each Accident: \$500,000
 - ii. Disease, Policy Limit: \$500,000
 - iii. Disease, Each Employee: \$500,000
- c. General Liability
 - i. Each Occurrence (Bodily Injury and Property Damage): \$1,000,000
 - ii. General Aggregate: \$2,000,000
- d. Auto Liability
 - i. Combined Single: \$1,000,000
- e. Excess or Umbrella Liability
 - i. Each Occurrence: \$1,000,000
 - ii. General Aggregate: \$1,000,000
- f. Professional Liability:
 - i. Each Occurrence: \$1,000,000
 - ii. General Aggregate: \$2,000,000
- g. All policies of property insurance shall contain provisions to the effect that JEO and JEO's consultants' interests are covered and that in the event of payment of any loss or damage the insurers shall have no rights of recovery against any of the insureds or additional insureds thereunder.
- h. The owner shall require the contractor to purchase and maintain general liability and other insurance as specified in the Contract Documents and to cause JEO and JEO's consultants to be listed as additional insured with respect to such liability and other insurance purchased and maintained by the contractor for the project.
- i. The owner shall reimburse JEO for any additional limits or coverages that the owner requires for the project.

12. TERMINATION: This agreement may be terminated by either party upon 7 days prior written notice. In the event of termination, JEO shall be compensated by owner for all services performed up to and including the termination date. The effective date of termination may be set up to thirty (30) days later than otherwise provided to allow JEO to demobilize personnel and equipment from the site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble project materials in orderly files.

13. GOVERNING LAW: This agreement is to be governed by the law of the state in which the project is located.

14. SUCCESSORS, ASSIGNS, AND BENEFICIARIES: The owner and JEO each is hereby bound and the partners, successors, executors, administrators and legal representatives of the owner and JEO are hereby bound to the other party to this agreement and to the partners, successors, executors, administrators and legal representatives (and said assigns) of such other party, with respect to all covenants, agreements and obligations of this agreement.

a. Neither the owner nor JEO may assign, sublet, or transfer any rights under or interest (including, but without limitation, monies that are due or may become due) in this agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment shall release or discharge the assignor from any duty or responsibility under this agreement.

b. Unless expressly provided otherwise in this agreement: Nothing in this agreement shall be construed to create, impose, or give rise to any duty owed by the owner or JEO to any contractor, contractor's subcontractor, supplier, other individual or entity, or to any surety for or employee of any of them.

c. All duties and responsibilities undertaken pursuant to this agreement shall be for the sole and exclusive benefit of the owner and JEO and not for the benefit of any other party.

15. PRECEDENCE: These standards, terms, and conditions shall take precedence over any inconsistent or contradictory language contained in any proposal, contract, purchase order, requisition, notice to proceed, or like document regarding JEO's services.

16. SEVERABILITY: Any provision or part of the agreement held to be void or unenforceable shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the owner and JEO, who agree that the agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

17. NON-DISCRIMINATION CLAUSE: Pursuant to Neb. Rev. Stat. § 73-102, the parties declare, promise, and warrant that they have and will continue to comply fully with Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C.A § 1985, et seq.) and the Nebraska Fair Employment Practice Act, Neb. Rev. Stat. § 48-1101, et seq., in that there shall be no discrimination against any employee who is employed in the performance of this agreement, or against any applicant for such employment, because of age, color, national origin, race, religion, creed, disability or sex.

18. E-VERIFY: JEO shall register with and use the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee pursuant to the Immigration Reform and Control Act of 1986, to determine the work eligibility status of new employees physically performing services within the state where the work shall be performed. Architect shall require the same of each consultant.



Board of Education Regular Meeting

School District of Seward

410 South Street

Seward, NE 68434

Monday, June 9, 2025 5:30 PM

Attendance Taken at 5:32 PM.

Paul Duer: Present
Matt Hastings: Present
Jill Hochstein: Present
Ryne Seaman: Present
Danielle Shipley: Present
Shawn Svoboda: Present

1. Preliminary Procedures

1.1. Call meeting to order & announce Open Meetings Act is Posted

1.2. Public Notice as publicized per board policy

The public notice was publicized in the Seward County Independent and posted at city hall, library and courthouse. The public notice was dated June 4, 2025

1.3. Roll Call

1.3.1. Action to excuse board members if necessary

1.4. Pledge of Allegiance

1.5. **1.5 Mission** Seward Public Schools - a district rooted in excellence - in cooperation with family and community members is committed to the development of the whole student and affirms that all students will have the skills to become productive, resilient, and contributing members of their community.

1.6. Approval of Agenda

Motion to approve the agenda as presented Passed with a motion by Paul Duer and a second by Matt Hastings.

Paul Duer: Yea, Matt Hastings: Yea, Jill Hochstein: Yea, Ryne Seaman: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

2. Public Forum: (The Board President reserves the right to place time limits on individuals and topics.)

2.1. Public Forum on Agenda Items: This is your opportunity to speak to items on the agenda. If you are not a part of the presentation of the agenda item you need to speak now. Thank you for your participation.

There was none.

2.2. Public Forum on Any Topic: This is your opportunity to speak to any topic concerning the school district. Since it is not an agenda item the board cannot discuss or take action at this time on the matter. Future discussion can be requested as an agenda item. Thank you for your participation.

Christi Arnold discussed the foreign exchange student program.

3. Public Hearing on Cell Phone Policy 6025:

There was no public comment.

4. Public Hearing on Policy 5018- Parent Involvement in Educational Practices

There was no public comment.

5. Student Fees Hearing-Review Fees and receipted and expensed during the 2024-2025 school year and request input from the public in regard to potential policy changes

There was no public comment.

6. Discussion Items

6.1. D.A. Davidson

Paul from D.A. Davidson discussed some numbers for a future bond.

6.2. JEO Facility Study Discussion

JEO discussed the facility study and went over the working priority list.

6.3. Unified Track Presentation

Mr. Curry discussed the pilot unified track program.

7. Short Recess

Motion to take a short recess and return at 8:20p.m. Passed with a motion by Danielle Shipley and a second by Jill Hochstein.

Paul Duer: Yea, Matt Hastings: Yea, Jill Hochstein: Yea, Ryne Seaman: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

8. Reports

8.1. Administrator Reports

Written reports were received from the administrators.

8.2. Superintendent's Report

- The summer project of the new well, boiler and hot water heater are being worked on at this time. The dock repair at the high school is complete. Dr. Fields discussed the Legislative Conclusion, cell phones - LB 140, TEEOSA Commission - LB 303, Retirement - LB 645, Library Media Notification - LB 390, Part-Time Students - LB 306, New Disclosure Website of School Finances - LB 306, Participation and Assignment of Athletic Teams - LB 89. **Board Quicks link - June 2025 e-update.** Dr. Fields updated the board on staffing issues. The district will be moving forward with an Electronic Time Card System and a sub finder system. The district will be getting bids for some concrete work at all buildings.

9. Action Items

9.1. Student Handbooks for the 2025-2026 School Year

Motion to table the 2025-2026 student handbooks as presented Tabled with a motion by Jill Hochstein and a second by Shawn Svoboda.

Paul Duer: Yea, Matt Hastings: Yea, Jill Hochstein: Yea, Ryne Seaman: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

9.2. Policy 5018- Parent Involvement

Motion to approve policy changes on 5018 on first reading as presented. Passed with a motion by Matt Hastings and a second by Shawn Svoboda.

Paul Duer: Yea, Matt Hastings: Yea, Jill Hochstein: Yea, Ryne Seaman: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

9.3. Substitute Teacher Pay

Motion to raise substitute teacher pay for the 2025-2026 school year to \$168 per day. Passed with a motion by Paul Duer and a second by Jill Hochstein.

Paul Duer: Yea, Matt Hastings: Yea, Jill Hochstein: Yea, Ryne Seaman: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

9.4. Classified Staff Proposal for the 2025-2026 School Year

Motion to approve the classified staff package at 3.76% for the 2025-2026 school year as presented. Passed with a motion by Shawn Svoboda and a second by Danielle Shipley.
Ryne Seaman: Abstain (With Conflict), Paul Duer: Yea, Matt Hastings: Yea, Jill Hochstein: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

9.5. Middle Management Proposal for the 2025-2026 School Year

Motion to approve the middle management staff package for the 2025-2026 school year at 3.76% as presented. Passed with a motion by Shawn Svoboda and a second by Matt Hastings.
Paul Duer: Yea, Matt Hastings: Yea, Jill Hochstein: Yea, Ryne Seaman: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

9.6. Administrator Proposal for the 2025-2026 School Year

Motion to approve the administrative staff total package at 3.76% as presented. Passed with a motion by Danielle Shipley and a second by Jill Hochstein.
Paul Duer: Yea, Matt Hastings: Yea, Jill Hochstein: Yea, Ryne Seaman: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

9.7. Superintendents' Contract

Motion to approve the superintendent's contract for the 2025-2026 school year as presented. Passed with a motion by Shawn Svoboda and a second by Matt Hastings.
Paul Duer: Yea, Matt Hastings: Yea, Jill Hochstein: Yea, Ryne Seaman: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

10. Future Agenda Items

JEO Facility Study
Unified Bowling
FLAG - Foreign Exchange students
Student Handbooks

11. Consent Agenda

11.1. Approval of Minutes

11.2. Approval of Financial Reports

11.2.1. Treasurer

11.2.2. Budget

11.2.3. Activities

11.2.4. Athletic

11.3. Out of State Travel

11.4. Approval of Claims

11.4.1. General Fund - \$1,825,280.52

11.4.2. Bond Fund - \$44,582.50

11.4.3. Gifts & Donations Fund - \$1,319.80

11.4.4. Special Building Fund - \$114,424.00

11.5. Approval of Consent Agenda

Motion to approve the consent agenda as presented Passed with a motion by Paul Duer and a second by Shawn Svoboda.

Paul Duer: Yea, Matt Hastings: Yea, Jill Hochstein: Yea, Ryne Seaman: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

12. Adjournment

Motion to adjourn the meeting at 8:47 PM with the next regular board meeting scheduled for Monday, July 14 at 5:30 PM Passed with a motion by Paul Duer and a second by Danielle Shipley.

Paul Duer: Yea, Matt Hastings: Yea, Jill Hochstein: Yea, Ryne Seaman: Yea, Danielle Shipley: Yea, Shawn Svoboda: Yea

Prepared by:

Jill Hochstein

Heidi Covert

Secretary

**SCHOOL DISTRICT OF SEWARD
TREASURER'S REPORT
FOR THE MONTH
ENDED JUNE 30, 2025**

GENERAL FUND (ACCOUNT NUMBER 100-172)

Bank Balance		6,660,546.97
Seward County Treasurer--Local Taxes	572,772.38	
Butler County Treasurer--Local Taxes	24,631.38	
Seward Hot Lunch--Reimbursement	95,484.19	
Lexus Brown--Preschool Deposit	75.00	
Fehlhafer's--Sale of Junk	163.00	
TCM Bank--Credit Card refund	34.01	
SHS--Soccer Camp	211.56	
US Treasury--Gas Tax	1,024.43	
Methodist Church--Transportation	800.00	
St John's--Transportation	800.00	
City of Seward--Licenses	1,950.00	
Lost English Book	12.00	
State of Nebraska--SPED, 3541, 6412, 6408	486,758.00	
State of Nebraska--Tilte II	5,868.00	
State of Nebraska--State Aid	241,308.00	
State of Nebraska--SPED SA	391,069.00	
State of Nebraska--Tilte 6310	3,917.00	
Jones Bank - Interest	2,782.69	
		<u>1,829,660.64</u>
		8,490,207.61
Disbursements for the Month -----		1,674,517.79
Bank Balance -----		6,815,689.82
Less Outstanding Checks -----		<u>255,181.29</u>
Available Balance -----		<u>6,560,508.53</u>

GENERAL FUND MONEY MARKET (ACCOUNT NUMBER 60037340)

Beginning Balance -----		1,024,905.08
Transfer to General Fund for Cash Flow Purposes -----		0.00
Transfer from General Fund -----		0.00
Interest -----		<u>2,150.05</u>
Bank Balance -----		<u>1,027,055.13</u>

GENERAL RESERVE FUND (ACCOUNT NUMBER 461-170)

Beginning Balance -----		1,145,512.05
Transfer to General Fund for Cash Flow Purposes -----		0.00
Interest -----		<u>2,403.06</u>
Bank Balance -----		<u>1,147,915.11</u>

CD #45932 CNB--Interest Rate: 4.42%-Maturity Date 7/28/2025	1,500,000.00
CD #70003334-JB-Interest Rate: 4.41%-Maturity Date 9/23/2025	<u>700,771.44</u>
	2,200,771.44

TOTAL IN GENERAL RESERVE FUND 3,348,686.55

**SCHOOL DISTRICT OF SEWARD
TREASURER'S REPORT
FOR THE MONTH
ENDED JUNE 30, 2025**

DEPRECIATION FUND (ACCOUNT NUMBER 154-006)

Beginning Account Balance -----	141,625.08
Deposit: Cattle -----	0.00
Disbursements: -----	0.00
Interest-----	279.14
Bank Balance -----	<u>141,904.22</u>

CD#49403--CB--4.41% DATE DUE 8/01/2025-----	545,150.76
CD#70003335-JB--4.41% DATE DUE 9/23/2025-----	<u>300,000.00</u>

TOTAL CD'S 845,150.76

TOTAL IN DEPRECIATION FUND ACCOUNTS **987,054.98**

SPECIAL BUILDING FUND (ACCOUNT NUMBER 10-074-9)

Beginning Balance -----	213,544.15
Deposits: Seward County Treasurer--Local Taxes-----	14,427.52
Butler County Treasurer--Local Taxes-----	700.40
Disbursements -----	<u>114,424.00</u>
Interest-----	73.06
Bank Balance -----	<u>114,321.13</u>

SPECIAL BUILDING FUND MONEY MARKET(ACCOUNT NUMBER 810304)

Beginning Balance -----	307,432.29
Deposits: Transfer from Special Building Fund acct 100749	0.00
Interest-----	598.86
Bank Balance -----	<u>308,031.15</u>

TOTAL IN SPECIAL BUILDING FUND ACCOUNTS **422,352.28**

UNEMPLOYMENT FUND ACCOUNT (ACCT # 473-633)

Beginning Balance -----	21,360.00
Interest -----	15.42
Disbursements -----	0.00
Bank Balance -----	<u>21,375.42</u>

**SCHOOL DISTRICT OF SEWARD
TREASURER'S REPORT
FOR THE MONTH
ENDED JUNE 30, 2025**

GIFTS AND DONATIONS (ACCT # 162036)

Beginning Balance -----	26,311.07
Interest-----	19.28
Disbursements -----	<u>1,319.80</u>
Bank Balance -----	<u>25,010.55</u>

QUALITY CAPITAL PURPOSE UNDERTAKING FUND (ACCT #640-822)

Beginning Balance -----	1,132.04
Seward County Treasurer & Butler County Treasurer --Local Taxes -----	0.00
Interest -----	0.25
Disbursements -----	<u>0.00</u>
Bank Balance -----	<u>1,132.29</u>

BOARD REVOLVING FUND (ACCOUNT NUMBER 159-913)

Beginning Balance -----	15,207.05
Interest -----	5.98
Disbursements -----	<u>250.00</u>
Deposit: SPS-----	<u>0.00</u>
Bank Balance -----	<u>14,963.03</u>

HOT LUNCH FUND (ACCOUNT # 10 353 5)

Beginning Balance -----	291,185.58
Interest -----	95.35
State of NE Payments -----	19,241.54
Other Receipts -----	1,647.80
Disbursements -----	95,581.29
Bank Balance -----	216,588.98
Amount Due District -----	<u>3,306.14</u>
Available Balance -----	<u>213,282.84</u>

HOT LUNCH FUND MONEY MARKET (ACCOUNT #810312)

Beginning Balance -----	307,432.29
Interest -----	598.86
Transfer from Hot Lunch Acct 103535 -----	0.00
Available Balance -----	<u>308,031.15</u>

TOTAL IN HOT LUNCH FUND ACCOUNTS

521,313.99

**SCHOOL DISTRICT OF SEWARD
TREASURER'S REPORT
FOR THE MONTH
ENDED JUNE 30, 2025**

STUDENT FEE FUND (ACCOUNT #668-157)

Beginning Balance -----	1,291.26
Receipts: -----	0.00
Interest -----	0.00
Disbursements -----	0.00
Bank Balance -----	<u>1,291.26</u>

BOND FUND (ACCOUNT #60000586)

Beginning Balance -----	1,132,661.14
Seward County Treasurer - Local Taxes -----	77,784.16
Butler County Treasurer - Local Taxes -----	3,953.13
Deposit - Jones -----	5,267.28
Interest -----	2,499.81
Disbursements -----	<u>44,582.50</u>
Bank Balance -----	<u>1,177,583.02</u>

CD#70003865--JNB RATE OF 4.39% DATE DUE 11/26/2025----- 232,164.68

TOTAL IN BOND FUND ACCOUNT 1,409,747.70

Heidi Covert, Treasurer

**BUDGET PRINTOUT
RECAPITULATION
JUNE 30, 2025**

RECEIPTS PORTION OF THE 2024-2025 BUDGET

	AMOUNT BUDGETED	AMOUNT RECEIVED	AMOUNT REMAINING	% RECEIVED TO DATE
RECEIPTS	23,095,000.00	22,112,799.27	982,200.73	95.75%
HOT LUNCH		<u>867,180.69</u>		
TOTAL RECEIPTS		22,979,979.96	115,020.04	

EXPENDITURES PORTION OF THE 2024-2025 BUDGET

CATEGORY	BUDGET	SPENT	REMAINING	% EXPENDED
REG INSTRUCTION	11,200,000.00	8,695,685.26	2,504,314.74	77.64%
SPECIAL ED	3,200,000.00	2,371,858.65	828,141.35	74.12%
SS--PUPILS	1,550,000.00	1,014,416.57	535,583.43	65.45%
SS-INSTRUCTION	700,000.00	483,685.27	216,314.73	69.10%
GENERAL ADM	475,000.00	299,274.28	175,725.72	63.01%
PRIN ADMIN	1,370,000.00	992,846.47	377,153.53	72.47%
GEN BUSINESS	350,000.00	240,422.29	109,577.71	68.69%
OPER/MAINT	2,280,000.00	1,612,150.18	667,849.82	70.71%
TRANSPORTATION	1,160,000.00	694,594.50	465,405.50	59.88%
FOUNDATION	0.00	5,125.00	-5,125.00	0.00%
TRANSFERS	50,000.00	10,550.28	39,449.72	21.10%
GEN FUND TOTALS	22,335,000.00	16,420,608.75	5,914,391.25	73.52%
FEDERAL FUNDS	760,000.00	567,356.00	192,644.00	74.65%
SIXPENCE		154,407.94		
GRAND TOTAL	23,095,000.00	17,142,372.69	5,952,627.31	74.23%
HOT LUNCH	1,698,291.00	789,051.63		
TOTAL	24,793,291.00	17,931,424.32		

SEWARD HIGH SCHOOL

General Ledger Report

Financial Report

From Date: 6/1/2025
To Date: 06/30/2025

From Acct: 1
To Acct: 999999

Activity Accounts

Acct	Account Name	Beg. Bal.	Recpt / JV	Disb / JV	Transfers	End. Bal.	YTD Payables	Work Bal
100	DUAL CREDIT CLASSES	\$8,278.15	\$0.00	\$0.00	\$0.00	\$8,278.15	\$0.00	\$8,278.15
105	ALTERNATIVE SCHOOL	\$268.84	\$0.00	\$0.00	\$0.00	\$268.84	\$0.00	\$268.84
110	ACT CLASS	\$379.96	\$0.00	\$0.00	\$0.00	\$379.96	\$0.00	\$379.96
115	HONOR SOCIETY	(\$338.01)	\$0.00	\$0.00	\$0.00	(\$338.01)	\$0.00	(\$338.01)
120	ALUMNI ASSOCIATION	\$738.03	\$0.00	\$0.00	\$0.00	\$738.03	\$0.00	\$738.03
125	GUIDANCE	\$1,684.92	\$0.00	\$0.00	\$0.00	\$1,684.92	\$0.00	\$1,684.92
126	AMBASSADORS	\$407.09	\$0.00	\$0.00	\$0.00	\$407.09	\$0.00	\$407.09
127	AP EXAMS	\$9,796.50	\$0.00	\$(4,562.00)	\$0.00	\$5,234.50	\$0.00	\$5,234.50
130	CAREER ACADEMY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
135	BOWLING	\$1,891.41	\$0.00	\$(156.83)	\$0.00	\$1,734.58	\$0.00	\$1,734.58
137	UNIFIED BOWLING	\$1,160.87	\$0.00	\$0.00	\$0.00	\$1,160.87	\$0.00	\$1,160.87
140	FOOTBALL	\$136.31	\$400.00	\$(348.38)	\$0.00	\$187.93	\$0.00	\$187.93
142	FOOTBALL-UNIFORMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
144	GIRLS WRESTLING	\$1,009.24	\$0.00	\$0.00	\$0.00	\$1,009.24	\$0.00	\$1,009.24
145	WRESTLING	\$2,226.47	\$0.00	\$(11.53)	\$0.00	\$2,214.94	\$0.00	\$2,214.94
147	X-COUNTRY	\$465.64	\$0.00	\$0.00	\$0.00	\$465.64	\$0.00	\$465.64
149	TRACK	\$1,478.89	\$0.00	\$(136.56)	\$0.00	\$1,342.33	\$0.00	\$1,342.33
150	GIRLS BB CAMP	\$1,965.96	\$3,990.00	\$(602.00)	\$0.00	\$5,353.96	\$0.00	\$5,353.96
155	BOYS BB CAMP	\$6,864.25	\$4,500.00	\$(1,125.00)	\$0.00	\$10,239.25	\$0.00	\$10,239.25
160	BOYS SOCCER	\$109.33	\$1,760.00	\$0.00	\$0.00	\$1,869.33	\$0.00	\$1,869.33
165	GIRLS SOCCER	\$524.54	\$0.00	\$0.00	\$0.00	\$524.54	\$0.00	\$524.54
170	SOFTBALL	\$6,906.88	\$5,017.00	\$(2,563.99)	\$0.00	\$9,359.89	\$0.00	\$9,359.89
175	VOLLEYBALL	(\$403.67)	\$2,000.00	\$(185.40)	\$0.00	\$1,410.93	\$0.00	\$1,410.93
180	VIDEO ACCOUNT	\$4,723.31	\$60.00	\$0.00	\$0.00	\$4,783.31	\$0.00	\$4,783.31
185	BASEBALL	\$15,856.52	\$0.00	\$0.00	\$0.00	\$15,856.52	\$0.00	\$15,856.52
190	GIRLS GOLF	\$961.07	\$100.00	\$0.00	\$0.00	\$1,061.07	\$0.00	\$1,061.07
195	BOYS GOLF	\$1,039.35	\$0.00	\$0.00	\$0.00	\$1,039.35	\$0.00	\$1,039.35
198	POWERLIFTING	\$230.60	\$0.00	\$0.00	\$0.00	\$230.60	\$0.00	\$230.60
200	SMUTNY SCHOLARSHIP	(\$100.00)	\$0.00	\$0.00	\$0.00	(\$100.00)	\$0.00	(\$100.00)
220	COKE SCHOLARSHIPS	(\$2,000.00)	\$0.00	\$0.00	\$0.00	(\$2,000.00)	\$0.00	(\$2,000.00)
225	ACADEMIC CONTESTS	\$1,701.40	\$0.00	\$0.00	\$0.00	\$1,701.40	\$0.00	\$1,701.40
230	SCIP	\$342.50	\$0.00	\$0.00	\$0.00	\$342.50	\$0.00	\$342.50
240	THORELL SCHOLARSHIPS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
250	PEPSI SCHOLARSHIPS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
260	SCHOLARSHIP ACCT.	\$140.00	\$0.00	\$0.00	\$0.00	\$140.00	\$0.00	\$140.00
270	BOWMASTER SCHOLARSHIP	(\$600.00)	\$0.00	\$0.00	\$0.00	(\$600.00)	\$0.00	(\$600.00)
275	CONCESSIONS	\$7,332.35	\$0.00	\$0.00	\$0.00	\$7,332.35	\$0.00	\$7,332.35
300	Teacher Pop Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
310	VENDING SALES	\$8,149.99	\$287.47	\$(369.94)	\$0.00	\$8,067.52	\$0.00	\$8,067.52
315	DLC ACCOUNT	\$25.81	\$0.00	\$0.00	\$0.00	\$25.81	\$0.00	\$25.81
330	DRIVER EDUCATION	\$5,590.00	\$0.00	\$0.00	\$0.00	\$5,590.00	\$0.00	\$5,590.00
400	FBLA	(\$3,538.11)	\$588.00	\$0.00	\$0.00	(\$2,950.11)	\$0.00	(\$2,950.11)
410	FFA	\$21,643.90	\$5,209.01	\$(880.18)	\$0.00	\$25,972.73	\$0.00	\$25,972.73
415	FCS LAB FEES	\$9,993.35	\$0.00	\$0.00	\$0.00	\$9,993.35	\$0.00	\$9,993.35
418	DISTRICT 2 FCCLA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
420	FCCLA	\$2,447.76	\$0.00	\$0.00	\$0.00	\$2,447.76	\$0.00	\$2,447.76
425	DRILL TEAM/DANCE	\$2,840.87	\$0.00	\$0.00	\$0.00	\$2,840.87	\$0.00	\$2,840.87
430	SOCIAL MEDIA TEAM	\$5,776.98	\$0.00	\$0.00	\$0.00	\$5,776.98	\$0.00	\$5,776.98
440	LEADERSHIP TEAM	\$6,649.81	\$2,384.00	\$(2,663.80)	\$0.00	\$6,370.01	\$0.00	\$6,370.01
445	E SPORTS	\$499.49	\$0.00	\$0.00	\$0.00	\$499.49	\$0.00	\$499.49
450	MATH	\$44.46	\$0.00	\$0.00	\$0.00	\$44.46	\$0.00	\$44.46

SEWARD HIGH SCHOOL

General Ledger Report

Financial Report

From Date: 6/1/2025
To Date: 06/30/2025

From Acct: 1
To Acct: 999999

Activity Accounts

Acct	Account Name	Beg. Bal.	Recpt / JV	Disb / JV	Transfers	End. Bal.	YTD Payables	Work Bal
460	SCIENCE LAB FEES	\$299.07	\$0.00	\$0.00	\$0.00	\$299.07	\$0.00	\$299.07
470	KEY CLUB	\$5,336.01	\$0.00	\$0.00	\$0.00	\$5,336.01	\$0.00	\$5,336.01
475	SPANISH ACCOUNT	\$66.94	\$0.00	\$0.00	\$0.00	\$66.94	\$0.00	\$66.94
490	ART	\$3,885.04	\$0.00	\$0.00	\$0.00	\$3,885.04	\$0.00	\$3,885.04
495	Study Abroad	\$723.30	\$0.00	\$(121.00)	\$0.00	\$602.30	\$0.00	\$602.30
500	YEARBOOK	\$719.06	\$3,000.00	\$0.00	\$0.00	\$3,719.06	\$0.00	\$3,719.06
520	BAND TRIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
525	SPANISH/SCIENCE TRIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
530	SPEECH	\$(785.17)	\$0.00	\$0.00	\$0.00	\$(785.17)	\$0.00	\$(785.17)
535	DRAMATICS	\$4,694.42	\$0.00	\$0.00	\$0.00	\$4,694.42	\$0.00	\$4,694.42
540	LIBRARY	\$1,632.79	\$0.00	\$0.00	\$0.00	\$1,632.79	\$0.00	\$1,632.79
542	EDUCATORS RISING	\$283.76	\$0.00	\$0.00	\$0.00	\$283.76	\$0.00	\$283.76
545	ALL SCHOOL READS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
550	BAND	\$6,872.83	\$0.00	\$0.00	\$0.00	\$6,872.83	\$0.00	\$6,872.83
554	CHEERLEADERS	\$8,378.22	\$0.00	\$0.00	\$0.00	\$8,378.22	\$0.00	\$8,378.22
555	CHORUS	\$30,336.48	\$2,352.92	\$(2,296.49)	\$0.00	\$30,392.91	\$0.00	\$30,392.91
557	SKILLS/TECHNICAL SCIENCE	\$2,981.00	\$0.00	\$0.00	\$0.00	\$2,981.00	\$0.00	\$2,981.00
560	INDUSTRIAL ARTS/WOODS	\$1,013.00	\$0.00	\$(291.05)	\$0.00	\$721.95	\$0.00	\$721.95
565	TECH PREP/SKILLS USA	\$(4,682.67)	\$0.00	\$0.00	\$0.00	\$(4,682.67)	\$0.00	\$(4,682.67)
570	AUTO/WELDING	\$1,263.74	\$0.00	\$0.00	\$0.00	\$1,263.74	\$0.00	\$1,263.74
575	POWER DRIVE	\$76.57	\$0.00	\$0.00	\$0.00	\$76.57	\$0.00	\$76.57
580	PAY TO PLAY	\$9,692.17	\$0.00	\$0.00	\$(9,600.00)	\$92.17	\$0.00	\$92.17
600	PHYSICAL EDUCATION	\$34.11	\$0.00	\$0.00	\$0.00	\$34.11	\$0.00	\$34.11
615	REVOLVING ACCT	\$250.12	\$0.00	\$0.00	\$0.00	\$250.12	\$0.00	\$250.12
620	NOW ACCOUNT	\$12,059.58	\$136.35	\$0.00	\$0.00	\$12,195.93	\$0.00	\$12,195.93
700	SOCIAL STUDIES SCHOL	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00
800	ATHLETICS	\$47,185.37	\$2,650.00	\$(5,851.20)	\$9,600.00	\$53,584.17	\$0.00	\$53,584.17
825	WEIGHTROOM	\$129.19	\$0.00	\$0.00	\$0.00	\$129.19	\$0.00	\$129.19
850	PRIDE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
860	AOK	\$393.91	\$0.00	\$0.00	\$0.00	\$393.91	\$0.00	\$393.91
865	HOPE SQUAD	\$162.42	\$0.00	\$0.00	\$0.00	\$162.42	\$0.00	\$162.42
870	STUDENT HELP FUND	\$474.48	\$0.00	\$0.00	\$0.00	\$474.48	\$0.00	\$474.48
900	MEMORIALS	\$70.00	\$0.00	\$0.00	\$0.00	\$70.00	\$0.00	\$70.00
950	IPAD FEES	\$5,078.41	\$150.00	\$0.00	\$0.00	\$5,228.41	\$0.00	\$5,228.41
955	HORTICULTURE	\$505.00	\$0.00	\$0.00	\$0.00	\$505.00	\$0.00	\$505.00
2015	CLASS OF 2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2016	CLASS OF 2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2017	CLASS OF 2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2018	CLASS OF 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2019	CLASS OF 2019	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2020	CLASS OF 2020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2021	Class of 2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2022	CLASS OF 2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023	CLASS OF 2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2024	CLASS OF 2024	\$(444.00)	\$0.00	\$0.00	\$0.00	\$(444.00)	\$0.00	\$(444.00)
2025	CLASS OF 2025	\$5.43	\$0.00	\$(1,071.79)	\$0.00	\$(1,066.36)	\$0.00	\$(1,066.36)
2026	CLASS OF 2026	\$3,453.18	\$0.00	\$0.00	\$0.00	\$3,453.18	\$0.00	\$3,453.18
2027	CLASS OF 2027	\$3,659.00	\$0.00	\$0.00	\$0.00	\$3,659.00	\$0.00	\$3,659.00
2028	CLASS OF 2028	\$1,539.00	\$0.00	\$0.00	\$0.00	\$1,539.00	\$0.00	\$1,539.00

SEWARD HIGH SCHOOL

General Ledger Report

Financial Report

From Date: 6/1/2025
To Date: 06/30/2025

From Acct: 1
To Acct: 999999

Activity Accounts Grand Total	\$282,694.77	\$34,584.75	\$(23,237.14)	\$0.00	\$294,042.38	\$0.00	\$294,042.38
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GL Accounts

GL Acct	Begin Bal	Recpt / JV	Disb / JV	Transfers	End Bal	YTD Payables	Work Bal
992 CHECK ACCOUNT	\$282,694.77	\$34,584.75	\$(23,237.14)	\$0.00	\$294,042.38	\$0.00	\$294,042.38
General Ledger Grand Total	\$282,694.77	\$34,584.75	\$(23,237.14)	\$0.00	\$294,042.38	\$0.00	\$294,042.38

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: Mary Russell Date: 7/7/25
Principal: [Signature] Date: 7/7/25

**SEWARD HIGH SCHOOL
Bank Reconciliation Report**

Date From 6/1/2025
Date to 06/30/2025

**Checking Account
992**

Ending Balance on Statement Dated : 06/30/2025	\$314,272.04
Outstanding Deposits (Bank Deposits) -> +	\$0.00
Less Outstanding Checks:	\$20,229.66
Cash Balance as of : 06/30/2025	<u>\$294,042.38 ***</u>

Cash Balance for Checking as of 6/1/2025	\$282,694.77
Add: Total Deposits (Bank Deposits):	\$34,584.75
Less: Total Checks and Withdrawals:	(\$23,237.14)
Computer Cash Balance as of : 06/30/2025	<u>\$294,042.38 ***</u>

Summary of Asset Accounts

<u>Gl Acct</u>	<u>Account Name</u>	<u>Begin Bal</u>	<u>Recpt/JV</u>	<u>Disb/JV</u>	<u>Transfer</u>	<u>End Bal.</u>
992	CHECK ACCOUNT	\$282,694.77	\$34,584.75	(\$23,237.14)	\$0.00	\$294,042.38 ***
Grand Total		\$282,694.77	\$34,584.75	(\$23,237.14)	\$0.00	\$294,042.38

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: Mary Russell Date: 7/7/25
Principal: [Signature] Date: 7/7/25

***** Entries Must Match**

SEWARD HIGH SCHOOL
Reconciliation Activity Account Report

From Date: 6/1/2025
To Date: 06/30/2025

From Acct: 800
To Acct: 800

Date	Payee Source Note	Invoice	PO	Doc Ref	Recp/JV	Disb/JV	Transfer	Balance	Offset Acct
Activity Acct: 800 - ATHLETICS							Beginning Balance: \$47,185.37		
Advisor:	<u>Scott Curry</u>								
6/4/25	Transfer in				\$0.00	\$0.00	\$9,600.00	\$56,785.37	580
	UNIFORMS/EQUIPMENT								
6/4/25	AMAZON CAPITAL SERVI		17552	62411	\$0.00	\$1,272.94	\$0.00	\$55,512.43	992
	WEIGHT ROOM EQUIPMENT								
6/5/25	RECEIPTS			9017	\$2,650.00	\$0.00	\$0.00	\$58,162.43	992
	BLJY BOOSTERS - VB BACKPKS								
6/5/25	BSN SPORTS	929828963	16984	62412	\$0.00	\$1,163.80	\$0.00	\$56,998.63	992
	BALL RACK, COACH BRDS, BALLS								
6/5/25	CAPITAL UMPIRES ASSOC	272	17548	62417	\$0.00	\$644.00	\$0.00	\$56,354.63	992
	ASSIGNING FEE - SPRING '25								
6/5/25	ELAN FINANCIAL SERVIC		17442	62421	\$0.00	\$5.00	\$0.00	\$56,349.63	992
	BASEBALL ADMIN ENTRY								
6/5/25	ELAN FINANCIAL SERVIC		17519	62421	\$0.00	\$208.50	\$0.00	\$56,141.13	992
	ST BSBALL RAIN DELAY MEAL								
6/5/25	ELAN FINANCIAL SERVIC		17363	62421	\$0.00	\$300.00	\$0.00	\$55,841.13	992
	SNDHILLS SPRTS COMPLEX FEE								
6/5/25	ELAN FINANCIAL SERVIC		17487	62421	\$0.00	\$58.02	\$0.00	\$55,783.11	992
	COACH MTG BRKPFST PIZZA								
6/5/25	ELAN FINANCIAL SERVIC		17436	62421	\$0.00	\$53.07	\$0.00	\$55,730.04	992
	BSBLL TOURN WORKER MEAL								
6/9/25	MERLES FLOWER SHOP	0000441	17557	62427	\$0.00	\$50.50	\$0.00	\$55,679.54	992
	SR NIGHT FLOWERS - TRACK								
6/9/25	BSN SPORTS	929866765	16973	62429	\$0.00	\$1,534.00	\$0.00	\$54,145.54	992
	SB ROYAL PANTS								
6/10/25	VALENTINO'S		17562	62432	\$0.00	\$54.37	\$0.00	\$54,091.17	992
	SPORTS PHYSICALS - PIZZA								
6/10/25	BSN SPORTS	929927133	17559	62433	\$0.00	\$507.00	\$0.00	\$53,584.17	992
	SPORTS DRINK STATION								
Totals					\$2,650.00	\$5,851.20	\$9,600.00	\$53,584.17	
								Accounts Payable	\$0.00
								Working Balance	\$53,584.17
								Currently Encumbered (PO)	\$0.00

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: Mary Russell Date: 7/7/25
Principal: [Signature] Date: 7/7/25

**SCHOOL DISTRICT OF SEWARD
PROPOSED WARRANTS
JULY 14, 2025**

Salaries for June	Salaries	604,995.08
Jones Bank	FIT/FICA	8,521.66
Tennessee Child Support	Garnishment	9.99
Jones Bank	FIT/FICA	176,778.54
Nebraska Child Support	Garnishment	583.00
ASPIRE	403b	10,610.00
Jones Bank	FIT/FICA	9,764.54
Tennessee Child Support	Garnishment	9.99
NPERS	Retirement	168,914.55
NE Dept. of Revenue	State Tax	27,435.22
Inspira Financial	Section 125	5,301.30
Ahern, J.F. Co	Maintenance	3,156.00
Allen, Jennifer	Pupil Services	2,137.27
Allo	Phone	177.00
Amazon Capital Services	Supplies	24,839.70
Ameritas	Vision Insurance	1,124.16
Apace	Pupil Services	4,125.83
Apple Inc	Technology	107,204.00
Atlas Pen & Pencil LLC	Supplies	55.63
Baker, Noelle	Supplies	19.29
Bern's Body Shop	Transportation	689.30
BEST	Pupil Services	15,551.10
Blue Cross Blue Shield	Health Insurance	250,637.91
BrainPOP, LLC	Subscription	363.00
Brase, Jalynn	St. John's Title IIA	1,348.95
Breakout, Inc	Subscription	99.00
Bredenkamp, Aaron	Staff Dev.	95.20
Campbells Cleaning	Services	12,625.00
Carolina Biological Supply Company	Supplies	693.03
CCS Presentation Systems	Subscription	4,900.00
Cengage Learning	Books	11,277.00
City of Seward Utility Dept	Utilities	26,991.38
Concordia University	Rental of Facilities	14,050.00
Crouch's Farm & Hardware	Maint. Of Equip.	1,095.49
Culligan	Maintenance	40.00
Cutting Edge Curriculum Inc	E-Books	585.00
DAS	Distance Learning	292.87
Demco	Supplies	441.85
Eakes	Maintenance	6,226.98
Earnest Well Drilling Inc	Maintenance	37,633.10
Edvotek	Supplies	219.78
Egan Supply Co	Maintenance	20,825.50
Elan Financial Services	Supplies	919.32
Embi Tec	Supplies	585.00
Engineered Controls Inc	Maintenance	14,450.00
Epp Foundation Repair	Hot Lunch Repairs	4,011.04
ESU 6	ESU Expense	41,466.60
ESU 7	Pupil Services	248.23
ExploreLearning	Subscription	940.00
Farmers Coop	Maint. Of Equip.	423.25
FES	Subscription	2,750.00
Flinn Scientific	Supplies	398.41

**SCHOOL DISTRICT OF SEWARD
PROPOSED WARRANTS
JULY 14, 2025**

Follett Content Solutions	Books	2,524.92
Futureware	Technology	13,185.00
Go Physical Therapy	Pupil Services	6,337.20
Gopher	Supplies	318.97
GoStrengths Inc	Subscription	197.00
Grainger	Maintenance	465.23
Great Lakes Sports	Supplies	155.19
Insect Lore	Supplies	223.93
Inspira Financial	Section 125	137.70
Interstate All Battery Center	Maintenance	96.46
IXL Learning, Inc	PEAK Grant	6,187.50
JAMF Software, LLC	Software	3,025.00
Junior Library Guild	Books	2,629.26
KZAP Pump and Motor LLC	Maintenance	52.16
Lakeshore Learning	Supplies	518.94
Language Dynamics Group	Books	112.13
Laprea Education, Inc	Subscription	199.00
Learning Without Tears	Books	72.27
Lee's Refrigeration	Maintenance	885.10
Life Track Services	Supplies	1,975.00
Livestockjudging.com	Subscription	300.00
Madison National Life	LTD Ins.	2,958.23
MakerBot Industries, LLC	Supplies	606.41
Matheson	Supplies	586.95
Mechanical Sales	Maintenance	886.50
Meehl, Jan	Pupil Services	567.00
Menards	Maintenance	218.51
MFAC, LLC	Supplies	1,152.30
Midwest Alarm Services	Maintenance	29.86
Midwest Auto Parts	Maint. Of Equip.	385.21
Midwest Automotive Inc	Transportation	1,730.58
Midwest Bus Parts	Transportation	2,572.52
Midwest Special Instruments	Services	405.00
Miller, Rebekah	Staff Dev.	110.19
Nasco	Supplies	443.84
NCECBVI	Services	759.00
NCS Pearson	Books	9,419.35
Nebraska Council of School Admin	Staff Dev.	600.00
Nebraska Landscape Solutions	Grounds	3,120.49
Nebraska Safety Center	Drivers Ed	1,000.00
Omnify	Insurance	41.80
One Source	Admin. Expense	58.00
Onsolve	Subscription	3,231.29
O'Reilly	Transportation	315.42
Pac N Save	Maintenance	340.21
Paper Tiger	Business Support	35.00
Planbook, Inc	Subscription	18.00
Pyramid School Products	Supplies	1,805.23
Really Good Stuff	Supplies	697.17
Robotham, Ron	Transportation	94.00
Rockler	Equipment	9,907.02

**SCHOOL DISTRICT OF SEWARD
PROPOSED WARRANTS
JULY 14, 2025**

Rumery Lawn & Landscape LLC	Maintenance	15.54
Schaefer Concrete, LLC	Hot Lunch	5,376.00
Schlueter Repair & Specialties, LLC	Grounds	660.30
School District of Seward Board Revolving	Supplies	3,437.10
School Specialty	Supplies	1,221.75
School-Tech, Inc	Supplies	558.65
Schoolsin	Furniture	6,586.39
Securly	Subscription	6,625.00
Seward County Independent	Advertising	108.74
Seward High School Activities Account	Reimbursement	29,108.11
Seward Lumber	Maintenance	54.68
Seward Wellness Center	Gym	1,168.50
Sherwin Williams	Maintenance	1,318.54
SiteOne Landscape Supply	Grounds	1,792.50
Sodexo	Services	70,575.81
Software Unlimited	Services	4,500.00
Southpaw	Supplies	75.00
Steve Weiss Music Inc	Furn/Equip	1,493.89
Summit Fire Protection	Hot Lunch Repairs	490.00
Teacher Direct	Supplies	82.96
Teacher's Discovery	Supplies	187.92
Toledo Physical Education Supply	Supplies	342.16
Unite Private Networks	Distance Learning	3,595.07
UNUM	Life Ins.	529.20
Uribe	Services	3,294.98
USA Clean	Maintenance	61.17
USAD	HAL	750.00
US Bank	Lease	1,498.96
Verizon	Telephone	208.36
Visa	Supplies	300.82
Ward's Science	Supplies	195.31
Waterlink	Maintenance	225.00
WHC NE LLC	Services	2,880.00
William V. Macgill & Co	Supplies	215.55
Windstream	Phone	367.07
WoodRiver Energy	Utilities	1,657.35
Zultys	Phone	2,319.50
TOTAL GENERAL FUND CLAIMS		1,866,206.96

**SCHOOL DISTRICT OF SEWARD
PROPOSED SPECIAL BUILDING FUND CLAIMS
JULY 14, 2025**

FACILITY ADVOCATES	H.S. BOILER PROJECT	85,837.00
	TOTAL	85,837.00