Board of Education Regular Meeting
Monday, July 11, 2022 7:00 PM

Bayard High School Library
726 4th Avenue
Bayard, NE 69334

Notice is hereby given that a Board of Education Regular Meeting of the School District of Bayard in the Counties of Morrill, Scotts Bluff, Box Butte, and Banner in the State of Nebraska will be held on Monday, July 11, 2022 at 7:00 PM in the Bayard High School Library located at 726 4th Avenue, Bayard, NE 69334, which meeting shall be open to the public. An agenda for such meeting, kept continuously current is available for public inspection during normal business hours at the office of the Superintendent, located at 726 4th Avenue, Bayard, NE 69334.

AGENDA

I. Opening the Meeting
  I.A. Call to Order
  I.B. Open Meetings Act
  I.C. Notice of Meeting
  I.D. Roll Call
  I.E. Status of Absent Board Members
II. Approval of Agenda
III. Introduction of Guests
IV. Public Comments
V. Recognition of Student Achievements
VI. Student Board Representative Report
VII. Invited Presentations and Discussions with Presenters
  VII.A. Student Board Representative Kierra Miller to Present Student Board Initiative.
  VII.B. Strategic Plan Progress Presentation and Discussion
VIII. Board Committee Reports and Recommendations
IX. Action Items
  IX.A. Consent Agenda
    IX.A.1. Minutes of Previous Meeting
    IX.A.2. Bills
    IX.A.3. Board Member Reports
    IX.A.4. Reports and Correspondence Requiring No Action
      IX.A.4.a. General Reports and Financial Reports
      IX.A.4.b. Reports for Information Only
    IX.A.5. Adoption of the Following Policies on First Reading: Proposed Policy 5136, Proposed Revised Policy 3560, Proposed Revised Policy 5081, Proposed Revised Policy 5117, Proposed Revised Policy 9239
    IX.A.6. Approval of Contracts within Policy Guidelines
  IX.B. Discuss, Consider, and Take All Necessary Action in Regard to Approval of Certificated Staff Employment
  IX.C. Discuss, Consider, and Take All Necessary Action in Regard to Approval of the Following Handbooks for the 2022-2023 School Term: Activities Handbook for Head Coaches and Sponsors, and the Student and Parent Activities Handbook, Student and Parent Handbook, Certificated Staff Handbook, and Substitute Teacher Handbook.

IX.D. Discuss, Consider, and Take All Necessary Action in Regard to Reaffirmation of Vision Statement, Mission Statement, and Core Covenants

IX.E. Discuss, Consider, and Take All Necessary Action in Regard to Approval of the Superintendent Goals for the 2022-2023 School Term.

IX.F. Hold Public Hearing to Review, Discuss, Consider, and Receive Input on the Following Policies: Student Fee Policy, Parental Engagement Policy, Student Anti-Bullying Policy, School Wellness Policy

IX.G. Discuss, Consider and Take All Necessary Action in Regard to Reaffirmation of the following policies: Policy #5121 - Student Fees, Policy #1413 - Parental Engagement, Policy #5416 - School Wellness Policy, and Policy #5800 Student Anti-Bullying

IX.H. Discuss, Consider, and Take All Necessary Action in Regard to Adoption of the NSAA-Related Activities Budget for the 2022-2023 School Term

IX.I. Discuss, Consider and Take All Necessary Action with Regard to Establishing Prices for Athletic Admission and Activity Tickets for the 2022-2023 School Term

IX.J. Discuss, Consider and Take All Necessary Action on Establishing School Lunch Program and School Breakfast Program Prices for the 2022-2023 School Year

X. Discussion Items

X.A. Review and Discussion of Policies 5106 through 5117 in the 5000 series.

XI. Reports

XI.A. Principals and District Administrators

XI.B. Superintendent

XII. Set Next Meeting Date

XIII. Adjournment

The Bayard Public Schools Board of Education reserves the right to convene a Closed Session for purposes in accordance with 84-1410(1). The Board of Education also reserves the right to change the order of agenda items at the discretion of the Presiding Officer of the Board of Education.

Bayard School Board of Education
Annual Calendar

January	February	March	April	May	June
* Oath of Office * Board Officer Elections * Designate Depository of the District * Designate Legal Firm for the District * Designate Auditors for the District * Designate Official to Apply for Grants and Testify Before Legislature * Board Code of Ethics * Discuss Board Committees * Approve Policy Manual * Review of Accountability and Disclosure Commission Conflict of Interest Reporting Form * NASB Legislative Issues Conference	* Committee on American Civics Meeting * Policy Committee Meeting * Board Committee Assignments * Review Draft of School Calendar * Curriculum Review and Approve Course Catalog * Approve Negotiated Agreement with BEA * Update on State Standards Requirements * Discuss and Take Action on Compensation of Principals and Directors * NASB President's Retreat * NASB Budget and Finance Workshop * NSBA Advocacy Institute	* Curriculum Committee Meeting * Building Committee Meeting * Approve School Calendar * Adopt Resolution Pertaining to Non-Resident Students * Tour of School Buildings, Facilities, Bus Barn * Review 5 Year Facilities Plan * Consider Curriculum Proposals * Discuss Compensation of Superintendent * NASB Membership Renewal * NAEP State Convention	* Board Workshop * Board Self-Assessment And Board Goals * Approve FFA Trip to National FFA Convention * Review Strategic Plan Progress Report * Take Action on Compensation of Superintendent * NASB Spring Legal Workshop * NRCSA Conference * NSBA Annual Conference and Exposition	* Review Extra-Duty Assignments * Approve Classified Staff Handbook, Preschool Handbook, and Pathfinders Program Handbook * Finalize Plan for District Summer Improvements * Review Pathfinders Program * Distribute Superintendent Evaluation (Long Form) * Attend Graduation Ceremony * Attend Staff Retirement Recognition	* NSAA Related Activities Budget * Approve Activities Handbook for Head Coaches and Sponsors, Student and Parent Activity Handbook, and Student and Parent Handbook * Review State Aid Certification * Transportation Director Report * Evaluate Superintendent (Long Form) and Superintendent Goals * NASB School Law Seminar

Bayard School Board of Education
Annual Calendar

July	August	September	October	November	December
* Policy Committee Meeting * Establish Prices for Athletic Admission and Activity Tickets * Establish Prices for School Lunch and Breakfast Programs * Reaffirm Vision Statement, Mission Statement, and Core Covenants * Approve Certificated Staff Handbook and Substitute Teacher Handbook * Hearing on Student Fee Policy, Parental Involvement Policy, Student Anti-Bullying Policy, and School Wellness Policy	* Budget and Audit Committee Meeting for District Budget * Budget and Audit Committee Meeting with Auditors * Tour of School Buildings, Facilities, and Bus Barn * Authorize Payment of Bills Through End of August * Review Annual Emergency Plan * District School Safety Assessment * Board Welcome of New Staff * Board Staff Steak Fry * NASB Area Membership Meetings	* Budget Hearing * Final Tax Request Hearing * Adopt District Budget * Approve Tax Resolution For General Fund, Special Building Fund, and Bond Fund * Review Summer School Program * NASA/NASB Labor Relations Conference	* Policy Committee Meeting * Board Workshop * Consider BEA Request for Recognition as Bargaining Agent * Discuss Negotiations Timeline and Collective Bargaining with BEA * Review Fall District Enrollment Numbers * Review SPED and HAL Programs * Review Statewide Assessment Results * Appoint NASB Delegate Assembly Representative * NASB Facilities and Construction Workshop	* Committee on American Civics Meeting * Teacher Staff Committee Meeting for Negotiations * Approve Audit/Annual Financial Report * Review ACT Results * Prom Plan Presentation * Review District Annual Report * Request Nominations for the Volunteer Section of the Mike Cillessen Memorial Board * Distribute Superintendent Evaluation (Short Form) * NASB State Education Conference * NASB Delegate Assembly	* Teacher Staff Committee Distributes Staff Recognition Items * Select Nominations for the Volunteer Section of the Mike Cillessen Memorial Board * Superintendent Evaluation (Short Form) * NASB New Board Member Workshop

POLICY NO. 9106 - BOARD MEMBER CODE OF ETHICS

Board members' actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, board members must conduct themselves professionally and in a manner fitting to their position.

Each board member shall follow the code of ethics stated in this policy.

AS A SCHOOL BOARD MEMBER:

1. I will listen.
2. I will respect the opinion of others.
3. I will recognize the integrity of my predecessors and associates and the merit of their work.
4. I will be motivated only by an earnest desire to serve my school district and the children of my school district community in the best possible way.
5. I will not use the school district or any part of the school district program for my own personal advantage or for the advantage of my friends or supporters.
6. I will vote for a closed session of the board if the situation requires it, but I will consider "secret" sessions of board members unethical.
7. I will recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.
8. I will expect, in board meetings, to spend more time on education programs and procedures than on business details.
9. I will recognize that authority rests with the board in legal session and not with individual members of the board, except as authorized by law.
10. I will make no disparaging remarks, in or out of the board meeting, about other members of the board or their opinions.
11. I will express my honest and most thoughtful opinions frankly in board meetings in an effort to have decisions made for the best interests of the children and the education program.
12. I will insist that the members of the board participate fully in board action and recommend that when special committees are appointed, they serve only in an investigative and advisory capacity.
13. I will abide by majority decisions of the board.
14. I will carefully consider petitions, resolutions and complaints and will act in the best interests of the school district.
15. I will not discuss the confidential business of the board in my home, on the street or in my office; the place for such discussion is the board meeting.
16. I will endeavor to keep informed on local, state and national educational developments of significance so I may become a better board member.

IN MEETING MY RESPONSIBILITY TO MY SCHOOL DISTRICT COMMUNITY:

1. I will consider myself a trustee of public education and will do my best to protect it, conserve it, and advance it, giving to the children of my school district community the educational facilities that are as complete and adequate as it is possible to provide.
2. I will consider it an important responsibility of the board to interpret the aims, methods and attitudes of the school district to the community.
3. I will earnestly try to interpret the needs and attitudes of the school district community and do my best to translate them into the education program of the school district.
4. I will attempt to procure adequate financial support for the school district.
5. I will represent the entire school district rather than individual electors, patrons or groups.
6. I will not regard the school district facilities as my own private property but as the property of the people.

IN MY RELATIONSHIP WITH THE SUPERINTENDENT AND EMPLOYEES:

1. I will function, in meeting the legal responsibility that is mine, as part of a legislative, policy-forming body, not as an administrative officer.
2. I will recognize that it is my responsibility, together with that of my fellow board members, to see the school district is properly run and not to run them myself.
3. I will expect the school district to be administered by the best-trained technical and professional people it is possible to procure within the financial resources of the school district.
4. I will recognize the superintendent as executive officer of the board.
5. I will work through the administrative employees of the board, not over or around them.
6. I will expect the superintendent to keep the board adequately informed through oral and written reports.
7. I will vote to hire employees only after the recommendation of the superintendent has been received.
8. I will insist that contracts be equally binding on teachers and board.
9. I will give the superintendent power commensurate with the superintendent's responsibility and will not in any way interfere with, or seek to undermine, the superintendent's authority.
10. I will give the superintendent friendly counsel and advice.
11. I will present any personal criticism of employees to the superintendent.
12. I will refer complaints to the proper administrative officer.

TO COOPERATE WITH OTHER SCHOOL BOARDS:

1. I will not employ a superintendent, principal or teacher who is already under contract with another school district without first securing assurance from the proper authority that the person can be released from contract.
2. I will consider it unethical to pursue any procedure calculated to embarrass a neighboring board or its representatives.
3. I will not recommend an employee for a position in another school district unless I would employ the individual under similar circumstances.
4. I will answer all inquiries about the standing and ability of an employee to the best of my knowledge and judgment, with complete frankness.
5. I will associate myself with board members of other school districts for the purpose of discussing school district issues and cooperating in the improvement of the education program.

Legal Reference: Neb. Statute 79-526

Adopted: 10-08-12

Reviewed: 1-12-15, 1-11-16, 5-8-17, 1-14-19, 3-11-19, 1-13-20

Public Comment Sign-In Sheet

During the public comments portion of the meeting there is a time limit of 5 minutes per speaker and a time limit of 30 minutes for the duration of the public comments portion of the meeting as per Board Policy NO. 9239. Visitors will be required to identify themselves if they speak at this meeting.

Comments will be received in the order in which individuals have placed their names on the sign-in sheet.

The Board will not respond or take action on public comments.

The Board meeting is a business meeting open to the public but it is not a public meeting.

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BAYARD PUBLIC SCHOOLS
STRATEGIC PLAN

MESSAGE FROM THE BOARD

Dear Bayard School Community,

We are pleased to share the Bayard Public Schools Strategic Plan. The strategic plan is the result of the contributions of students, staff, parents, community members, and school officials working in partnership with the Board of Education over the past two years. During that time we have listened to stakeholders, identified strengths and opportunities, clarified expectations for improvement, and engaged in the process of continuous improvement.

Examples of progress that have already resulted from the strategic planning process include partnerships to develop leadership in every person associated with our school, a refined school mission statement and development of the academic seal highlighting areas of pride and focus for our school district. We are also in the process of improving communications to strengthen our shared commitment with parents to promote learning and achievement for each student.

Our progress as a school community must continue each year in every classroom and every home. This plan is intended to guide us as we work to take our students, staff, and school community to continuously higher levels of performance. Our plan to achieve higher levels of performance involves the following four strategic priorities: Academics, Leadership, Engagement, and Community.

Within each strategic priority, we have identified strategies to leverage improvement. The pages of this plan document twenty-one strategies that will be implemented by our school team over the next four years. School personnel will develop specific actions intended to ensure the success of each of these twenty-one strategies.

This plan is ambitious and is intended to result in meaningful educational progress. Fulfillment of the plan will require a diligent effort on the part of all stakeholders in our school community. We look forward to partnering with our community in completing the challenging and essential work that must be done to accomplish our strategic priorities.

Bayard Public Schools is committed to excellence for every person, every day. This plan represents our commitment to continue to make improvements that benefit our students today and positively impact the future of our community and world.

Our mission is to partner with parents to provide a successful educational experience and diverse opportunities. We look forward to a continued partnership with the entire school community in fulfillment of that mission.

Sincerely,

Kim Kildow, President	Donna Stuart, Vice President	Carolyn Applegate, Secretary
Craig Henkel, Treasurer	Kim Burry, Member	Lisa Ouderkirk, Member

MISSION VISION AND CORE COVENANTS

MISSION STATEMENT
The mission of Bayard Public Schools is to partner with parents to provide a successful educational experience and diverse opportunities.

VISION STATEMENT
Bayard Public Schools will effectively provide and adapt its programs to meet the needs of its students, today and in the future.

CORE COVENANTS
Focused on the Student
- Positive Interactions and Relationships
- Focus on Student Potential
- Diverse Opportunities
- Unconditional Acceptance

Attitude of Excellence
- Act with Integrity
- Expect to be Great
- Accept Daily Challenges and Setbacks
- Think “Big Picture”

Community
- Support each Other
- Set Aside Self for Benefit of the Group
- Respect Everyone
- Be a Wing, Not a Weight

Tiger Way!

Every Person, Every Day.
It’s a FACT!

ADMINISTRATION
Dr. Travis W. Miller, Superintendent of Schools
Mr. Matthew McLaughlin, Elementary Principal
Mrs. Kelley Rice, Jr./Sr. High School Principal
Mr. James Miller, Activities Director/Assistant Principal
Mrs. Kari Foreman, Director of Special Education

ACADEMIC SEAL

At the center of the seal is an image of Chimney Rock. This historic landmark was used by the first Americans, and later by the pioneers as a guide on their epic journeys. Chimney Rock continues to inspire countless travelers and residents alike. Chimney Rock enhances our sense of place and instills pride, as the landmark prominently stands above the fertile North Platte River Valley.

The phrase, ***Every Person, Every Day***, which is derived from the Core Covenants of Bayard Public Schools, reminds us of the dignity and value of every member of our school community. Every person matters for the future of our school and community, and every day is an opportunity to make a contribution to our greater well-being.

Surrounding the central ring are academic pillars and six icons describing our enduring strengths, values, and aspirations.

Academics: At the top of the seal is a Book of Knowledge, symbolizing academics as our highest institutional value and first priority.

Athletics and Arts: Flanking the Book of Knowledge on the left is the school's Tiger mascot, representing athletics and the fiercely competitive nature of our student-athletes. Flanking the Book of Knowledge on the right is an artists' palette and musical notes, representing the arts and the creative talents of our student performers. Athletics and arts support and enhance the academic and personal development of our students.

Community: The efforts of the school are supported by the entire community. Regular interactions between the faculty, staff, students, parents, and patrons are essential to a vibrant community and a strong school.

Opportunity: Two keys and a lock represent the importance of opportunity. Education provides a key to unlocking many opportunities for our students. Equally important, providing our students with many opportunities is key to their development.

Agriculture: Our community and economy are supported by an agricultural base. The plow symbolizes agriculture and the strong agrarian work ethic of our community and our students.

STRATEGY

Bayard Public Schools' Strategic Plan is focused on four key areas.

ACADEMICS LEADERSHIP ENGAGEMENT COMMUNITY

STRATEGIC PLAN OVERVIEW

In August 2016, the Bayard Board of Education initiated the development of a Strategic Plan in efforts to guide the vision and direction of education for Bayard Public Schools. Students, staff, parents, community members, business leaders, and administrators were key participants throughout the process to ensure a comprehensive and collaborative planning approach. Marcia Herring with the Nebraska Association of School Boards (NASB) facilitated these meetings and worked with the Board of Education and administration to develop the initial direction for this plan. Marcia and her team at NASB helped bring the voices of the stakeholders of the Bayard Public Schools Community together to inform the future direction of the school district.

This document is the result of the extensive time, work, and collaboration by all stakeholders, and illustrates the strategic direction and objectives that will serve as priorities for Bayard Public Schools for the next three to five years. It is the Board of Education's intent that the priorities, goals, and action items resulting from this body of work will be used as a guide for administrative decision making, policy development, faculty and staff direction, and allocation of district resources.

BPS BY THE NUMBERS

23 People on the Strategic Planning Committee

262.9 Square Miles (Geographical Size of the School District)

5 Focus Group Meetings

15 years of learning opportunity for each child (Preschool for ages 3 and 4 through – 12th Grade)

4 Strategic Priorities

21 Strategies

90 Adults Trained so far in the 7 Habits of Highly Effective People

1st Strategic Plan for Bayard Public Schools

5 School Based CERT Team Classes Trained since 2013-2014

STRATEGIC PRIORITY 1

ACADEMICS

Our commitment to the pursuit of academic success for every student, every day.

"Academics are the fundamental building blocks upon which our students achieve excellence."

-Kim Kildow

Emphasis on Academic Excellence is the first priority and highest institutional value at Bayard Public Schools. At all levels, our staff are committed to our mission of maximizing student potential through challenging and integrated curriculum, as well as diverse educational opportunities that focus on individualized student needs. We strive to provide a system of education that engages students in a challenging, inspiring academic setting that will prepare them for a successful future.

STRATEGIES

- Continue to implement and refine a system of curriculum, instruction, and assessment, aligned to Nebraska State Standards, that will enable every student to engage in challenging, rigorous, and creative learning experiences throughout the district.
- Develop and support the implementation of individualized learning opportunities to enable each student to reach his or her potential.
- Research and implement best practices and processes that will support effective student transitions (early childhood to preschool, preschool to grade school, grade school to middle school, middle school to high school, high school to college/career).
- Engage parents, students, and staff with timely and relative feedback to improve instruction in student learning and achievement.
- Review and modify the district's lesson plan philosophy and best practices to ensure consistency and accountability for quality instruction district-wide.
- Evaluate, research, and implement practices that align grading and instruction to effective learning.
- Develop a system to evaluate the effectiveness of current curriculum, programs, and services.

STRATEGIC PRIORITY 2

LEADERSHIP

Our commitment to an organizational culture of leadership, empowerment, and excellence for all.

"Leadership and learning are indispensable to each other."
– John F. Kennedy.

The Bayard Public School District recognizes that to build a sustainable, successful future with a culture of excellence in our classrooms, we must develop great leaders from within. The Bayard School District is proud to announce that it has recently secured a commitment to leadership development through a partnership with the world-renowned FranklinCovey Institute. Through this, as well as additional opportunities, we are inspired to drive greater, more positive influence within our classrooms and community by adopting principles that will empower all educational stakeholders to lead and serve with excellence.

STRATEGIES

- Invest in professional development opportunities to support staff in every work area to become leaders in their field.
- Develop processes to identify and inspire the leadership potential, talents, and gifts in each child.
- Continue to invest in student development by maximizing the leadership potential of the Pathfinders After-School Program.
- Continue to offer leadership opportunities for students through the Bayard Public Schools Community Emergency Response Team (CERT) Program, in addition to other programs and extracurricular activities.
- Continue to maximize the impact of the Bayard Public Schools partnership with the FranklinCovey Institute, with a focus on professional development and the *LEAD/Leader in Me* Programs.

STRATEGIC PRIORITY 3

ENGAGEMENT

Our commitment to the intentional and effective use of resources to optimize the educational experience of students, staff, families, and community members.

"Caring about students beyond the boundaries of the classroom is the first step of sparking engagement"

-Beth Marrow

The Bayard Public School District recognizes that engagement of students, staff, families, and community members is necessary to maximize student achievement. To obtain our common goal of success for each student, Bayard Public Schools is committed to developing and enhancing systems that will lead to a quality educational environment for a diverse population of students.

STRATEGIES

- Utilize integrated technology to engage and inspire students in an effort to support efficacious instruction and growth of learning.
- Support advancements in technology for students and staff by evaluating opportunities for technological investments, through the inventory of current resources and infrastructure, and by efficiently managing existing equipment.
- Develop processes to ensure a positive and conducive environment for student learning.
- Utilize effective communication systems to engage staff, students, parents, and community members in relationships that support student learning.
- Research and implement strategies to mitigate the educational risks to students experiencing poverty and mobility.

STRATEGIC PRIORITY 4

COMMUNITY

Our commitment to programs and services that support the growth and development of the whole child (academic, social, emotional, physical, and nutritional).

"Focusing on the whole child is changing the world. It changes the world one student, one classroom, one school, and one community at a time".

– Amanda Koonlaba

Every person, every day is a core philosophy at Bayard Public Schools. Inspired by the acronym FACT, which encompasses the Bayard School District's core covenants, we are empowered to support and promote the development and well-being of the whole child. As community leaders, we knowingly recognize that our responsibility and influence transcend far beyond academics, and we are committed to offering and supporting services that will assist our students in becoming the very best they can be, in every aspect of life.

STRATEGIES

- Identify and develop panhandle partnerships that will support safe community opportunities for youth (including but not limited to: summer camps, enrichment activities, arts, music, athletics, etc.).
- Continue ongoing efforts regarding positive student behavior programs in an effort to support a quality learning environment for all staff and students.
- Offer and support programs and services that effectively contribute to the wellbeing of all educational stakeholders, including students, staff, parents, and community members.
- Provide effective college/career preparation to support the long-term success of all students districtwide.

THANK YOU

Strategic Planning Process Core Committee Membership

2016 Board of Education
Tate Rice
Kim Kildow
Carolyn Applegate
Craig Henkel
Kim Burry
Donna Stuart

Community Members
Kent Andreas
Diane Coon
Hugh Houchin

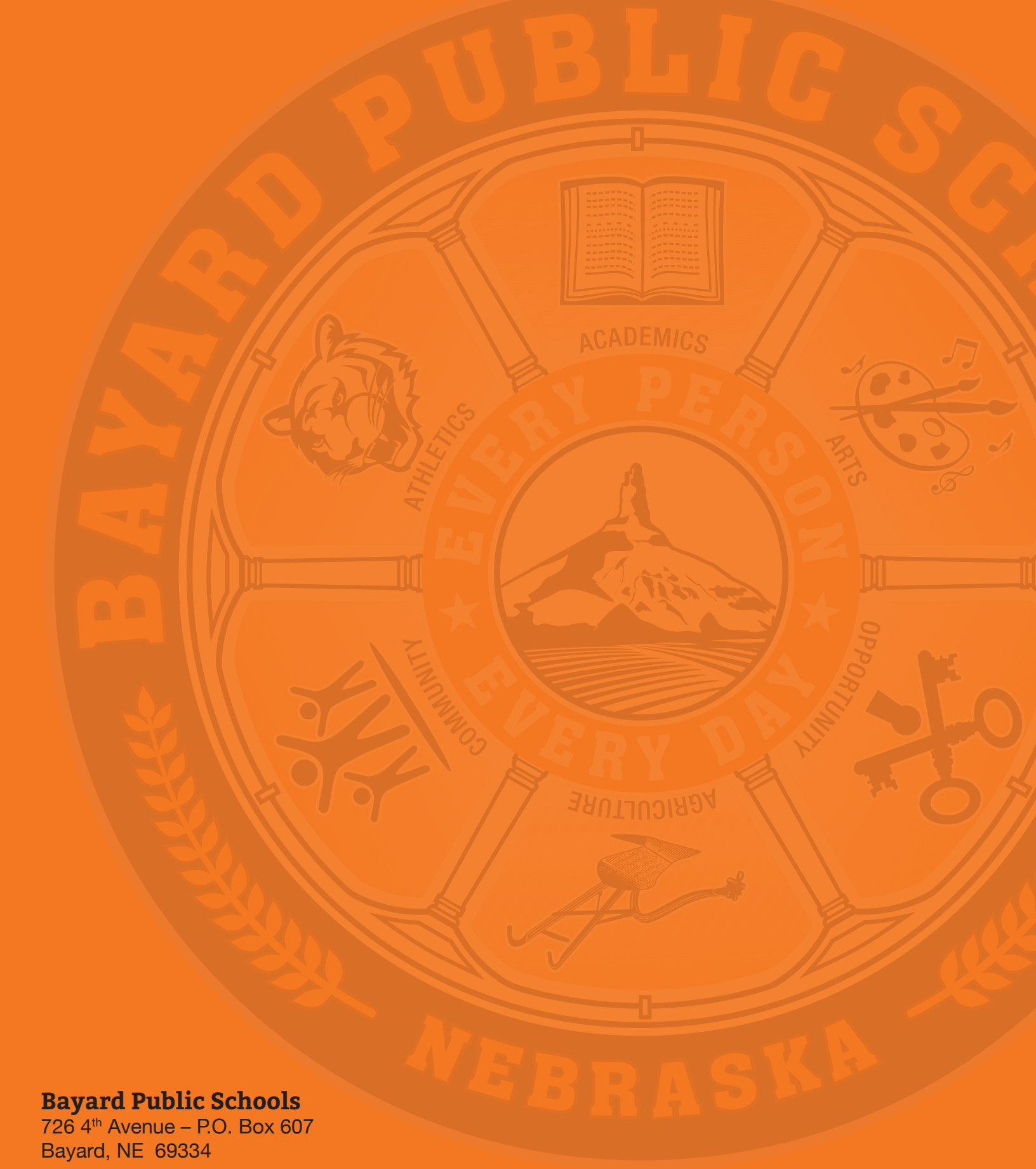
Administration
Travis Miller
Matt McLaughlin
Tom Perlinski
Tammy Tillman

Teaching Staff
Doug Babic
Jocilyn Blanco
Cheryl Ferrero
Micki McKibbin
Holly Nolte
Candace Smith

Classified Staff
Jennifer Kriha
Heather Oliverius

Students
Catherine Applegate
Carissa Wolfe

This Strategic Plan is a living document that provides strategic direction and guidance for Bayard Public Schools. The Bayard Public School District is committed to successfully implementing these objectives in our pursuit of fulfilling our vision, mission, and core covenants. It is with anticipation that the strategies presented in this plan will be completed by the end of the 2022-2023 school year.



Bayard Public Schools
726 4th Avenue – P.O. Box 607
Bayard, NE 69334

bayardpublicschools.org

Elementary | 308.586.1211
Jr./Sr. High School | 308.586.1700
District Office | 308.586.1325

Board of Education Regular Meeting

Monday, June 13, 2022 7:00 PM

Bayard High School Library
726 4th Avenue
Bayard, NE 69334

Carolyn Applegate:	Present
Joe Applegate:	Present
Kim Burry:	Present
Becky Henkel:	Present
Kim Kildow:	Present
Donna Stuart:	Present

I. Opening the Meeting

I.A. Call to Order

The regular meeting of Bayard Public Schools Board of Education was called to order by President Kildow at 07:00p.m. President Kildow noted a copy of the Board Member Code of Ethics and the Annual Calendar of the Board of Education were included with the meeting materials for board members' reference.

I.B. Open Meetings Act

The Board President informed the audience that the Open Meetings Act was posted and informed the audience of the Board's policy and procedures regarding public comment.

I.C. Notice of Meeting

The public notice of the regular meeting of the Bayard Board of Education, Morrill County School District No. 21 was published in the Bayard Transcript in accordance with Board Policy No. 9238. The agenda remained on file at the office of the superintendent and was open for public inspection.

I.D. Roll Call

The following members were present: Carolyn Applegate, Kim Burry, Becky Henkel, Kim Kildow, Joe Applegate, Donna Stuart Administrators present: Superintendent Miller, Principal Rice, and Director McKibbin.

I.E. Status of Absent Board Members

II. Approval of Agenda

Motion Passed: Motion to approve the agenda passed with a motion by Kim Burry and a second by Donna Stuart.
Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

III. Introduction of Guests

The guests introduced themselves.

IV. Public Comments

The following people addressed the board: Tate Rice, Shawn Houchin, Randy McKibbin, Cheryl Ferrero, Brock Burry, and Sam Ferrero.

V. Recognition of Student Achievements

The following students were recognized: State Track Qualifiers

Boys

Kolby Houchin, Pole Vault

Girls

Lexi Fiscus, Shot Put

Ashley Garza, 4X100 m Relay

Dani Harter, 4X100 m Relay, 100 m

Joslyn Hopkins, Triple Jump

Danika Hassel, 4X100 m Relay

Jessica Kappen, 4X100 m Relay

Kierra Miller, 1600 m

Cambree Schmaltz, 4X100 m Relay, 400 m

VI. Invited Presentations and Discussions with Presenters

VI.A. Presentation/Report from Mr. Kurt Wagner, Transportation Director

Mr. Wagner gave the transportation report to the board.

VII. Board Committee Reports and Recommendations

Curriculum committee met.

VIII. Action Items

VIII.A. Consent Agenda

Motion Passed: Motion to approve the Consent Agenda passed with a motion by Kim Burry and a second by Donna Stuart.
Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

VIII.A.1. Minutes of Previous Meeting

VIII.A.2. Bills

VIII.A.3. Board Member Reports

VIII.A.4. Reports and Correspondence Requiring No Action

VIII.A.4.a. General Reports and Financial Reports

VIII.A.4.b. Reports for Information Only

VIII.B. Discuss, Consider, and Take All Necessary Action in Regard to Receiving Recommendations of the Committee on American Civics for Student Board Representatives and Appointment of Student Board Representatives for the 2022-2023 School Term

Motion Passed: Motion to appoint Kierra Miller(1st semester) and Nate Barker (2nd semester) as Student Board Representatives for the 2022-2023 school term passed with a motion by Becky Henkel and a second by Donna Stuart.
Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

VIII.C. Discuss, Consider, and Take All Necessary Action in Regard to Approval of the Classified Staff Handbook, Preschool Handbook, and the Pathfinders Program Handbook

Motion Passed: Motion to approve the Classified Staff Handbook, Preschool Handbook, and the Pathfinders Program Handbook passed with a motion by Donna Stuart and a second by Kim Burry.
Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

VIII.D. Discuss, Consider, and Take All Necessary Action in Regard to Approval of Extra-Duty Assignments

Motion Failed: Motion to approve the extra-duty assignments failed with a motion by Kim Burry and a second by Donna Stuart
Votes: Carolyn Applegate: Nay, Joe Applegate: Nay, Becky Henkel: Nay, Kim Burry: Yea, Kim Kildow: Yea, Donna Stuart: Yea

Motion Passed: Motion to approve extra duty aside from Head Football Coach passed with a motion by Joe Applegate and a second by Becky Henkel.
Kim Burry: Nay, Donna Stuart: Nay, Carolyn Applegate: Yea, Joe Applegate: Yea, Becky Henkel: Yea, Kim Kildow: Yea
Motion Failed: Motion to approve Head Football Coach failed with a motion by Donna Stuart and a second by Kim Burry.
Votes: Carolyn Applegate: Nay, Joe Applegate: Nay, Becky Henkel: Nay, Kim Burry: Yea, Kim Kildow: Yea, Donna Stuart: Yea

VIII.E. Discuss, Consider, and Take All Necessary Action in Regards to Approval of a Revised Interlocal Agreement with ESU#13 and Regional School Districts for Panhandle Beginnings Day Treatment Center
Motion Passed: Motion to approve a revised interlocal agreement with ESU#13 and regional school districts for Panhandle Beginnings Day Treatment Center passed with a motion by Carolyn Applegate and a second by Kim Burry.
Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

VIII.F. Discuss, Consider, and Take All Necessary Action in Regard to the Employment of Dr. Jessica Radford as Special Education Director/School Psychologist for the 2022-2023 School Term

Motion Passed: Motion to approve the employment of Dr. Jessica Radford as Special Education Director/School Psychologist for the 2022-2023 school term passed with a motion by Kim Burry and a second by Carolyn Applegate.
Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

VIII.G. Discuss, Consider, and Take All Necessary Action in Regard to the Employment of Mr. Zachary Nesbitt as Activities Director for the 2022-2023 School Term

Motion Passed: Motion to approve the employment of Mr. Zachary Nesbitt as Activities Director for the 2022-2023 school term passed with a motion by Carolyn Applegate and a second by Becky Henkel.
Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

VIII.H. Discuss, Consider, and Take All Necessary Action in Regard to the Employment of Ms. Shania Bozzetto as Special Education Teacher for the 2022-2023 School Term

Motion Passed: Motion to approve the employment of Ms. Shania Bozzetto as Special Education Teacher for the 2022-2023 school term passed with a motion by Carolyn Applegate and a second by Kim Burry.
Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

VIII.I. Discuss, Consider, and Take All Necessary Action in Regard to Proposed Purchase of Elementary Reading Curricular Materials (Into Reading) with Comprehensive Support for Improvement and ESSER II Funds

Motion Passed: Motion to approve the purchase of Elementary reading curricular materials (Into Reading) with Comprehensive Support for Improvement and ESSER II funds in the amount of $102,776.38 passed with a motion by Kim Burry and a second by Becky Henkel.
Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

VIII.J. Discuss, Consider, and Take All Necessary Action in Regard to Proposed Purchase of Broadcasting/Journalism/Digital Media Curricular Materials.

Motion Passed: Motion to approve the purchase of Broadcasting/Journalism/ Digital Media Curricular materials in the amount of $8,730.11 passed with a motion by Carolyn Applegate and a second by Becky Henkel.
Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

VIII.K. Discuss, Consider, and Take All Necessary Action in Regard to Approval of an Amendment with the Bayard Education Association Establishing Extra Duty Compensation for Softball Coaching in Alignment with other Coaching Positions

Motion Passed: Motion to approve an amendment with the Bayard Education Association establishing extra duty compensation for Softball coaching in alignment with other coaching positions passed with a motion by Kim Burry and a second by Carolyn Applegate.

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

VIII.L. Discuss, Consider, and Take All Necessary Action in Regard to Consideration of Proposals for Painting the School Auditorium

Motion Tabled: Motion tabled for considering proposals for painting the School Auditorium with a motion by Becky Henkel and a second by Joe Applegate.
Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

VIII.M. Discuss, Consider, and Take All Necessary Action in Regard to Approval of Certificated Staff Employment

VIII.N. Discuss, Consider, and Take All Necessary Action in Regard to Appointment of Mr. Rodney Olson as Designated Official of the Board of Education with Authority to Apply for Elementary and Secondary Education Act Grants and to Testify before Legislative Committees and to Provide Authorization of Mr. Olson as a Signatory of School District Bank Accounts

Motion Passed: Motion to appoint Mr. Rodney Olson as the Designated Official of the Board of Education With Authority to Apply for Elementary and Secondary Education Act Grants and to Testify before Legislative Committees and to authorize Mr. Olson as a signatory on school district bank accounts effective July 1st, 2022 passed with a motion by Carolyn Applegate and a second by Kim Burry.
Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

IX. Discussion Items

IX.A. Presentation and Discussion Regarding Proposals for Grading, Late Work, Retakes, and Grading Scale.

Mr. Nesbitt and Mrs. Rafferty presented to the board regarding grading, late work, retakes, and grading scale.

IX.B. Review and Discussion of Policies 5095 through 5105 in the 5000 series.

Dr. Miller discussed policies 5095 through 5105 in the 5000 series.

X. Reports

X.A. Principals and District Administrators

Mr. McLaughlin was absent and provided his report to the board by email. Academics: Summer school is ending today. We had a huge summer of excellence. We used IXL to pilot for the school and we had around 20 students each day. We also collaborated with ESU 13 Migrant Program and had a great turnout. The library was a partner, we went to The Legacy of the Plains, Agate Fossil Beds, and our final trip is today to the Zoo. Our final PLC of the year was tremendous, our 3-6 team went over the NSCAS test results and have a good understanding of how to read and interpret those reports, our goal as always is to challenge our students and help them to be successful on assessments. Leadership: Leader in Me coaching session at the end of May has our leadership teams ready for our Lighthouse check at some point during the second semester of next year. Our summer school completed the Beyond Schools Grant "Community Garden". Please take a look at some point. Steven and Lacee James, as well as Mrs. Maag were key to the success of this project. Our Summer School students worked with Chrissy Land once again (she is the designer of the front of the building concept), we planted an orchard using 9 fruit trees. This was a great way to complete our Garden, Orchard, Bird outdoor habitat. Engagement: Average Pathfinder attendance was around 40 students each day. We had some really special projects including

slime, sports, and several more. Our communication with families was really well received, Brandi Rowe is commended for her work in developing a great communication piece during the program. Thank you to Mrs. Maag and her staff for having a great program. The workbooks that we purchased for the students are a huge success, many of the students are working through their summer Brain Quest and are excited about the materials we provided for them. This is the second year that this has been offered. Mrs. Ehler is commended for getting the materials in from of the kids. Community: Great community partnerships with baseball/softball, summer reading, and summer school/pathfinders. Summer feeding has been great this summer and we typically have a full house during our lunch service, breakfast is a little down but we are continuing to focus our efforts on quality items to eat so our kids can have a great summer. On a personal level, It has been an honor being part of this community for the last nine years. I have enjoyed working with each of you and wish you all the best as Bayard moves forward, there is so much to be proud of and to look forward to.

Dr. Rice provided her report to the board. Academics: JH/HS Completed the year with 87% of the students in good academic standing. This is up from last year by 3 percentage points. Students who need to finish their learning will have the opportunity to retake classes or attend summer school. Mrs. Rafferty and I have visited with students and have created a plan of action to get them on track to graduate. 14 HS and 11 JH students have completed their learning through summer school. While some of our students work on credit recovery through Odysseyware, a few of our students completed their learning with cooperation of the classroom teachers who were willing to keep their grade book open throughout summer school. The number of JH students who need to attend summer school continues to decline. This year, we only had 5 JH students who were in need of our services compared to 15 last year. Leadership: I attended the Restorative Practices training in Scottsbluff. This training was designed to rethink our approach to student discipline. I will be looking at the pieces of this training that make sense to implement in our building throughout the summer and then will work with our staff to develop proactive solutions to student behavior. During our safety inspection, Mr. Allen Gross recommended that we address the sinking of the building in the auditorium and choir room area. I contacted Jason Corbit of Frontier Basement Solutions. After working with an architect and engineer, Frontier Basement Solutions has determined that there is active settling going on in these two areas and noted that the stage has settled 2.5" from the wall and the choir room from the northeast corner to the southwest corner has settled 3". Because of these findings, Frontier is recommending that we address the active settling to avoid compromising the structural integrity of our building. Engagment: The staff spent the morning of May 19th with our Leader In Me Coach planning for next year and moving us towards Lighthouse status. Community: A big Thank you to Mr. Roberts, Ms. Pieper, Mrs. Torres, Mr. Posey, Ms. Pahl, and Mrs. White for their help through summer school. I appreciate their dedication to help our students be successful.

Mrs. McKibbin provided her report to the board. Academics: We had four students graduate this year and we hope them the best in their future endeavors. We have a student returning in the fall after spending this past school year at the New Beginnings program. We have been working on transitioning this student back gradually. The parents have been great and very supportive of the transition. Leadership: Ms. Unzicker attended RBI (routines based interview) training in May to continue to be updated in working with early childhood students. The Special Education teachers completed an Indicator 11 training in May to ensure compliance with IDEA and FAPE. Engagement: Two families toured the Meridian program at the ESU in May. We are very fortunate to have such a great resource in our area that can serve students. If you have not been

there, I would encourage you to visit sometime. Community: I will be attending the Early Childhood meeting this next week.

X.B. Superintendent

Dr. Miller provided his report to the board. During the recent statewide ACT testing, we had three students qualify for a position on the ACT Honor Board. Cambree Schmaltz, Hunter Miller, and Kierra Miller all tested well enough to earn a spot on the honor board. Cambree and Kierra are now two-time qualifiers for the honor. I would like to commend and thank our entire faculty and staff for their dedicated efforts during the 2022-2023 school year. I would encourage community members to thank our staff for their persistent efforts to provide a quality education for our students. I would like to commend Bobbie Stuart on her efforts to secure additional grant funding (over $80,000 for early childhood education work). Camera equipment has arrived to complete the next phase of the ESSER II Camera Project. We will be working with the monitoring staff from NDE regarding ESSER expenditures as part of the state's auditing/monitoring process. I would like to commend Bobbie for her work compiling the many documents that will be reviewed during that process. We plan to be able to close out CSI and ESSER II grants before the end of the fiscal year. We currently have $745,888 of ESSER III funding that hasn't been claimed. Of that, approximately $200,000 is dedicated to staffing to address learning loss (per the 20% requirement). The district will have approximately $545,000 in ESSER III funding available for allowed uses during the upcoming school year. Pella is in the process of getting our windows manufactured for the ESSER II window replacement project at the high school. I am optimistic we will be receiving them in the next couple of weeks. The window industry continues to experience challenges with supply chain issues. We are awaiting the delivery and installation of glass to complete the new trophy case project. Once the glass is installed, we hope to partner with the museum to bring our older trophies out of storage and display them. I would like to commend Heather Oliverius on her leadership in transitioning our school district to electronic procedures for requisitions, purchase orders, payroll, and leave management. Her leadership in these areas has helped the district become much more efficient. I would like to commend Mr. McLaughlin, Mrs. Maag, and the summer school program staff and students on their work planting a raised bed garden and an orchard. We have received our Certificate of Accreditation for 2022-2023 from the Nebraska Department of Education. I have attached the document for your reference. The policy committee will be meeting at the end of June to review changes in legislation and to recommend updated policies to comply with new regulations. I have reached out to the county attorney for our annual collaboration in regard to attendance, excessive absenteeism, and requirements for reporting suspected law violations. I would like to commend Mrs. Jenny Gier on her work connecting our school and community through social media. Mrs. Gier's efforts allow our school to effectively share the good work of our students and staff with the community. This is only one small part of the work Mrs. Gier does, but it is most appreciated and very impactful. I have appreciated the partnership with the City of Bayard on getting trees to help with the continual beautification efforts of our school grounds. I would like to commend Dr. Rice for her work engaging the community. Her leadership has provided a significant impact on the development of resources for our school district and our students. Dr. Rice plays a major role in making opportunities available to our students, ranging from fundraising for the greenhouse to securing community support for the Washington, D.C. choir trip. Her dedication to our school is honorable and commendable. I look forward to the continued success of our students and staff. I have enjoyed working with our community over the past eleven years. We have been able to accomplish much good in the times

we have worked together. I have appreciated the efforts of the parents of the community. I have enjoyed our partnership and shared commitment to our youth. Best wishes to the students, staff, and community for future success.

XI. Set Next Meeting Date

Next meeting set for July 11, 2022 at 7:00p.m.

XII. Adjournment

Motion Passed: Motion to adjourn the meeting at 8:46 p.m. passed with a motion by Kim Burry and a second by Becky Henkel.
Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

_____
Secretary

Bayard Public Schools
7/11/2022
GENERAL FUND

Vendor Name	GL Acct #	Description	Amount
ALARM SECURITY TECHNICIANS	01 2620 352 002 002 2	ast monthly monitoring	28.95
	01 2620 352 001 001 1	ast monthly monitoring	28.95
	Total		**57.90**
APPLEGATE, CAROLYN	01 2310 580 000 000 0	reimburse meal	10.80
	01 2310 580 000 000 0	reimburse mileage	316.25
	Total		**327.05**
BAYARD AUTOMOTIVE	01 2710 610 000 000 0	Parts & shop supplies	398.65
	01 2610 610 001 001 1	sprinklers hose connections	165.64
	Total		**564.29**
Bayard Tiger Paws	01 3599 610 400 000 0	early childhood meeting meal	174.60
	Total		**174.60**
BAYARD TRANSCRIPT	01 1100 810 001 001 1	journalism sub renewal	20.00
	Total		**20.00**
BENZEL PEST CONTROL	01 2620 352 001 001 1	pest control	110.78
	01 2620 352 002 002 2	pest control	110.77
	Total		**221.55**
BLACK HILLS ENERGY	01 2610 621 002 002 2	#462419 heating fuels	194.94
	01 2610 621 001 001 1	#242155 heating fuels	985.98
	01 2610 621 000 000 0	#267959 heating fuels	61.45
	Total		**1,242.37**
BLICK ART MATERIALS	01 1100 610 000 000 0	No. 25 White Art Clay	314.64
	01 1100 610 000 000 0	Amaco Lead Free- LG Series Gloss Glaze	254.69
	01 1100 610 000 000 0	Xiem Studio Pro-Sponges Xiem	19.70
	01 1100 610 000 000 0	Studio Pro-Sponge, Smooth Texture	19.70
	01 1100 610 000 000 0	Speedy Carve Block	157.25
	01 1100 610 000 000 0	Sketch Pad, 100 Sheets 12x9 in	384.00
	01 1100 610 000 000 0	Armature Wire	161.10
	01 1100 610 000 000 0	scissors decorative Contemporary Set of	15.58
	01 1100 610 001 001 1	tacky glue paints scratch board	616.79
	01 1100 610 000 000 0	art supplies	(388.69)
	01 1100 610 000 000 0	art supplikes	388.69
	Total		**1,943.45**
BLUUM USA INC	01 1200 610 003 001 1	HEADPHONES	91.62
	01 1200 610 003 001 1	cables	46.20
	Total		**137.82**
BORDER STATES INDUSTRIES INC	01 2620 610 001 001 1	22in high bay	175.00
	01 2620 610 001 001 1	led lights	1,237.50
	Total		**1,412.50**
BURRY, KIM	01 3599 352 400 000 0	mileage	101.25
	01 3599 352 400 000 0	c4k grant work	150.00
	Total		**251.25**
CANNON FINANCIAL SERVICES	01 1100 610 001 001 1	copier rental	142.45
	01 1100 610 002 002 2	copier rental	142.45
	01 1100 610 001 001 1	copier lease	142.45
	01 1100 610 002 002 2	copier lease	142.45
	Total		**569.80**
Capital One	01 6968 610 002 002 2	summer program supplies	122.90
	01 6968 610 002 002 2	bottled water for field trips	32.16
	Total		**155.06**
CARDMEMBER SERVICE	01 2510 810 000 000 0	mail chimp	11.00
	01 2510 580 000 000 0	postage	13.45
	01 3599 610 400 000 0	c4k giftcards	303.76
	01 2710 330 000 000 0	transportation conference	88.00
	01 2610 610 002 002 2	vinegar	21.90
	01 2410 330 002 002 2	unl credit	(225.00)
	01 2320 610 000 000 0	hospitality end of year breakfast	144.90
	01 1160 580 000 000	nurse conf travel	29.62
	01 1100 610 001 001 1	Music	60.42
	01 6992 610 004 000 0	13" MacBook Air 5-pack	5,090.00
	01 3599 610 000 000 0	Supplies for community garden sign	51.81
	01 3540 610 002 002 2	Black ribbon	17.16
	01 2410 330 002 002 2	Principal designee training	225.00
	01 3535 610 000 000 0	MathemActive Perfect Square, steam	1,122.91
	01 1100 610 002 002 2	storage containers	46.99
	01 1100 610 001 001 1	Parts to fix greenhouse	127.00
	01 2220 610 001 001 1	Soundbar from Target	79.66
	01 2670 610 000 000 0	Physio-Control LifePak CR Plus AED pads	337.61
	01 1100 610 000 000 0	Manhasset M48 Carton of 6 Music Stands	584.69

	01 1100 610 001 001 1	MUSIC	52.17
	01 1100 610 001 001 1	MUSIC	188.51
	01 2510 382 001 001 1	1 mo cell phone	36.33
	Total		**8,407.89**
CENTURY LINK	01 2510 382 000 000 0	#0450 telephone	169.58
	01 2510 382 000 000 0	#1510 telephone	165.25
	01 2510 382 000 000 0	#7931 telephone	201.89
	01 2510 382 000 000 0	#1785 telephone	550.67
	Total		**1,087.39**
CITY OF BAYARD	01 2610 621 000 000 0	#31200 electric	37.00
	01 2610 621 001 001 1	#75400 electric	5,149.19
	01 2610 410 001 001 1	#75400 utilities	2,296.25
	01 2610 621 002 002 2	#75600 electric	1,677.76
	01 2610 410 002 002 2	#75600 utilities	1,188.25
	Total		**10,348.45**
CONNECTING POINT	01 1100 610 001 001 1	service contract copiers	250.76
	01 1100 610 002 002 2	service contract copiers	250.76
	Total		**501.52**
CULLIGAN WATER CONDITION	01 2610 610 001 001 1	r/o system	25.50
	01 2610 610 002 002 2	r/o system	105.90
	Total		**131.40**
DAS STATE ACCOUNTING - CENTRAL	01 1100 382 000 000 0	may 22 network	259.49
	Total		**259.49**
DECKER EQUIPMENT	01 2620 733 001 001 1	desk mover panel mover	361.42
	Total		**361.42**
EDUCATIONAL SERVICE UNIT #13	01 1160 591 000 000 0	valts 3rd quarter	3,870.00
	01 2190 591 000 000 0	therapeutic/behavior mental health	300.00
	01 2190 591 000 000 0	counseling nonsped	2,164.64
	01 1200 591 003 001 1	panhandle beginnings	965.70
	01 2190 591 000 000 0	mips	35.00
	01 2320 330 000 000 0	miller- who are you in science	40.00
	01 2320 330 000 000 0	miller-restorative practices	120.00
	01 1100 330 001 001 1	keszler- restorative practices	120.00
	01 2410 330 000 000 0	rice- restorative practices	120.00
	01 1100 382 000 000 0	dl	757.00
	01 1100 382 000 000 0	erate	350.00
	01 1160 591 000 000 0	neva	708.33
	01 1200 330 003 000 0	sped inservice	73.50
	01 1200 591 003 000	sup esu programs sa	384.88
	01 1200 591 003 001 1	meridian a program	2,022.41
	01 1200 591 003 002 2	sup elem ot	126.58
	01 1200 591 003 001 1	sup meridian speech	11.68
	01 1200 591 003 001 1	sup pt	7.78
	01 1200 591 003 002 2	sup summer speech sa	45.26
	01 1292 591 003 000 0	0-2 sup esu programs	38.46
	01 1292 591 003 000 0	sup summer speech 0-2	7.77
	01 1291 591 003 000 0	sup esu programs 3-5	155.37
	01 1291 591 003 000 0	sup 3-5 ot	60.62
	01 1291 591 003 000 0	sup 3-5 low vision	62.66
	01 1291 591 003 000 0	sup 3-5 summer speech	24.35
	01 2161 591 003 002 2	elem ot	1,582.20
	01 2162 591 003 000	3-5 ot	757.80
	01 2171 591 003 001 1	hs pt	97.20
	01 2182 591 003 000 0	3-5 low vision	783.27
	01 2153 591 003 000 0	0-2 speech	480.71
	01 2153 591 003 000 0	0-2 summer speech	97.09
	01 2152 591 003 000 0	3-5 speech	1,942.07
	01 2152 591 003 000 0	3-5 summer speech	304.41
	01 2141 591 003 002 2	hs psych	1,967.86
	01 2151 591 003 001 1	hs speech	13.08
	01 2151 591 003 002 2	elem speech	2,756.59
	01 2151 591 003 001 1	hs meridian speech	146.00
	01 2151 591 003 001 1	hs summer speech	565.75
	Total		**24,066.02**
EDUCATIONAL SERVICE UNIT #2	01 1100 610 000 000 0	canvas sub	300.00
	Total		**300.00**
ESU COORDINATING COUNCIL	01 2220 640 001 001 1	world book	286.44
	Total		**286.44**
ETR	01 1100 610 001 001 1	Health Smart Digital curriculum	583.56
	Total		**583.56**
FES	01 1100 810 002 002 2	SOCS Website Services and Support	900.00
	01 1100 810 001 001 1	SOCS Website Services and Support	900.00
	Total		**1,800.00**
GOODHEART WILLCOX PUBLISHER	01 1100 610 001 001 1	See attached quote-curriculum	8,274.99

	Total		**8,274.99**
HAMPTON INN-KEARNEY	01 2310 580 000 000 0	applegate lodging	106.00
	01 2710 330 000 000 0	wagner transportation conference	169.00
	Total		**275.00**
HOLIDAY INN - KEARNEY	01 2660 330 000 000 0	nurse conf	219.90
	Total		**219.90**
IDEAL LINEN SUPPLY	01 2610 610 001 001 1	mops mats rags	217.07
	01 2610 610 002 002 2	mops mats rags	216.04
	Total		**433.11**
IDEAL/BLUFFS FACILITY SOLUTIONS	01 2610 350 001 001 1	repair switch	133.69
	01 2610 610 001 001 1	PADS	583.96
	Total		**717.65**
INNOVATIVE OFFICE SOLUTIONS LLC	01 2620 733 001 001 1	folding chairs	264.00
	01 1100 610 002 002 2	lota mid bk mesh bk3d	320.44
	01 1100 610 002 002 2	tape portfolio marker paper board	2,061.70
	01 1200 610 003 001 1	portfolio folders cleaner bags	2,957.38
	01 1100 610 000 000 0	precision knife w/cap key tags	56.46
	01 1100 610 002 002 2	wipes	30.60
	Total		**5,690.58**
J & J FLOORING	01 2610 610 001 001 1	Poloplaz gym seal	1,950.00
	01 2610 610 001 001 1	Wool Applicators	20.00
	Total		**1,970.00**
JONES SCHOOL SUPPLY CO. INC.	01 2410 610 001 001 1	Academic Medals	25.90
	Total		**25.90**
LINGO COMMUNICATIONS	01 2510 382 000 000 0	telephone	146.18
	Total		**146.18**
MATH LEARNING CENTER, THE	01 1100 610 002 002 2	bridges workbooks	2,041.56
	Total		**2,041.56**
MCI COMM SERVICE	01 2510 382 000 000 0	telephone	34.92
	Total		**34.92**
MIDWEST TECHNOLOGY PRODUCTS	01 1100 610 001 001 1	foam brushes bits vise grips hammer	1,567.98
	Total		**1,567.98**
NE RURAL COMMUNITY SCHOOLS ASS(	01 2310 580 000 000 0	mileage for transition meeting	398.13
	Total		**398.13**
PIPE WORKS PLUMBING LLC	01 2620 352 002 002 2	clean floor drains elem	467.60
	Total		**467.60**
PRINT EXPRESS INC.	01 2310 610 000 000 0	grad programs	534.00
	01 2510 610 000 000 0	checks	187.00
	01 2510 610 000 000 0	general checks	262.00
	01 2510 610 000 000 0	activity checks	198.00
	Total		**1,181.00**
Pyramid School Products	01 1100 610 002 002 2	erasers tape paper clips bags	1,514.13
	01 1100 610 001 001 1	batteries glue tape paint pencil	3,568.00
	Total		**5,082.13**
REMIND101 INC	01 1100 810 001 001 1	remind subscription	968.00
	01 1100 810 002 002 2	remind subscription	968.00
	Total		**1,936.00**
RENAISSANCE LEARNING INC.	01 1100 610 002 002 2	ar reading	3,286.00
	Total		**3,286.00**
RIVERSIDE DISCOVERY CENTER	01 6968 610 002 002 2	zoo visit-summer school	226.50
	Total		**226.50**
SAFELITE FULLFILLMENT INC	01 2710 610 000 000 0	09 sub windshield	457.07
	01 2710 610 000 000 0	13 sub windshield	478.37
	Total		**935.44**
SCHOOL HEALTH CORPORATION	01 1160 610 000 000	nebulizer masks w/tubing	47.68
	Total		**47.68**
SCHOOL SPECIALTY LLC	01 1100 610 001 001 1	clip binders index cards paper graph	463.34
	Total		**463.34**
SHERWIN WILLIAMS	01 2620 610 002 002 2	paint for elementary	316.38
	Total		**316.38**
SOAR PEDIATRIC THERAPY, LLC	01 2173 591 003 000 0	3-5 pt	569.51
	01 2171 591 003 002 2	school age pt	1,184.51
	Total		**1,754.02**
SOLIANT HEALTH	01 1160 591 000 000 0	school psych	2,788.00
	Total		**2,788.00**
STATE FIRE MARSHAL AGENCY/BOILEF	01 2620 340 001 001 1	boiler inspection	36.00
	Total		**36.00**
STERLING COMPUTERS CORP	01 1100 610 001 001 1	Dell 3100 2-1 chromebook	260.23
	Total		**260.23**
Stuart, Bobbie	01 2610 610 002 002 2	reimburse hose	92.99
	01 2610 610 002 002 2	reimburse hose	92.99
	01 2510 580 000 000 0	reimburse mileage	235.49

	Total		**421.47**
STUDENT ASSURANCE SERVICES, INC.	01 1100 810 001 001 1	student accident insurance	301.50
	01 1100 810 002 002 2	student accident insurance	301.50
	Total		**603.00**
SYNCB/AMAZON	01 1100 610 002 002 2	credit memo	(17.99)
	01 1100 610 002 002 2	summer workbooks	(90.61)
	01 1100 610 000 000 0	Press and Seal Wrap 100 ft role	13.17
	01 1100 610 000 000 0	Pencil Sharpener	24.99
	01 1100 610 000 000 0	small plastic cups with lids 100	29.97
	01 1100 610 002 002 2	summer workbooks	(71.25)
	01 1100 610 002 002 2	summer workbooks	73.43
	01 2310 610 000 000 0	timer for board meeting public comment	65.50
	01 1100 610 002 002 2	summer workbooks	1,583.25
	01 1100 610 002 002 2	summer workbooks	45.19
	01 1100 610 000 000 0	light grey construction paper 12x 18	30.72
	01 1100 610 002 002 2	3 Pairs Shoe laces, 5/16" Wide Flat Shoe	25.45
	01 1100 610 002 002 2	HOMZ 05564BKDC.01 4 Storage Cart,	163.08
	01 1100 610 002 002 2	summer workbooks	(19.33)
	01 1100 610 000 000 0	8K HDMI 2.1 Cable 15 Feet 8K60hz 4K	46.98
	01 1100 610 000 000 0	LENTION USB-C Multi-Port Hub with 4K	71.98
	01 1100 610 000 000 0	USB C Video Adapter, Type C HDMI	35.54
	01 1100 610 000 000 0	MOUNTUP Single Monitor Desk Mount -	67.98
	01 1100 610 000 000 0	seenda Bluetooth Keyboard and Mouse	86.46
	01 1100 610 000 000 0	TP-Link TL-PoE170S | 802.3at/af/bt Gigab	49.49
	01 1100 610 000 000 0	shipping	14.16
	01 1100 610 000 000 0	promotion	(15.94)
	01 1100 610 000 000 0	Prismacolor Premier Colorless Blender Pe	59.13
	Total		**2,271.35**
TEACHER INNOVATIONS, INC.	01 1100 610 000 000 0	12-month subscription with 10% discount	580.50
	Total		**580.50**
TIME MANAGEMENT SYSTEMS	01 2510 610 000 000 0	timeclock	178.75
	Total		**178.75**
VAULT, THE	01 1100 610 000 000 0	inservice hospitality	84.00
	01 2310 610 000 000 0	meeting hospitality	14.00
	Total		**98.00**
VERIZON	01 2710 610 000 000 0	gps	210.47
	Total		**210.47**
	WPCI		155.00
WPCI	01 2710 340 000 000 0	random pool	155.00
	Total		**155.00**
HEARTLAND PELLA	03 6997 720 001 001 1	windows final payment quote# 15141939	30,486.37
	Total		**30,486.37**
JOHNSON CONTROLS	03 4700 720 000 000	chilled water pump repairs	1,372.14
	Total		**1,372.14**
PIPE WORKS PLUMBING LLC	03 4700 720 000 000	Grade School Plumbing Work	7,730.00
	Total		**7,730.00**
		General Fund Total	**$100,305.98**
		Building Fund	**$39,588.51**
		Payroll	**$385,242.84**

NASB School Law Conference - Kearney, June 23, 2022

Sessions attended included:

<u>Students today, Furries and More</u>

Furries

- Do not need to accommodate furries
- Dress code issue, if there is a problem relook at the dress code to eliminate leashes collars and tails. “distraction to other students”
- If they say it is free speech under “TINKER” then point out it is a disruption and we CAN prohibit it.
- Under Title 9 furries are not a protected class
- What is a therian person? "A therian is basically someone who believes spiritually or mentally that they are an animal,” if this is truly the case then it becomes a 504 issue with medical diagnosis

- **BOOKS** being banned was a more important topic.
- Books cannot be banned because of their view point but **can** be banned to students because of them being age appropriate. VERY Tricky
- <u>Review your policy of ordering books.</u>
- Easier to not add books vs. removing them. *Superintendents should review books which are being purchased including the summary of the book not just the title as the title can be misleading.*

Transgender

- Title 7 - employment discrimination is becoming an issue
- “Gender Dysphoria”- mental diagnosis, need to prove there is a consistent history.
- Title 9- Biden says both are equal
- OCR(Office for Civil Rights) -students can file lawsuit under discrimination - can loose federal funding.
- A lot of issues with transgender persons in locker rooms. Schools work with students to use family restrooms. But in Locker room situations, “if other students who felt uncomfortable with the transgender person, the biological student is forced to use an alternative locker room.
- Trends will be toward a common locker room with individual locked, private, changing stalls. Other option is to not take federal funding.
- Courts are ruling in favor of the transgender student.

Nebraska Professional Practices Commission

- Went over the process of investigation, very thorough but takes a long time
- discussion was held regarding the issues with teachers breaking their contract and going to another district, another state and teaching there. Was especially frustrating when the teacher went to another state and was not penalized.
- Districts need to be firm about not letting teachers out of their contract if they do not think they can replace the teacher, given the current teacher shortage.
- If the teacher does leave with out being released then need to report it to NPPC right away.
- If there is a criminal issue, then school needs to contact State Patrol. NPPC does not act, (puts the case on hold) while the State Patrol is actively investigating the complaint.

Negotiations tips, tricks and pitfalls

- Plan backwards! - Where will this go if we can't make an agreement.
- Be Cautious
- The more transparent you can be with the finances the better.
- You need to know all costs- FICA, EHA etc.
- The dissolution and unhappy are the most likely staff who will be negotiating
- Do not take it personally, Employees will many times be angry at you
- The older teachers benefit the most. Think of restructuring you salary scale.
- NO informal talks - need witnesses!
- Have a unified front- argue behind closed doors
- Make sure all board members know the same thing at the same time - before the board meeting.
- Have patience
- Teacher sign on bonus
- Think beyond the 98-102% How do you manage a long term relationship.

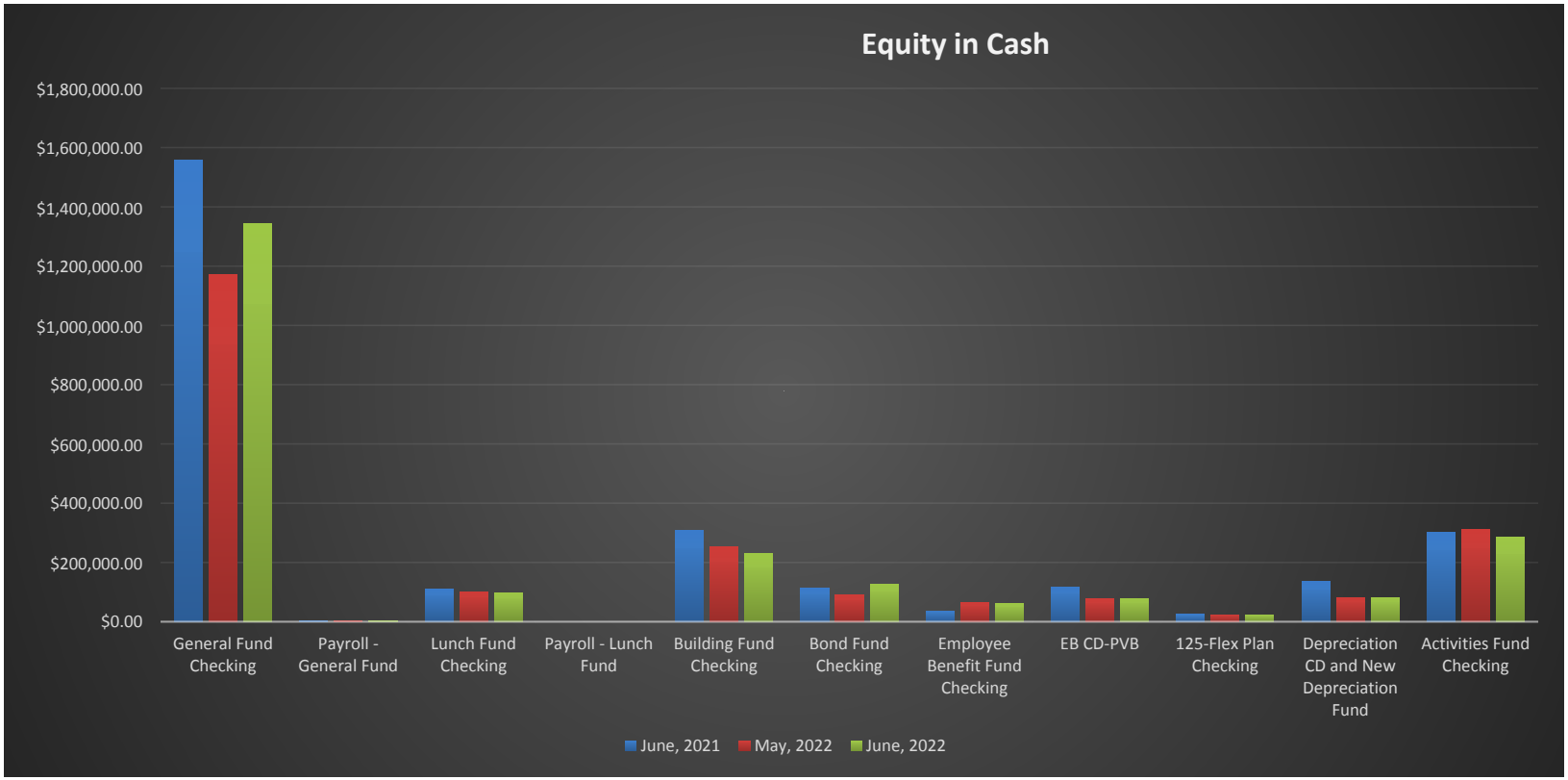
This was a very good conference. Thank you to the Board for letting me attend.

Bayard Public Schools

Equity in Cash

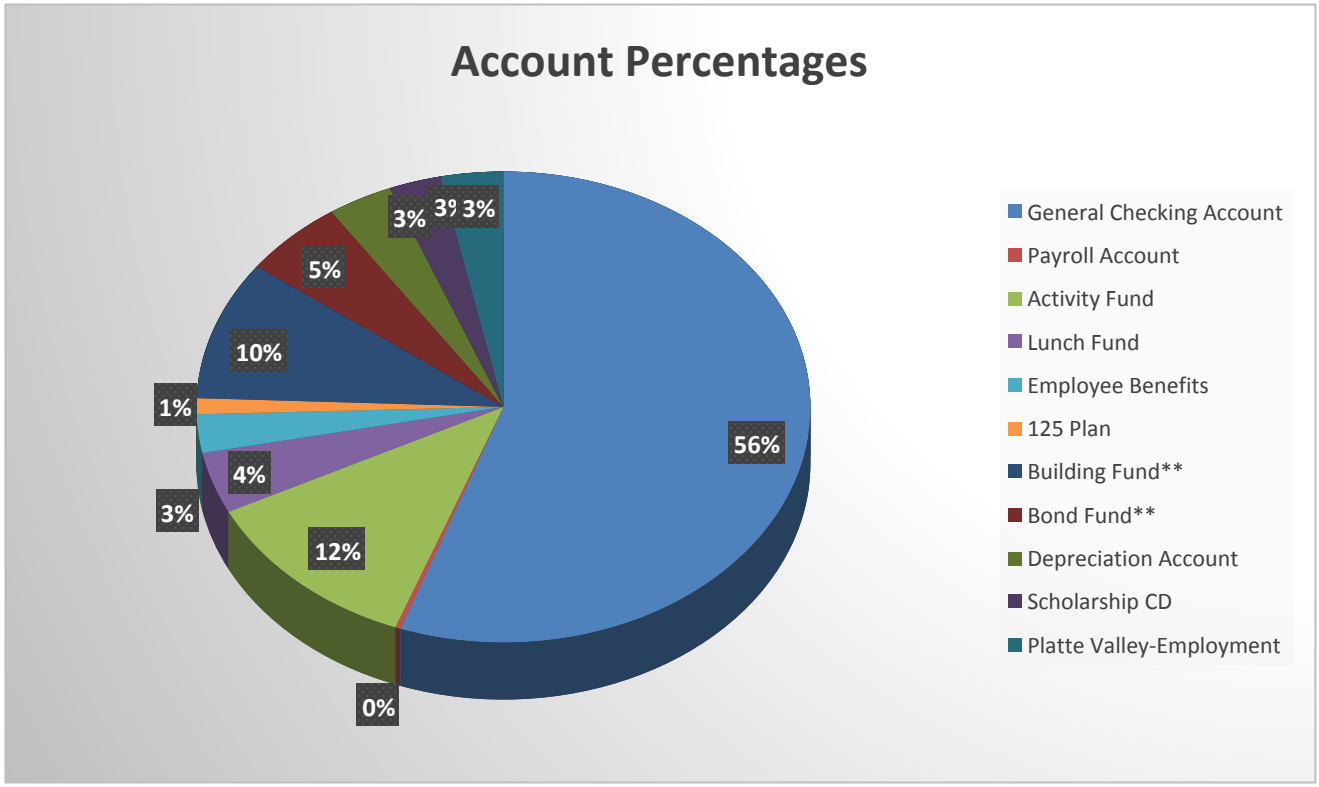
June 30, 2022

Fund	Fund #	June, 2021 PRIOR YEAR BALANCE	May, 2022 PRIOR MONTH BALALANCE	June, 2022 REVENUES	June, 2022 EXPENSES	June, 2022 ENDING BALANCE
General Fund Checking	01-101	$1,561,284.77	1,172,717.69	759,128.47	(587,244.56)	$1,344,601.60
Payroll - General Fund	01-104	$6,878.51	6,792.95	416,841.79	(416,840.77)	$6,793.97
Lunch Fund Checking	02-101	$113,671.34	103,697.53	19,640.96	(21,421.86)	$101,916.63
Payroll - Lunch Fund	02-104	$0.00	0.00	6,493.67	(6,493.67)	$0.00
Building Fund Checking	03-101	$311,259.05	255,854.59	8,704.17	(32,390.48)	$232,168.28
Bond Fund Checking	04-101	$116,488.07	94,635.23	35,538.67	0.00	$130,173.90
Employee Benefit Fund Checking	05-101	$39,673.07	67,465.10	1,865.15	(5,150.87)	$64,179.38
EB CD-PVB	05-106-1000	$119,830.21	80,134.14	0.00	0.00	$80,134.14
125-Flex Plan Checking	05-107	$27,864.95	27,146.90	4,493.32	(5,138.87)	$26,501.35
Depreciation CD and New Depreciation Fund	06-101	$138,663.53	83,138.25	119.58	0.00	$83,257.83
Activities Fund Checking	07-101	$304,177.87	312,790.42	6,430.89	(30,053.01)	$289,168.30
Scholarship CD	07-114	$73,141.73	66,173.68	0.00	0.00	$66,173.68
TOTAL		$2,812,933.10	$ 2,270,546.48	$ 1,259,256.67	$ (1,104,734.09)	$2,425,069.06



BAYARD PUBLIC SCHOOL
TREASURER REPORT
BANK STATEMENT BALANCES as of June 2022

General Checking Account	$	1,344,601.60
Payroll Account	$	6,793.97
Activity Fund	$	289,168.30
Lunch Fund	$	101,916.63
Employee Benefits	$	64,179.38
125 Plan	$	26,501.35
Building Fund**	$	232,168.28
Bond Fund**	$	130,173.90
Depreciation Account	$	83,257.83
Scholarship CD	$	66,173.68
Platte Valley-Employment	$	80,134.14
	$	2,425,069.06



POLICY NO. 9239 - PUBLIC PARTICIPATION AT BOARD MEETINGS

A. Attend

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

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

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

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

B. Hear

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

Legal Reference: § 84-1412 (7)

C. Record

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

Legal Reference: § 84-1412 (1)

D. Access to Written Materials

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

Legal Reference: § 84-1412 (8)

E. Speak

Members of the public will be permitted to speak at Board meetings at which a public forum is on the Agenda.

The board requires any member of the public desiring to address the body to identify himself or herself, including an address and the name of any organization represented by such person unless the board waives the address requirement to protect the security of the individual. Members of the public who desire to address the Board will be required to identify themselves.

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

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

The President or chair for the meeting shall have the authority to establish reasonable time limits for individual speakers and for the duration of public forum sessions. The following time limits are established but may be altered by the President or chair if the pressure of business or other circumstances dictate at a particular meeting: 5 minutes for individual speakers and 30 minutes for the duration of the public forum session.

The board will not respond or take action on public comment.

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

Legal Reference: § 84-1412 (1) (2) and (3)

Adopted: 7-14-08

Reviewed: 10-11-10

Revised 12-12-11

POLICY NO. 3560 - BUSINESS OPERATIONS PROCEDURES – BIDDING CONSTRUCTION PROJECTS

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project is in excess of $109,000, or such sum as adjusted pursuant to §73-106. The bidding procedures shall comply with the requirements of state law and shall include the following:

1. Notice to Bidders: The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders, when the hour is reached for the bids to close.

2. Regular Manner of Advertisement for Bids: The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.

3. Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.

4. Contract Award: The contract shall be awarded to the lowest responsible bidder as to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria determined appropriate by the Board or administration.

5. Performance and Payment Bonds. Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of $10,000 or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such

bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.

6. Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed $118,000, as adjusted from time to time by § 81-3445 or other applicable law.

7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

Legal Reference: Neb. Rev. Stat. ' 52-118; Neb. Rev. Stat. ' 73-101 *et seq.;* Neb. Rev. Stat. ' 73-106; Neb. Rev. Stat. ' 81-3445

Legal Reference:

Neb. Rev. Stat. 52-118

Neb. Rev. Stat. 73-101 *et seq.*

Neb. Rev. Stat. 73-106

Neb. Rev. Stat. 81-3445

Adopted: 8-9-04

Reviewed: 3-8-10, 11-9-20, 8-16-21

Revised: 08-11-14, 08-10-15

POLICY NO. 5117 - EDUCATIONAL REQUIREMENTS FOR GRADUATION

Graduation Requirements for Bayard High School are the successful completion of 260 semester hours.

The total number of credits must include at least the number of semester hours listed in the following areas:

English – 40 semester hours
Mathematics – 30 semester hours
Science – 30 semester hours
Social Science – 30 semester hours
Physical Education – 10 credit hours
Community Service – 8 hours Junior Year and 8 hours Senior Year

Preferred Sequence of Core and Technical Classes for Graduation Progress:

Freshman Year
English I
Math I
Physical Science
World Geography

Sophomore Year
English II
Math II
Biology
World History
8 hours Community Service

Junior Year
English III
American History
Math III
Science III
8 hours Community Service

Senior Year
College English
or
English IV
American Government
8 hours Community Service

A student who has earned all required credits may graduate early. Students who graduate early may choose to have their diplomas awarded at the time of completion or the student may participate in the spring commencement activities.

Adopted: 8-9-99
Revised: 3-14-05; 8-9-10; 7-9-12, 3-10-14, 12-14-20
Reviewed: 7-12-10

POLICY NO. 5081 - GRADUATION EXERCISES

1. The use of an invocation and/or benediction at high school graduation exercises shall rest within the discretion of the graduating senior class, with the advice and counsel of the senior class sponsor.

2. The senior class, or a committee appointed by the senior class, should decide whom to invite to deliver the prayer.

3. The school district shall not participate in the decision process or participate either directly or indirectly in the composition or content of any prayer.

4. Consistent with the principle of equal liberty of conscience, the invocation and benediction shall be non-sectarian and non-proselytizing in nature.

5. All graduating seniors are expected to attend the graduation exercises in cap and gown.

6. The top 10% of the graduating class will be publicly honored at the graduation exercises.

7. Students to be eligible for scholastic honors must have completed two years of school at the Bayard Public Schools.

8. The graduation exercises will be held in the auditorium. Additional seating will be available in the gymnasium. Television viewing may be provided for persons in the gymnasium.

9. No senior will be allowed to take part in the graduation exercises if they have not met all the requirements for graduation.

10. The district will not award Certificates of Attendance, except in accordance with Nebraska State Statute 79-770.

11. All money owed to the school, students class, activities program, lunch program, etc. must be paid prior to graduation. Failure to pay will eliminate a student's right to participate in the graduation exercises.

12. Nothing in this policy shall be interpreted to conflict with Nebraska State Statute 79-770.

Adopted: 8-17-76
Revised: 8-8-77; 8-9-93; 8-10-98; 8-13-01; 11-11-13
Reviewed: 6-14-10, 7-13-20

POLICY NO. 5136 - SEIZURE SAFE SCHOOLS

In any district school with at least one student identified as having a seizure disorder, if the student's parent/guardian and health care provider have worked with the school to develop a seizure action plan that school shall have at least one employee who has met the training requirements necessary to administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms as approved by the United States Food and Drug Administration.

The training shall include instruction in administering seizure medications, recognizing the signs and symptoms of seizures, and responding to such signs and symptoms with the appropriate steps.

Prior to the administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms by a school employee, a student's parent or guardian shall:

1. Provide the school with a written authorization to administer the medication at school;
2. Provide a written statement from the student's health care practitioner containing the following information:
    a. The student's name;
    b. The name and purpose of the medication;
    c. The prescribed dosage;
    d. The route of administration;
    e. The frequency that the medication may be administered; and
    f. The circumstances under which the medication may be administered.
3. Provide the medication to the school in its unopened, sealed package with the intact label affixed by the dispensing pharmacy; and
4. Collaborate with school employees to create a seizure action plan.

If specified in a student's seizure action plan, such student shall be permitted to possess the supplies, equipment, and medication necessary to treat a seizure disorder in accordance with such seizure action plan.

The authorization, statement, and seizure action plan required for each student shall be kept on file in the office of the school nurse or school administrator.

Each seizure action plan shall be distributed to any school personnel or volunteers responsible for the supervision or care of the student for whom such seizure action plan was created.

Any authorization provided by a parent or guardian shall be effective only for the school year in which it is provided and shall be renewed each following school year.

For all schools in the district regardless of whether any students are identified as having a seizure disorder, each certificated school employee shall participate in a minimum of one hour of self-study review of seizure disorder materials at least once in every two school years.

Schools or school employees who act in compliance with the Seizure Safe Schools Act shall not be liable for damages related to the care of a student's seizure disorder unless such damages resulted from an act of willful or wanton misconduct by the school or school employee nor shall school employees be subject to any disciplinary proceeding related to an act taken in compliance with the Seizure Safe Schools Act unless such action constitutes willful or wanton misconduct.

Legal Reference: Neb. Statute 79-3201 to 3207

Adopted:
Revised:
Reviewed:

CERTIFICATED STAFF HANDBOOK

Bayard Public Schools 2022-2023

Every Person, Every Day. It's a FACT!

Acknowledgement for Receipt of

Bayard Public Schools

"CERTIFICATED STAFF HANDBOOK"

I, _____ (your name) acknowledge that I was issued a copy of the Certificated Staff Handbook for Bayard Public Schools for the school year 2022-2023. This handbook was issued to me before the first day for student classes.

I was given an overview of the contents of the handbook by the Bayard Public Schools Administration. I am responsible for familiarizing myself with the contents of the Certificated Staff Handbook and the Student/Parent Handbook(s) for my building(s). My signature on this form indicates that I have read and intend to comply with the contents of the Certificated Staff Handbook.

_____ _____

Date **your signature**

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ORGANIZATION

STATEMENT OF EDUCATIONAL PHILOSOPHY
BAYARD PUBLIC SCHOOLS

Education is the systematic guiding and directing of a child's experiences from the time he/she enters school until he/she completes his/her formal education. The teacher is the director and guide. Administrative and supervisory personnel exist to serve the teacher, who in turn, serves the children.

Although the primary function of school is to provide and stimulate mental growth and development, the nature of human growth and development is such that all phases of the child's nature must be taken into consideration. Thus, the school program needs to provide for primary emphasis on mental development with simultaneous attention in proper balance to physical, emotional, social, and spiritual needs.

Great differences in talent, intelligence, and ability exist among the children who enroll in a school. Equally great differences are found in economic, cultural, and racial backgrounds. The educational program should be planned and executed with sufficient flexibility so that it provides challenge for all from the most academically talented to the least talented or educationally handicapped youngster.

Much of the real value of the educative process comes from the person-to-person relationships between teacher and pupils. The school needs to be constantly alert to the danger of losing this personal touch, especially as it grows larger and more specialized in its service. Organization, administration, and instruction always need to be planned in such a way so as to preserve the human touch and to give a high priority to the importance of the individual. Respect for the individual is a basic American value and schools must encourage that development of individual capacities which will enable each human being to become the best person he is capable of becoming.

To this end, the Bayard Board of Education, the administration, the teachers, and staff will strive through their individual or collective action:

1. To guarantee equal educational opportunities for each child according to his/her needs and capabilities.

2. To provide each child through experience in democratic living an understanding and appreciation of our forms of government, our country, and its history, a realization of the duties and obligations of citizenship, and a sense of social responsibility.

3. To develop in children an understanding of, and a respect for, all people.

4. To develop in all, ethical character with respect for moral and spiritual values.

5. To provide children with the opportunity for an increasing mastery of the basic skills which are needed for intelligent participation in the modern world.

6. To place the emphasis in the classroom on the application of learning rather than just on mastery of facts.

7. To promote good mental, social, emotional, and physical growth in all youngsters.

8. To provide opportunities for individual guidance and counseling.

9. To develop in individuals an understanding and appreciation of the sciences and the creative arts in the modern world.

10. To develop in students initiative, a desire to learn, and an appreciation of their educational opportunities.

11. To promote participation in community living by providing the opportunity to share in leadership and helpful service.

MISSION STATEMENT
BAYARD PUBLIC SCHOOLS

The mission of Bayard Public Schools is to partner with parents to provide a successful educational experience and diverse opportunities.

VISION STATEMENT
BAYARD PUBLIC SCHOOLS

Bayard Public Schools will effectively provide and adapt its programs to meet the needs of its students, today and in the future.

CORE COVENANTS
BAYARD PUBLIC SCHOOLS

Focused on the Student
- Positive Interactions and Relationships
- Focus On Student Potential
- Diverse Opportunities
- Unconditional Acceptance

Attitude of Excellence
- Act With Integrity
- Expect To Be Great
- Accept Daily Challenges & Setbacks
- Think "Big Picture"

Community
- Support Each Other
- Set Aside Self For Benefit Of The Group
- Respect Everyone
- Be A Wing, Not A Weight

Tiger Way!

Every Person, Every Day. It's a **FACT**!

STUDENT EXPECTATIONS
BAYARD PUBLIC SCHOOLS

1. Bayard students respect the rights and property of others and are courteous and polite in action and language.
2. Bayard students display good sportsmanship in representing the school and community.
3. Bayard students strive for honesty and accept responsibility for both their successes and their failures.
4. Bayard students strive for high academic achievement in such a manner that it brings respect to themselves and the school.
5. Bayard students avoid alcohol and drugs.

ACADEMIC SEAL OF BAYARD PUBLIC SCHOOLS

At the center of the seal is an image of Chimney Rock. This historic landmark was used by the first Americans and, later, by the pioneers as a guide on their epic journeys. Chimney Rock continues to inspire countless travelers and residents alike. Chimney Rock enhances our sense of place and instills pride, as the landmark prominently stands above the fertile North Platte River Valley.

The phrase, ***Every Person, Every Day*****,** which is derived from the Core Covenants of Bayard Public Schools, reminds us of the dignity and value of every member of our school community. Every person matters for the future of our school and community, and every day is an opportunity to make a contribution to our greater well-being.

Surrounding the central ring are academic pillars and six icons describing our enduring strengths, values, and aspirations.

Academics: At the top of the seal is a Book of Knowledge, symbolizing academics as our highest institutional value and first priority.

Athletics and Arts: Flanking the Book of Knowledge on the left is the school's Tiger mascot, representing athletics and the fiercely competitive nature of our student-athletes. Flanking the Book of Knowledge on the right is an artists' palette and musical notes, representing the arts and the creative talents of our student performers. Athletics and arts support and enhance the academic and personal development of our students.

Community: The efforts of the school are supported by the entire community. Regular interactions between the faculty, staff, students, parents, and patrons are essential to a vibrant community and a strong school.

Opportunity: Two keys and a lock represent the importance of opportunity. Education provides a key to unlocking many opportunities for our students. Equally important, providing our students with many opportunities is key to their development.

Agriculture: Our community and economy are supported by an agricultural base. The plow symbolizes agriculture and the strong agrarian work ethic of our community and our students.

PURPOSE

This handbook is prepared for the purpose of providing information on customs and policies pertaining to the Bayard Schools. It is intended for use by the staff as a guide in developing a well-coordinated instructional program. It is hoped the statements set forth in this handbook will improve understanding and cooperation among all school personnel in the coming school year.

It is the purpose of this handbook to establish uniformity of operation. It will be supplemented from time to time as board policy, superintendent policy or the principals' policies are changed.

The quality of educational achievement is directly related to the classroom teachers. Each teacher has been selected to provide for a certain phase of the child's needs as he/she grows in the educational program. As we coordinate our work and as each teacher grows professionally in his effectiveness as a superior teacher, so grows the Bayard Schools as a more effective school system.

CONTRACT AND RELATED ITEMS

Teachers are appointed to their position by the superintendent after election by the Board of Education. They are directly responsible for the welfare of the students under their control, which includes the development of the child's capacities in all phases: mental, physical, social, and moral.

Teachers are jointly responsible to the superintendent of schools and the principals in accordance with Board of Education Policy. Teachers are expected to carry out the policies of the Board of Education.

ABSENCES - TEACHER

Teachers who are to be absent from school for any purpose whatsoever shall request leave in writing through the Weblink online leave system to the principal. After receiving written authorization to be absent, the teachers shall work with the building designee to arrange for the supervision of their classes and activities. This should be done 3 days in advance of anticipated absence if possible. The teacher is responsible for reporting the expected absence and for making necessary plans in advance, whether the absence is in the line of school duty or for private business. Substitutes will be secured through the principal's office.

For unexpected absences or illness please notify the building designee no later than 7:00 a.m. so a substitute teacher can be attained. Please provide adequate lesson plans for substitutes for all absences. Teachers must report unexpected leave through the Weblink online leave system withing three days of taking leave.

RETURNING FROM ABSENCES

1. Justification for Absences Taken Without Prior Approval. If an employee is absent without advance approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school (student contact days), the employee will be required to give verification (for example, a doctor's note) to establish that the employee was unable to work for an excusable condition or excusable reason.

2. Establishing Fitness for Duty. Employees must present a written statement from their physician or health care provider to their supervisor when absent for any period of time because of injury requiring care from a physician or health care provider, or absent from work for 5 days or more due to a personal health condition. The statement is to clearly verify that the employee is mentally and physically able to return to duty. This statement is to be presented in person to the employee's supervisor before the employee returns to duty in order that the readiness to perform work can be observed and discussed.

Employees are required to disclose any medical restrictions that limit their ability to perform the essential functions of their position to their supervisor and to request a meeting with the Superintendent to discuss the provision of reasonable accommodations. The District will not discriminate against any employee due to disability and will provide reasonable accommodations. Information provided about medical conditions or disabilities shall be treated as confidential, as required by state and federal statutes, and will be divulged only to the extent necessary to provide reasonable accommodations.

CERTIFICATION

Each teacher must hold a Nebraska Teacher Certificate of the proper class for the position for which he or she has been employed. The certificate must be registered in the office of the Superintendent of Schools in Bayard, Nebraska. Any contract is subject to cancellation if these requirements are not met. The superintendent may assign other duties or classes as necessary.

CONTRACT

Days Worked

Teacher contracts consist of a total of 185 days.

CONTRACT TERMINATION

The termination of contract, non-renewal of contract, cancellation of contract, amendment of contract, or disciplinary actions less severe than cancellation, non-renewal, termination or amendment will be in accordance to Nebraska Statutes 79-12, 107 to 79-12,120.

DEFINITIONS OF JUST CAUSE TERMS

Incompetence – A teacher is lacking the qualities necessary for establishing, maintaining and conducting an effective learning climate in the classroom or in the activities for which they are responsible.

Neglect of Duty – A teacher gives little attention or respect to, leaves undone or unattended, or is careless in fulfilling their duties as required by the administration, the Board of Education, or their teaching contract.

Unprofessional Conduct – A teacher does not regulate or restrain their personal or professional behavior at a level or a standard befitting a member of the teaching profession.

Insubordination – A teacher willfully and knowingly is disobedient and refuses to honor or act upon a request or a direct order of the administration, Board of Education or the terms of the teaching contract.

Immorality – A teacher displays conduct or language which does not have any positive educational aspect or legitimate professional purpose or does not conform to the standards expected by the administration, Board of Education, or the terms of the teaching contract.

Physical or Mental Incapacity – A teacher is lacking the physical or mental capacity, ability, or qualifications for the purpose of providing the school or students with positive educational experiences.

Failure to give Evidence of Professional Growth as Required by 79-12,113 – A teacher does not provide evidence of completing or did not complete the requirements for professional growth as established by the Board of Education Policy.

Other Conduct Which Interferes Substantially With the Continued Performance of Duties –

A teacher to a large degree or in the main, becomes so involved in out-of-school activities, in school actions, or other activities or actions that by their involvement detracts from or prohibits the teacher from performing their required and professional duties and causes the teacher to become ineffective in their performance.

FACULTY EVALUATION

The purpose of teacher evaluation involves communication between the evaluator and the teacher which is aimed at improvement of instruction that is being performed well.

The written evaluation report will address the following criteria:

1. Instructional performance
2. Classroom organization and management
3. Professional conduct
4. Personal conduct

Probationary teachers will be evaluated a minimum of one time per semester. Each tenured teacher will be evaluated one time per year. The evaluator may evaluate a teacher more than the minimum if it is deemed necessary.

Documentation regarding the teacher evaluation may involve both narrative reports and/or check list evaluation forms. Teacher evaluation documentation will be signed by both the teacher and the evaluator.

The evaluation report will include all teacher deficiencies, specific means for the correction of noted deficiencies, and an adequate time line for implementation of the concrete suggestions for improvement.

The evaluated teacher will have the provision to offer a written response to the evaluation, and that response will be part of the evaluation. The teacher will be provided with a copy of the written evaluation. Another copy will be placed in the teacher's file. In addition to the written report of the evaluation, the evaluator and the teacher will communicate verbally regarding the evaluation.

All evaluators shall possess a valid Nebraska Administrative Certificate and shall be trained to use the evaluation system employed by the district. The superintendent shall be responsible for overseeing the evaluation process and in providing evaluators with the proper training and methods to be used in the evaluations. In addition to the in-district training provided by the superintendent, available training workshops and materials provided by outside institutions (i.e., educational service units, colleges, the State Department of Education) will be utilized to enhance the evaluation process in the district

LEAVE

At the beginning of the 2012-2013 school year, teachers will receive 10 PTO leave days. At the beginning of each school year thereafter during the term of this Agreement, a teacher will receive the number of PTO leave days which brings the sum of the employee's total accrued and unused personal leave days plus the teacher's accrued and unused PTO leave days to 10 total days. If, at the beginning of any school year after the 2012-2013 school year a teacher has any combination

of 10 or more accrued and unused personal leave days and/or PTO leave days, the teacher will not receive any additional PTO leave days for that year.

Teachers shall be entitled to keep all of their unused sick leave which has accrued through the end of the 2011-2012 school year. At the beginning of each school year during the term of this Agreement, a teacher will receive the number of sick leave days equal to the number of days by which the PTO received by the teacher that year is less than 10. Sick leave may only be used for personal illness or accident, illness or accident to a family member, or bereavement. A teacher may not use sick leave at any time he or she has accrued and unused PTO or personal leave. Teachers will not be paid for accrued sick leave at separation of employment from the District.

The terms of the preceding paragraphs are shown in the following examples:

> Example 1: Teacher A has 1 accrued, unused personal day and 5 accrued, unused sick leave days at the end of the 2011-2012 school year. At the beginning of the 2012-2013 school year, Teacher A will receive 10 PTO days. Therefore, at the beginning of the 2012-2013 school year, Teacher A will have 1 personal day, 5 sick days, and 10 PTO days. In the 2012-2013 school year, Teacher A uses 10 PTO days, 1 personal day and 1 sick day. Therefore at the end of the 2012-2013 school year, Teacher A has 0 personal days, 4 sick days, and 0 PTO days. At the beginning of the 2013-2014 school year Teacher B will receive 10 PTO days and 0 sick days, making Teacher A's total leave to be 4 sick days, and 10 PTO days.
>
> Example 2: Teacher B has 1 accrued, unused personal day and 10 accrued, unused sick leave days at the end of the 2011-2012 school year. At the beginning of the 2012-2013 school year, Teacher B will receive 10 PTO days. Therefore, at the beginning of the 2012-2013 school year, Teacher B will have 1 personal day, 10 sick days, and 10 PTO days. In the 2012-2013 school year, Teacher B uses 2 PTO days. Therefore at the end of the 2012-2013 school year, Teacher B has 1 personal day, 10 sick days, and 8 PTO days. At the beginning of the 2013-2014 school year Teacher B will receive 1 PTO day and 9 sick days, making Teacher B's total leave to be 1 personal day, 19 sick days, and 9 PTO days.

PTO and personal leave may be used for any purpose, provided that the teacher's principal has given prior permission for the teacher to take the PTO or personal leave. Except for in the case of an emergency or sickness, the teacher shall request permission to take PTO or personal leave from the teacher's principal at least five days prior to taking PTO or personal leave. In the event of an emergency or sickness, the teacher shall request PTO or personal leave as soon as possible. Requests must be made in writing. Except for in the case of an emergency or sickness, no PTO or personal leave will be granted for the first day of school, the last day of school, the last school day before a vacation or the first day after a vacation. No more than 10% of the faculty may use their PTO or personal leave at the same time.

A teacher will not be required to use PTO or personal leave days to attend conferences, seminars, or workshops or to perform other duties requiring the teacher's absence as long as the

Superintendent directed the teacher to attend such conference, seminar, or workshop or perform such duties.

At the end of a teacher's last year of employment, the District will buy the teacher's accrued, unused personal leave days and PTO leave days at a daily rate of one half of the then current substitute teacher pay.

LEAVE – SICK BANK

The Sick Leave Bank was approved by the Board of Education, and was established for the benefit of all school employees. No school employee can be excluded from participation in the bank if he/she desires to do so, and agrees to donate one day per year. The Sick Leave Bank may accumulate 180 days. Use of the sick leave bank is governed by the sick bank committee and Superintendent within Guidelines and Limitations to the Use of the Sick Bank as established by the sick bank committee and approved by the Superintendent of Schools in accordance with the negotiated agreement.

PAY DAY

Salaries for teachers are to be paid in twelve equal installments. Payment day shall be the twentieth day of each month, unless the twentieth falls on a weekend; then the payments will be made on the Friday before the twentieth. Payment will be made by direct deposit to the teacher's account. Deductions from the payment will include social security, federal tax, state tax, and teacher retirement. Optional deductions are annuities, dental insurance, health insurance, and professional dues.

JURY DUTY

All certificated personnel selected to serve on jury duty will be paid the difference between what the court allows them and what they would have earned in a regular working day.

PROBATIONARY TEACHERS

Probationary teachers are those who have not completed three years of teaching with the employer school district. They are not protected by the "just cause" provision of 79-1254, and their contracts may be terminated as of the close of the school year for any reason the Board of Education chooses; except for exercising constitutionally protected rights such as free speech, freedom of assembly and association, etc..

Probationary teachers will be evaluated at least one time per semester.

RESIGNATIONS – PROFESSIONAL PERSONNEL

Professional employees have a responsibility to the Bayard School District. Late resignations place the school system in a most disadvantageous situation. Resignations for the purpose of accepting a new position in the field will be considered prior to May 1 of each year. Between May 1 and the beginning of the school year; the resignation will be considered only if, and after, a qualified and acceptable replacement can be hired.

SALARY SCHEDULE HORIZONTAL MOVEMENT

For purposes of horizontal advancement on the salary schedule, the Board will recognize credit approved by the Superintendent and evidenced by a valid transcript from the institution where credit is earned, as further set forth below. Only one step vertically and horizontally will be granted yearly.

Graduate hours over and above the basic degree will be applied to horizontal column movement as stated the salary schedule. For the purposes of horizontal advancement on the salary schedule, only those graduate hours which have been approved in advance by the superintendent of schools may be utilized. Graduate hours for advancement on the salary schedule shall be from an accredited graduate level institution. Hours which may be approved by the superintendent of schools shall be graduate hours in the area of the teacher's current assignment or hours which have a direct relationship with improvement of the instructional program or additional areas of certification (e.g., school counseling, instructional technology, school administration, and additional endorsements). This gives the teacher the added incentive to further his/her educational background in a way that simultaneously benefits the District. Graduate hours earned to be used for horizontal advancement on the salary schedule must be approved by the superintendent prior to June 1 to be utilized for placement on the salary schedule for the subsequent school term. A written statement for hours approved will be signed by the superintendent and placed in the individual's personnel file and a copy will be given to the individual. Transcripts evidencing satisfactory completion of hours to be used for salary schedule advancement must be on file in the Superintendent's office by September 10. If transcripts are not available by September 10, written documentation from the college will suffice as temporary assurance that the coursework has been completed. The Superintendent will work with graduate schools due to mailing or handling problems. In the event that a teacher fails to so file a transcript as required by this paragraph, such teacher shall not be eligible for salary schedule advancement for such hours, and his or her salary will be adjusted accordingly, including proper adjustments to make up for overpaid amounts. Failure on the part of the teacher to document hours may result in the non-approval of such hours by the superintendent.

Salary schedule advancement/course approval request forms are available in the central office. This form is also included in this handbook as Appendix B. Accredited graduate level institutions are those institutions which have earned accreditation through the Council for the Accreditation of Educator Preparation (CAEP).

SALARY SCHEDULES for 2022-2023

Please see Appendix A

GENERAL INFORMATION

ACADEMIC INTERVENTION/ACADEMIC DETENTION

Academic Intervention is established with the purpose of facilitating opportunities for the professional teachers of the district to help their students succeed in each content area. In the event that a student is failing any course, the expectation is for the teacher of the course to work with the student and parent to schedule academic intervention to stay and work on their assignments with direct instruction from the classroom teacher. Academic Intervention will be available every regular school day from 3:30-4:30.

Teachers who have students failing any courses along with other staff members who assign Academic Intervention are directed to provide instruction and supervision to the student until 4:30 pm (4:00 for those teachers who have coaching assignments the same day). In the event the student has successfully completed the work before 4:30 and the student's course average grade is at least a 70%, the teacher may dismiss the student early. Teachers are expected to utilize academic intervention to assist students seeking to improve their learning and grades in accordance with the grading procedures of the school district.

The school administration may assign students to attend the academic intervention program. Additionally, teachers may issue academic detention during the academic intervention period to students to provide for support and supplemental instructional time as needed to help students learn material and complete assigned learning tasks.

Students will be assigned to the academic intervention program on a mandatory basis when the following factors place them at academic risk:

A current failing grade in any class.
Missing/Late assignments.
Risk of course failure.

Students attending the academic intervention program are supervised by both certificated and non-certificated staff members. Students attending the academic intervention program have access to support, encouragement, structure, and resources to complete their assigned learning tasks.

When students are assigned to participate in the academic intervention program, failure to attend will be considered truancy. Students who are assigned to the academic intervention program are directed to avoid scheduling medical and other appointments for times when academic intervention is in session. In instances when no alternative scheduling options exists, the school administration reserves the right to grant a make-up attendance time to be decided by the assigning administrator.

Although attendance is mandatory when assigned, the academic intervention program is open to all students in grades 7-12 who need additional work time, support, or access to learning technology.

Student failures are often (but not always) the result of not turning work in or late work. One of the best ways that parents/guardians can help students be successful is by providing time and structure at home for students to complete all of their assignments. Parents can monitor their students' grades, assignments, and attendance via the Infinite Campus online student information system.

Teachers who have students meeting the qualifications for participation in the academic intervention period are required to provide supervision and instructional support to these students for the entire duration of the academic intervention period. When circumstances arise where teachers are assigned to other duties during the academic intervention period the teachers involved are to work with the principal to ensure that students are supervised and have the opportunity to receive academic support. It is the responsibility of the classroom teacher to communicate with students, parents, and the principal when students have missing or late assignments or are otherwise at risk of course failure.

ADMIT SLIPS (HIGH SCHOOL)

When a student misses a class, they are not to be readmitted the next day unless an admit slip has been obtained from the principal's office. The admit slip will explain the reason for the absence and whether it was excused or unexcused.

Work missed because of absence can be, and often needs to be, made up on the student's return to school. Make-up provisions vary depending upon the type of absence. Teachers will work with students to ensure work is made up in accordance with the district's grading practices to promote learning.

ATTENDANCE PROCEEDURES

Teachers are to take attendance within the first 10 minutes of each instructional period in the secondary school and at such times as assigned by the principal in the elementary school. Teachers are to contact the office immediately regarding any student who is absent and not previously marked as absent by the school office in the school's computerized attendance system. Teachers are responsible for ensuring that attendance records are accurate and regularly updated. For example, if a student comes to class after attendance has been taken then the student's attendance record needs to be updated to "tardy" instead of "absent". Additionally, teachers are required to read email announcements regarding students' attendance at activities so that student attendance properly reflects the students' attendance at school/activity functions as being "present."

BAD WEATHER/SCHOOL CLOSING

The importance of notifying employees, parents, and students when school will be delayed in opening, not opened at all, or be dismissed early is of prime concern. We will be using an automated messaging system which will allow the school to contact each family with regard to school closing and other notifications. This system is designed to contact the phone number or numbers listed in your employment file. Please ensure that the school district is continually notified of any changes to your contact information.

The school also uses local radio stations KMOR, KNEB, KOLT, and KNEP-TV to inform staff, parents, and students of closing due to inclement weather. The school will make every effort to make this information available as soon as possible.

CLASS SPONSORS (HIGH SCHOOL)

Class sponsors are appointed by the administration and are rotated on a regular basis. Sponsors will be paid at the following rates: Seniors - $175.00, Juniors - $175.00, Sophomores - $100.00, and Freshman - $75.00. Sponsors are not to accept or receive any money or gifts other than the above. Sponsors are responsible for proper conduct and record keeping of the organization and must attend all meetings and functions. Under the direction of the sponsors, each class in grades 9-12 shall be responsible for running the concessions stand a minimum of three times each year. Arrangements for concessions stand dates are to be made through the office of the Activities Director.

CLASSROOM MANAGEMENT

Teachers have the responsibility of managing their classrooms in a manner that allows students to effectively accomplish their learning tasks. Realizing there is a wide variety of teaching styles, learning styles, and subject content, classroom management should also vary. There are, however, some common procedures teachers of well-managed classrooms follow:

1. Be prepared for class. When the bell rings, the teacher is ready to begin class. A meaningful activity is planned for each class on each day.
2. Make assignments reasonable and clear.
3. Be a neat dresser, well groomed; be businesslike and friendly.
4. Do not allow students to address you by your first name or a nickname.
5. Communicate your classroom expectations to the students. Keep rules to a minimum.
6. Be consistent each day of the school year.
7. Avoid punishing the entire class for the actions of a few.
8. Avoid comments to students you would not make in the presence of their parents.
9. Avoid comments or actions that could humiliate a student.
10. Be willing to apologize.
11. Communicate with the parents---call them on the telephone or write a note when concerns arise. Use Progress Reports and Eligibility Reports appropriately.
12. Avoid arguments with students in front of a class. Even if you win, you've lost.
13. Be enthusiastic. If you don't want to be here, neither will the students.
14. Keep the level of your voice under control. Avoid yelling.
15. Be creative with assignments and instructions. Facilitate success.
16. Get to know your students, take an interest. Attend activities.
17. Physically manhandling students will not be supported, except when defending yourself, separating students in a confrontation, or preventing injury to a student.
18. Seating arrangements should be maintained in classrooms. Inspect desks daily for damage.
19. Detentions assigned by an individual teacher are the responsibility of that teacher. Do not assign detentions to students if you are unable to supervise the student during the assigned time.
20. Limit free time; maintain appropriate control of your classroom and area.

COMMUNICATION

Teachers at Bayard Public Schools are expected to utilize effective communication strategies and technological resources when appropriate to collaborate and engage with students, parents, families, and the community to create meaningful relationships that enhance the learning process.

In order to facilitate such communication between the school and homes, teachers are expected and directed to follow the communications plans and protocols developed at the school and district levels. Such communications plans will include directions for frequency, content, and method/mode of communication teachers will be expected to utilize.

COMMUNITY RELATIONS

The Board of Education, through the administration, demands dignity, neatness, and seriousness of purpose for its teachers. The teaching profession, as a whole, is frequently and unjustly judged by the attitude and conduct of a single teacher. Since all are judged by what only a few may do, it is imperative that each of us give considerable thought to our actions as they relate to community customs.

Teachers should regard the community in which they are employed as their home. You should be interested in its institutions, its worthwhile activities, and participate in those in which you have special interest and abilities. Good judgment should be used in all practices.

Poor public relations can ruin the finest faculty in a good school. It is imperative that we all use common sense and discretion in and out of school.

CONCESSIONS/CASH BOXES

Concessions and other cash boxes, such as gate receipts for athletic events, are to be counted and signed-off by two adults before the funds are remitted to the school administration and office staff.

CONCUSSIONS: RETURN TO LEARN

Students who sustain a concussion and return 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 administration of Bayard Public Schools adopts the NDE Guidance entitled "Bridging the Gap from Concussion to the Classroom," and accompanying Appendix, as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

CONFIDENTIALITY AND CONFIDENTIALITY OF RECORDS

Employees should not discuss school matters outside the job nor discuss confidential or personal information about students or staff. Requests from anyone, including fellow building staff members, for personal information about students or staff should be referred to the principal. School staff shall maintain student records in compliance with state and federal law.

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 course work, they must also 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 statue provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

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

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

CRISIS SITUATIONS

Behavior in the first moments, by those actually involved in a crisis situation, will largely dictate the outcome. In the event of a crisis situation, Bayard School personnel are expected to follow the procedures as written in the Safety and Security Management Plan.

CUSTODIAL ASSISTANCE

Our custodians strive to keep the school neat, clean and functional. It is a difficult job, and we should all encourage students to conduct themselves in ways that contribute to an attractive and safe environment. If custodial assistance is needed, all requests must go through the building principal's office. Staff members who observe any areas of custodial/maintenance concern are expected to complete a Custodial/Maintenance Work Request Form and submit the form to the building principal.

DETENTIONS

In order to modify certain behavior, it is allowable to require students to come to school early (if not a bus issue), come in at lunch (and eat), or stay after school. Please make this time related to the work in class and to addressing undesirable behavior. Due to individual students' geographic situations, it may be necessary that you give the student one day to make transportation arrangements. Detentions should be 30 minutes in length (or the length of the lunch period). Be consistent within yourself and the staff. Detentions assigned by an individual teacher are the

responsibility of that teacher. Do not schedule detentions for times when you are unable to supervise the student.

DISCIPLINE

As professional educators, teachers are expected to create reasonable classroom rules and consequences. Students should know what behaviors are expected, and these expectations should be firmly but fairly enforced. Discipline does not automatically mean punishment, but it does always mean encouraging a desired behavior. Threatening, yelling, criticism, sarcasm, etc. are questionable discipline techniques and often prove inadequate. The student's improper behavior should be the focus of the discipline and not the student's personality, family, dress, appearance, etc. Discipline that punishes all students for the wrong doing of a few is discouraged. Grades are not to be reduced as a form of discipline for poor behavior. The forms of discipline that you choose should be consistent, reasonable, and fair.

Discipline is a very important factor in the success of any teacher. Teachers may know their subject matter and the most current research, but these are of little value unless they are able to control the pupils in their classes.

Discipline is the responsibility of each individual teacher. The principal's role is to assist and advise in the event of flagrant or continued misbehavior. Flagrant misbehavior should be brought to the attention of the principal immediately. A student shall not be sent to the office without an explanation of the offense. If assistance is needed in the removal of a student, the teacher is to send someone to the principal's office immediately for assistance. Each student dictates different strategies, but effective teaching and adequate preparation prevent many behavioral problems from occurring. Teachers are encouraged to read and may be required to read "Tools for Teaching" by Fred Jones for additional guidance in proper classroom management.

Corporal punishment shall not be administered. Students causing excessive discipline problems may be recommended to the Superintendent for expulsion.

DISCIPLINARY DOCUMENTATION, AND REFERRALS

Staff members are directed to utilize the student information system (InfiniteCampus) for all disciplinary and behavioral documentation and referrals. All discipline referrals must be submitted to the principal or his/her designee via InfiniteCampus. All student disciplinary documentation is to be kept in the InfiniteCampus system.

DISRUPTED DAY

Use disrupted days for review, special help, or enrichment activities. Disrupted days become wasted days for students only if teachers allow it. Teachers may videotape instruction and other classroom activities to make available to students who were absent or who would like to otherwise review such content.

DISTRICT INSTRUCTIONAL MODEL

The instructional model of Bayard Public Schools is the Explicit Direct Instruction (EDI) Model, which is also referred to as the DataWorks EDI Model or the Hollingsworth Model. Teachers are expected to effectively utilize the EDI model as a routine component of their instructional design and delivery.

Explicit Direct Instruction, usually shortened to EDI, is a strategic collection of instructional practices combined together to help teachers design and deliver well-crafted lessons that explicitly teach content, especially grade-level content, to all students. EDI is based on teacher-centered, direct instruction philosophy. EDI is an approach that encompasses the goal of improving learning for all students, especially for low-performing students. Well-crafted EDI lessons have a goal of 90% of students achieving 90% correct answers during Independent Practice. Extensive research studies and meta-analysis studies (analysis of multiple research studies) have come to the conclusion that: Teacher-centered direct instruction is particularly effective and efficient, especially for struggling students. Components of EDI include:

Checking for understanding
Setting lesson objectives
Activating prior knowledge
Developing students' skills by explaining, modeling, and demonstrating
Presenting content
Using guided practice

DISTRICT INSTRUCTIONAL MODEL: DESIGN AND DELIVERY COMPONENTS

An EDI lesson includes specific lesson design components and lesson delivery strategies. It includes continuous Checking for Understanding to verify that students are learning during the lesson. Well-crafted EDI lessons have a goal of at least 90% of students achieving at least 90% correct answers during Independent Practice. EDI lesson design components and lesson delivery strategies are independent of grade level and content. The lesson delivery strategies are not specific to any design component and are used throughout the lesson.

EDI Lesson Design Components

- **Learning Objective:** A statement describing what students will be able to do by the end of the lesson. It must match the Independent Practice.
- **Activate Prior Knowledge:** Purposefully moving something connected to the new lesson from students' long-term memories into their working memories so they can build upon existing knowledge.
- **Concept Development:** Teaching students the concepts contained in the Learning Objective.
- **Skill Development:** Teaching students the steps or processes used to execute the skills in the Learning Objective.
- **Lesson Importance:** Teaching students why the content in the lesson is important for them to learn.

- **Guided Practice:** Working problems with students at the same time, step-by-step, while checking that they execute each step correctly
- **Lesson Closure:** Having students work problems or answer questions to demonstrate that they have learned the concepts and skills in the Learning Objective before they are released to work on their own.
- **Independent Practice:** Having students successfully practice what they were just taught.
-

EDI Lesson Delivery Strategies

- Checking for Understanding – **TAPPLE**, Rephrase, Apply, Justify, Higher order questions
- Teaching strategies – Model, Explain, Demonstrate
  - Rule of Two: Teacher models the thinking to solve a problem, and the student immediately works on a similar problem. "I do, you do."
- Content Area Literacy
- Comprehensible Input (modified speech, clear academic tasks, multi-modality)
- Contextual clues (Contextualized definitions, gestures, visual aids, graphic organizers, word banks, etc.)
- Academic, content, and support vocabulary development

TAPPLE: Checking for Understanding

Continuous Checking for Understanding (CFU), implemented properly, is the backbone of effective instruction. Explicit Direct Instruction (EDI), is a very explicit method of Checking for Understanding that will make teaching even better as teachers monitor student learning in real time. The mnemonic, TAPPLE, will assist you in remembering the steps.

Teach First

In EDI, when Checking for Understanding, you always teach first. Remember, the purpose of CFU is to verify that your students are learning what you are teaching while you are teaching. By teaching before you ask a question, the students are equipped to respond. After teaching the content, your students should be able to answer the Checking for Understanding correctly.

Ask a Question

During Checking for Understanding, always ask specific questions about what you are teaching. Don't ask students if they understand the content. Often, students' opinions of their learning does not match reality.

Pause and Pair-Share

When you ask a Checking for Understanding question, always ask the question first, then pause for several seconds before selecting a student to respond. The pause, also known as wait time or think time, provides an opportunity to all students to think of an answer even if they aren't called upon. If you call on a student prior to asking the question, the other students are free to tune out. By presenting the question to the whole class, everyone stays engaged because no one knows who will be selected to give a response. Pair-share increases student engagement. It gives students a chance to practice and correct their answers.

Pick a Non-Volunteer

The only way you can truly find out if students are learning the information you're teaching is to randomly select non-volunteers to answer your CFU questions. When you call on volunteers, you are being validated by your brightest learners and could be getting a false impression that every student is learning.

Listen to the Response

Listening carefully, you will need to determine the level of student understanding. Based on this determination, you will be making an instructional decision. Ideally, students will always have the correct answer to your CFU questions, but sometimes they won't. What you do next depends on what you hear when the student responds. Is it correct, partially correct, or just plain wrong?

Effective Feedback

Based on the accuracy of the student's response, you can do one of three things: echo, elaborate, or explain. If the student is correct, you echo the correct response back. Restating the correct answer provides an affirmation to the student who just answered. When the response is tentative or partially correct, you should elaborate. Elaborating and/or paraphrasing will reinforce the correct answer to the student who was called on and will also benefit the rest of the class. Finally, if two students in a row cannot answer, then you will need to explain, or reteach.

- Every student orally answers every question.
- Automatic wait time is embedded.
- Listening and speaking is included.
- Student engagement improves.
- Students remember more.
- The student-talk to teach-talk ratio is increased.
- Students practice their answers.
- Language translation time is built in.
- Short attention spans are occupied.
- First re-teach is provided.
- Classroom management improves.
- Instruction is more interactive and interesting for the students.
- Academic socialization flourishes.
- Instructional aides can be utilized.
- It reduces affective filter.

EDI Lesson Norms

Lesson Norms are the research-based practices that will increase student engagement when the teacher trains students and uses these practices in their daily routines.

- Use **whiteboards** to check that all students are learning.
- Use **complete sentences** because this promotes rehearsal of the new language.
- Use **pair-share** because the brain that is not processing information is not learning.
- Use an **attention signal** to quickly refocus the students during the lesson.
- **Track** and **read** to help students recognize and read new words.

- **Repeat** for pronunciation and to help students remember.
- Use **gestures** to help store information in multiple pathways in the brain.

EDI and Substitute Teachers

Teachers are expected to have a procedure in place for the use of whiteboards and for randomly calling on non-volunteers (e.g., student names on popsicle sticks). The students need to be familiar with the procedures. Information regarding these procedures needs to be included with information for substitute teachers to ensure continuity in instructional delivery in the event of the absence of the teacher.

DUTY HOURS

All teachers are expected to report for duty as determined by their building principal. As a general rule duty hours run from 7:45 to 4:00 pm. All teachers are to remain on duty during these hours unless otherwise excused by the principal or superintendent. During school hours, no teacher is to leave unless the superintendent or principal have been notified, or arrangements have been made previously through the superintendent or principal. Under no condition should a teacher leave the room while his/her pupils are in attendance. In case of emergency, send another student to either the superintendent's or principal's office.

FACULTY MEETINGS

Teachers' meetings will be called by the principal when necessary. Advance notice will be given in time for activity teachers to plan their work in order to attend. The only exception to this will be meetings of an emergency nature.

FORMS, REPORTS, AND RECORDS

The following items need to be supplied to the appropriate office as scheduled.

Superintendent's Office

New or changes on

1. W4's
2. Address
3. Telephone Number
4. Marital Status

Payroll Deductions

1. Annuities
2. Health Insurance Coverage
3. Supplemental Insurance
4. Savings or Investment Plans

NOTE: All of the above are due prior to September 1st.

High School Principal's Office

Daily

1. Attendance at the beginning of each period
2. Daily announcements by the end of the day for the next day's email announcements and reading of announcements
3. Outgoing school business mail to Superintendent's Office

4. Staff Absence Forms
5. Professional development forms

Weekly

1. Student grades entered/updated on the online grade book
2. Travel requests to AD's Office
3. Bus Requests to AD's Office
4. Contests and special events for the calendar to the AD's Office
5. Lesson Plans (format determined by the Principal)

Yearly

1. Grades verified on the online grade book
2. Yearly report which includes complete inventory, classroom maintenance/repair request, and professional growth and development record
3. Curriculum guides/ALL criteria to Curriculum Director for reporting purposes

Elementary Principal's Office

Daily

1. Lunch count
2. Absentee list
3. Announcements
4. Outgoing school business mail to Superintendent's Office
5. Staff Absence Forms
6. Professional development forms

Weekly

- Lesson Plans Lesson Plans (format determined by the Principal)
- Travel requests (field trips, etc.), **immediately after dates and details are confirmed**
- Student grades entered/updated on the online grade book

Yearly

1. Yearly report which includes complete inventory, classroom maintenance/repair request, and professional growth and development record
2. Attendance records
3. Grade books or grade sheets or Grades posted on the online grade book
4. Curriculum guides/**ALL** criteria to Curriculum Director for reporting purposes
5. Supply orders and requests

FUNDRAISERS AND ACTIVITIES ACCOUNTS

In order to ensure that the resources of the community are not strained as a result of multiple fundraisers occurring at simultaneously, all student organization fundraisers (other than the

concession stand) must be approved by the organization's sponsor, the activities director, building principal, bookkeeper, and superintendent. When an organization wishes to engage in a fundraising activity the sponsor will need to complete a Fundraiser Request Sheet and submit the form to the Activities Director. Fundraising activities should not begin until the request has been approved by the superintendent.

Cash and checks which are collected are to be accounted for by the sponsor and remitted to the school bookkeeper each business day. All cash and checks must be remitted to the bookkeeper within 24 hours of the completion of any fundraiser.

Funds earned in the name of a school organization belong to the organization rather than to the individual student. When students engage in fundraising as a member of a school organization (such as activities, groups, teams, or clubs) the proceeds from the fundraising shall remain with the organization regardless of the continued participation status of the student in such organization. If organizations are disbanded all funds remaining with the organization will be transferred to the activity travel account.

Senior class funds remaining after graduation expenses are paid may be designated for a specific school project or activity by a majority vote of the senior class. If no project or activity is designated prior to graduation the remaining funds will be transferred to the secondary school account in the activities fund.

GRADES AND REPORT CARDS

Grades are to be a reflection of student understanding of content and skills in each academic area. Grading practices (including grades for late work and subject-specific grading criteria) are to be approved by the building principal prior to the beginning of each school year. Grading practices should be clearly communicated to parents and students at the beginning of each school year to promote understanding of student performance as communicated through student grades.

Report cards will be provided at the end of each quarter. The grading system used is as follows:

Kindergarten
S – Strong Progress
N – Normal Progress
I – Improving
U – Unsatisfactory

Grades 1 – 12
94% - 100% = A
86% - 93% = B
78% - 85% = C
70% - 77% = D
Below 70% = F

Parents may ask for a progress report on their child at anytime. No pupil may be penalized for discipline by or through his/her grades.

GRADING PRACTICES TO SUPPORT LEARNING

Teachers are directed to utilize the following grading practices to support student learning.

- 60/40 weighted grades: Assessment (60%)/Daily work(40%)
- Minimum Daily Grades: Teachers will plan and assess an average of 3 grades per week, approximately 25 grades per quarter.
- Minimum Number of Assessments: 3 assessments per quarter.
- Performance Classes: Students are unable to improve unless they participate so these classes may utilize participation grades. Alternatives/additional opportunities to make-up missed performances will be provided to ensure students have the opportunity to demonstrate their learning.
- Management of Late Work (if excused absences, students will continue to get 2 days for every day absent before this management procedure takes effect):
    - Assignments are due on the date assigned by the teacher. A 5% deduction will be taken off each school day until the assignment is turned in.
    - On school day 6 the highest grade possible is 70% of the earned score.
- All work is due on the last day of the quarter unless arrangements have been made ahead of time. Incompletes may be granted at the discretion of the principal. the principal.
    - Students will be encouraged to utilize planners or Google calendar to practice organizational/planning skills.
- Redo Policy:
    - Daily work and tests redone will be accepted at a 5% deduction for each redo completed.
        - Tests can only be retaken if the student has completed all daily work for that chapter. Redos will follow late work policy.
        - Students may use a peer tutor but the student and teacher must have a conversation/check-in to make sure concepts were learned.
        - Teachers will implement the use of a Google sheet to keep track of which teachers the students are spending time learning from during academic intervention and provide documentation that parents were contacted or if a student “no-shows.”
- InfiniteCampus can be configured to send an automatic email/text contact each week if student averages fall below 75% as an automated academic contact to parents.

GUM AND CANDY

While gum is allowed in classrooms, it should be disposed of properly. Candy may be

allowed on occasion when it is permitted by the teacher. Certain elementary grades and secondary courses, such as band and choir may restrict the use of gum and candy for safety and equipment reasons.

GRADUATION EXERCISES (HIGH SCHOOL)

1. The use of an invocation and/or benediction at high school graduation exercises shall rest within the discretion of the graduating senior class, with the advice and counsel of the high school principal.
2. The senior class, or a committee appointed by the senior class, should decide whom to invite to deliver the prayer.
3. The school district shall not participate in the decision process or participate either directly or indirectly in the composition or content of any prayer.
4. Consistent with the principle of equal liberty of conscience, the invocation and benediction shall be non-sectarian and non-proselytizing in nature.
5. All graduating seniors are expected to attend the graduation exercises in cap and gown unless excused by the Superintendent.
6. The top 10% of the graduating class will be publicly honored at the graduation exercises.
7. Students to be eligible for scholastic honors must have completed two years of school at the Bayard Public Schools.
8. The graduation exercises will be held in the auditorium. Additional seating will be available in the gymnasium. Television viewing may be provided for persons in the gymnasium.

HALL SUPERVISION

Every teacher is expected to step into the hall between classes to help maintain order. Students must be supervised at all times when they are on school premises because of possible accidents and subsequent liability. Teachers are to file all accidents no matter how large or small. Lawsuits can happen several years later. A written record could be great assistance in presenting requested testimony.

HOMEWORK

The purpose of homework is to:

1. Reinforce learning; practice a skill previously taught.
2. Encourage independence, self-discipline, self-direction, and develop productive work habits.
3. Create a school-home bridge by acquainting parents with what the children are learning in school.

Factors bearing consideration:

1. Adequate notice, time, and reminders should be given for long-range projects.
2. Homework should be used for valuable tasks. "Busy work" creates resentment and fosters the idea that schoolwork is meaningless.

3. Assignments should be clearly explained to students, with work beginning at school under the teacher's supervision.
4. Individual student abilities should be considered in determining the amount and nature of homework assignments.

Parents show an interest in the homework assigned to their children. They form opinions of and attitudes toward the school and you as a teacher based on the nature of the homework assigned to their children.

JUNIOR/SENIOR HIGH HONOR ROLL

An honor roll will be figured and published for the Junior High and High School after each of the four nine-week grading periods and each of the two semester grading periods. All full-credit courses are used in this computation. Nine-week grades will be used for the quarter honor roll and semester grades will be used for the semester honor roll. Honor Roll shall consist of a Principal's List (4.0) High Honor Roll (3.5) and Honor Roll (3.0)

IDENTIFICATION BADGES/NAME TAGS

Bayard Public Schools employees may be required to wear identification badges, name tags, or similar items to improve security and increase visual identification to students, visitors, and community members.

INSTRUCTIONAL AREAS

Each teacher is responsible for the appearance and organization of their assigned classroom, lab, shop, etc. The appearance of the instructional area has an impact on the learning that occurs; therefore each teacher should devote time and energy to developing an attractive, stimulating, and orderly instructional setting. Take pride in your educational setting, as well as your teaching. Be an example for students. When a room is unoccupied, lock and shut doors behind you and shut off lights. ***Teachers are expected to be with their students during the entire period their classes are in session.***

Occasionally teachers are required to share rooms. Upon leaving an area please insure that:
a) materials and equipment are stored properly, b) chairs and desks are properly placed, c) the floor is free of litter. On leaving your room for a length of time or for the day, teachers will turn out all lights, close and lock all windows and close and lock all doors. Teachers using the building after hours must check all lights and doors and see that all students are out of the building. Students are not to be left to close the building. Whenever the facility is being used, there must be a staff person present and directly supervising the students. Do not give your keys to students or any other person. Individuals and organizations wishing to use the school facilities must complete an Application for Facility Use and submit such application to the office for approval.

LESSON PLANS, CLASS ROSTERS, AND SEATING CHARTS

Written lesson plans are required. They are to be completed in a format determined by the principal and submitted to the principal's office before classes resume each Monday. Lesson plans may be required to be prepared collaboratively and/or during common planning time at the discretion of the principal. Lesson plans; class rosters, and seating charts must be easily accessed in the event a substitute needs to cover for a teacher.

LETTERS TO PARENTS

Please have all general letters to parents cleared through the principal before releasing.

MUTUAL RESPECT

The Bayard Public Schools expects every staff member and student to be treated with respect and dignity.

OBSERVING AND ENFORCING RULES

It is the duty of each teacher to become familiar with the rules, regulations, and policies of the school and to do all that you can at all times to see that they are enforced. Ignorance of the rules does not excuse you.

OUTSIDE RESOURCE PEOPLE

The administration feels that the utilization of outside resource people has the capability to greatly enhance the learning process in the classroom. The building principal shall be made aware of the teacher's plans to bring in an outside speaker, and the principal is authorized to terminate plans to bring in an outside speaker should there be doubt about the visiting speaker's credentials.

The teacher does, however, assume the responsibility for what happens in the classroom whether it is the teacher presenting a lesson or an outside resource person. It is the responsibility of the teacher to exercise mature judgment in the selection of people brought in. The teacher must stand ready to limit any speaker who strays into questionable topics, or when the speaker's veracity seems questionable.

It is suggested that you utilize the following check-list before inviting any person to speak to your class.

1. Is the prospective resource person known to me as one who will present honest factual information? If not, will someone well known to me verify the personal characteristics to me?
2. Will the prospective speaker present the types of information and topics which are appropriate for the maturity level of those in your class.
3. Will the prospective speaker cover material cognate to that currently being pursued in your classroom?

PARENT – TEACHER CONFERENCES

Parent–teacher conferences will be held for the elementary grades and the secondary school twice a year. They are a vital part of the evaluation and public relations program. During this time, many things can be discussed with the parents: test results, daily grades, samples of daily work, the student's strong and weak points, how the parent can help their child improve his/her work, and any problems that may exist.

Although the conferences involve considerable time and work, you will find that they are extremely worthwhile. This short visit with the parents will be of great value to the student, to the parent, and to the teacher.

Individual conferences with parents are encouraged and can be requested by the teacher whenever necessary. It is best to schedule a conference whenever a problem appears or whenever a problem seems about to develop.

PARKING AT THE ELEMENTARY SCHOOL

In order to provide a safe and invitational atmosphere to parents and visitors, staff members are to refrain from parking in the parking spaces located on the concrete on the south side of the elementary school. These spaces are to be reserved for parents and other visitors to the school.

PROFESSIONAL COLLABORATION AND PEER COACHING

As professional educators, teachers are expected to engage in collaboration and common planning to support improvement in teaching and learning. As part of district efforts to promote continuously improved professional practice, teachers will be expected to engage in non-evaluatory observations of other teachers and to engage in peer coaching. Engaging in peer coaching and providing feedback enhances the professional dialogue within the school district and provides a growth opportunity for both the teachers who are observing, and those being observed. Building principals will be responsible for determining the number of peer observations and the processes to be used for collaboration and coaching.

PROFESSIONALISM AND CODE OF ETHICS

Professional deportment is expected from all personnel of Bayard Public Schools. This behavior is reflected in your dress and grooming, relationships with students and parents, and interaction with your peers. A positive school climate is critical to everyone's success. All holders of public school certificates must be familiar with the Standards of Conduct and Ethics as set forth in Title 92, Nebraska Administrative Code, Chapter 27.

PUBLICITY/PUBLICATIONS

Take pride in the school and be proud to tell about the positive elements of the school. Any items to be submitted to local papers or sent home to the parents should be appropriate and approved by the building principal. Any concerns should be presented to the principal in advance. The Secondary Principal shall serve as the editor of all student publications.

PURCHASING

Board Policy on Purchases: **Any employee who purchases supplies or equipment without expressed authorization of the Superintendent shall be personally liable for payment of the bill.** Teachers should make requests for supplies or equipment in sufficient time to allow for economical and wise purchasing.

Class and club sponsors will have responsibility for supplies ordered through their organizations. In many cases, items can be procured through regular school channels more economically. All purchases which are handled through the activity fund should be cleared through the Office of the Superintendent or the Activities Director.

All purchases charged to the school district or to any organization of the school will be accompanied a requisition order approved through the Weblink online requisitioning system. Requisition Orders for a class or organization must be approved by the authorized

personnel in the Office of the Superintendent or the Activities Director. No bills will be paid by the Board of Education or from the Activity Fund which have not been authorized.

RADIOS AND OTHER COMMUNICATION DEVICES

In order to facilitate effective and timely communication, employees may be assigned to wear and use a handheld radio or similar communications device while on duty.

RECESS SUPERVISION

Supervision of students at recess or other non-instructional times is an expectation for teachers in the district. When supervising please engage in the practices described in the "Supervision of Students" section of this handbook.

RECORDS MANAGEMENT AND DISPOSITION – LITIGATION HOLDS OF ELECTRONIC MESSAGES

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.
As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

SANITATION, HEALTH, AND ROOM MAINTENANCE

Teachers are expected to engage in keeping a sanitary classroom. This includes directing students in the process of regularly sanitizing desks, counters, doorknobs, light switches, and other frequently touched surfaces, according to specific instructions given by the Building Principal or Superintendent, in addition to the regularly scheduled sanitation by the custodial staff.

Teachers may be expected to engage in monitoring student health including taking temperatures, recording health screening data, and reporting any health concerns to the school nurse or other designated individual, according to specific instructions given by the Building Principal or Superintendent.

Teachers are expected to serve as role models in meeting and complying with health practices and guidelines, including those enacted for public health purposes.

Before leaving the classroom each day, close windows, turn out all lights, and lock the room. Elementary teachers, please make sure your air-conditioners are turned off when you leave. When repairs are needed, notify the principal in order for arrangements to be made for the repair.

SAFETY INSTRUCTIONS

All head coaches will conduct a safety lecture in regards to potential dangers that might be incurred by participating in that particular sport. All coaches will instruct participants in their sports in the correct fundamentals of the sport and will not teach fundamentals that have been determined as illegal or unsafe.

All other faculty members who supervise activities or classroom activities where a student could sustain an injury from the activity, will also conduct a class on the dangers and the safety precautions to be used during the activity or classroom sessions.

SCHOOL BOARD POLICIES

School Board policies are made available to the staff and to the public. Please direct any questions about Board policy to the Superintendent.

SCHOOL LUNCH

School employees are strongly encouraged to utilize payroll deduction to pay for school lunches purchased by themselves and or members of their family. This ensures convenience for employees and timely payment of lunch bills to the school. Lunches must be paid for in advance. The school will not charge meals to employees or students with negative lunch account balances.

SCHOOL PROCEDURES

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

1.Use of Cell Phones and Other Electronic Devices. Employees are to refrain from use of personal cell phones for non-school purposes during duty time.

1.a Employees are not to use cell phones or otherwise engage in distracted driving while transporting students or using school vehicles. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies. Employees will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems are to be utilized by all occupants.

1.b Employees are not to use radar detectors, laser detectors, or similar devices while transporting students or using school vehicles.

2. Checking Out of Equipment. All equipment must be checked out through the appropriate office. School equipment may be used only for school purposes. School equipment and other resources may be used for personal purposes only as authorized by Board policy or contract.

3. Requisition of Equipment and Supplies. Books and supplies which are needed for instruction should be requested through the appropriate office. Employees shall not make purchases on behalf of the District without prior approval of the Superintendent.

4. E-mail. Use of the District's e-mail system for personal communications should be limited and is subject to the rules governing overall computer usage found in Board policy.

5. Employee Mail Box. Employees may be assigned a mailbox. Employees should check for mail upon arrival, in the course of the work day, if possible, and upon departure. If something requires an answer employees are responsible for responding promptly. Employee mail boxes are to be limited to communicate regarding school business.

STUDENT CONDUCT

A student handbook will be used to familiarize students and parents or guardians with the school's practices and procedures. Students will be given a copy of the handbook, which will explain general regulations and requirements.

Students are expected to act, dress, and conduct themselves in the school building and at school sponsored events, in such a fashion that their behavior and dress will reflect favorably on the individual and on the school, will show consideration to fellow students, and will create a harmonious school atmosphere. All students must recognize their individual responsibilities and obligations, and discharge them in accordance with the school regulations.

All staff members are responsible for overseeing the conduct of students, both during school hours and at school sponsored events. In each instance in which an employee acts to help a student conduct him/herself properly, emphasis shall be placed upon the growth of the student and the ability to discipline him/herself.

STUDENT PASSES

Teachers should limit the amount of traffic in the hallways during class time. It is a distraction to other classes. Each student that leaves your class must have a pink pass. The student is to go directly to the designated destination and return. Please make an effort to reduce hall wandering. Students absent from your room are your responsibility. Limit restroom and drink privileges to one student leaving the room at a time. Pink passes are required for the students coming to the office for any reason.

SCHOOL KEYS

No key is to be duplicated without the Superintendent's written permission. **DO NOT GIVE YOUR KEYS TO ANY ONE ELSE TO USE.** Prior arrangements must be made if student managers use your keys. Staff members may be required to pay for the cost of lock/key replacement in the event that the staff member's keys are lost, misplaced, or stolen.

SECTION 504 PLANS, IEP PLANS, STUDENT ASSISTANCE TEAM PLANS, DYSLEXIA PLANS, READING INTERVENTION PLANS, AND BEHAVIORAL/HEALTH PLANS

All teachers are responsible for reading and following the educational plans for the students with whom they work. Section 504 Plans, IEP Plans, Student Assistance Team (SAT Team) plans, Dyslexia Plans, Reading Intervention Plans, and Behavioral/Health Plans. State and Federal laws require that Individualized Educational Programs (IEPs), Section 504 Plans, Behavioral Plans, and Health Plans and the modifications/accommodations within such plans be accomplished by both general education and special education teachers. These programs and plans are available for review in their entirety by teachers working with students on any such plan or plans.

SOCIAL ACTIVITIES

The class sponsor shall be responsible for the approval or disapproval and scheduling of the (7-12) social activities of classes and organizations with the scope of the regulations with the final decision resting with the administration.

School activities shall close at 12:00 midnight with the exception of Homecoming Dance and Junior Senior Prom which shall close at 1:00 a.m.

School activities shall not be permitted on Sunday unless religious in nature as they apply to the school. This includes practice for any activity.

School activities will not be permitted after 5:30 p.m. on Wednesday evening. Buildings must be cleared by 6:00 p.m.

SPONSOR/CHAPERONE DUTIES

Most teachers, in addition to their regular assignments, are asked to sponsor a class or organization.

At the first meeting of the year, students in each class or organization should elect officers, and determine projected plans for activities and fund raising activities. Projects must be approved by the principal and scheduled by the activity director to avoid conflicts with other organizations and competition with local businesses. Parliamentary Procedure will be used in all class meetings.

If a project involves the use of the cafeteria and/or kitchen, the head cook must be consulted. If a cook needs to be present at the project, the organizer will be billed for that individual's time. If a janitor is asked to do the cleaning, make prior arrangements and be prepared to pay that individual for the services.

The sponsor is responsible for the financial records for each class or organization. They should review the records with the treasurer of the organization and the district bookkeeper at least once a month.

No students are to be in the building during a project or event unless a sponsor is present. Sponsors should check to see that lights are off and doors locked when they leave. The facilities should be left in a clean condition.

No organization is to meet at the school or any other location for any purpose without prior clearance from the principal. Sponsors are also to be aware that any money earned from fundraisers is to be used to benefit the school or community or for a growth experience. Using the school's name to raise money for a party is prohibited.

STAFF DRESS

Teachers should be conscious of the importance of appropriateness and neatness in dress and grooming. Set a positive example about the importance of school. Dress the part of a professional educator. Business Casual is the minimum dress requirement for teachers and staff. This includes polos, button down shirts, dress pants, khaki's, etc. The wearing of T-shirts is generally not considered to be professional and teachers are asked to save such apparel for times when they are off duty or when granted permission by the principal to promote certain educational causes, such as "#BeKind," "TigerCARE," and "I Love Public Schools" days. While there is considerable debate as to whether jeans are considered "Business Casual", dark colored, tailored jeans are permissible. Avoid jeans with rips, holes, prints, and embroidery, or light wash. Leggings and yoga pants are not considered business casual and are not appropriate for the

instructional staff in the school. Staff attire needs to be compliant with expectations for student dress.

STAFF LEAVE

Leave for professional staff will be deducted in increments of ⅛ of the day (for partial days).

STAFF WELLNESS

Bayard Public School District highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. Staff members are expected to serve as role models for students in the area of wellness. BPS staff members are encouraged to serve as healthy role models for students.

STUDENT BOOKS

Each teacher is responsible for issuing books to students. The number and condition of the book must be recorded in the grade book when issued. New books must be stamped and numbered before being issued to the student. If a student loses or destroys a textbook, report it to the principal's office immediately.

STUDENT DRESS CODE

The school administration and teachers encourage everyone to behave and dress in a fashion reflecting good taste and in a style appropriate for a school day or school activity. An individual's dress, personal appearance, and cleanliness, like his/her behavior, should reflect sensitivity to and a respect for others.

Student dress and personal appearance that disrupts or distracts from the educational environment of the school, is offensive, in violation of any statute, or is a health or safety hazard is not acceptable and is not permitted.

Examples of inappropriate dress: midriff blouses; low cut blouses; hats; caps; headbands; chains or straps on pants; articles displaying obscene or vulgar writing or symbols; articles displaying tobacco, alcohol, or drug advertisement; jewelry with potentially harmful accessories; any clothing in reference to membership in gangs: bandanna; sagging clothes; or tagging with gang signs or letters. Any type of shorts worn to school will reach to the middle of the thigh. Shoes and socks must be worn.

Teachers will send students to the office, or notify the office, if a student's clothing or dress is questionable. The final decision will rest with the administration.

If students are participating in extra-curricular activities or school-sponsored activities, their dress or appearance will be the responsibility of the coach or sponsors.

STUDENT ERRANDS

Students are not to be sent on errands during the school hours unless by permission of the principal. Students are entrusted to our care, therefore, it is essential that we know where they

are at all times. Notify the principal well in advance when you desire to go with your groups during school time on class trips.

STUDENTS - LEAVING THE ROOM

Teachers should honor excuses for leaving the room, but discourage and guard against leaving too often or unnecessarily. Only one student at a time should be out of the room and they should have a proper hall pass. Unless teachers are careful, some pupils will take advantage and misuse a well meant privilege. Teachers must use their best judgment in cases of illness or emergencies. **It is seldom necessary for a high school pupil to be excused.** Pupils who become ill are to be reported at once to the Principal's office and sent to the nurse. Do not send ill pupils home alone. Students will phone the principal's office upon arrival at home.

STUDENT HANDBOOK

All staff members should be familiar with and know the student handbook, encouraging students to know and follow its guidelines and regulations, too.

SUBSTITUTE TEACHERS

Substitute teachers will be hired by the principals' offices. Teachers are responsible for having a complete substitute teacher folder if required by the principal. Lesson plans, class rosters, and seating charts must be easily accessed in the event a substitute teacher is needed. **PLEASE BE PREPARED FOR YOUR SUBSTITUTE TEACHER**. Sometimes substitutes are difficult to find.

SUMMER BUILDING ACCESS

In order to provide a safe and efficient process for summer custodial and maintenance services staff members are encouraged to plan on the school buildings being closed during the month of July. Additional closures are possible as circumstances may dictate throughout the summer and during breaks in the school term. Staff members are encouraged to have any summer work completed by the end of June and to plan on access to the school buildings for the next year at the beginning of August.

SUPERVISION OF STUDENTS

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to meet the following:

Proper Supervision

1. Report to all duty assignments on time.
2. Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
3. Be vigilant while supervising students. **Never leave your students unattended**; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area.

When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students are doing.

4. If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs.
5. Be careful with touching students. Use of corporal punishment is prohibited at Bayard Public Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment), and that which professional educators determine appropriate for purposes of proper student relationships.
6. Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to the administration.

Proper Instructions

1. Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
2. Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
3. When you go over safety rules with students, note it in your written records (e.g., your lesson plan book or daily reports).
4. Review playground and classroom safety rules with students at least once each semester, and note when you do it in your written records. Also, if any students are absent when you review the rules; contact the student(s) to review the same information and also note that contact in your written records.

Contact the Principal for Assistance

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

1. Student fight
2. Student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office can not be immediately located, call 911 if the problem appears to be of immediate and serious concern
3. Reported incident or a suspicion that a student has a weapon or other dangerous item(s), drugs, alcohol, or other illegal substances
4. Presence of an intruder (a non-student or staff member who refuses to go to the office)

Student Searches

School staff members should notify the school principal of any situation in which a student is suspected of having an item in violation of school rules. Teachers are not to conduct searches of students or their belongings unless authorized to do so for a specific situation by the school administration.

Student Rights

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

TEACHERS' WORK ROOM

The work room is to be kept as neat as possible. Avoid discussing individual students in the teacher's workroom. Additionally, ensure that communications in the teacher's work room are positive and conducive to a productive and effective school climate. Parents and community members often form impressions of our schools based upon the professionalism exhibited in the school offices and in the teachers' work room and teachers' break room. Your assistance in this is greatly appreciated.

TEACHER WEBSITES

Each teacher is authorized to maintain a webpage containing grade-appropriate and relevant information such as contact information, professional profile information (with qualifications and degree(s) held), grading procedures, upcoming coursework, a list of class rules or course syllabus, and other information of educational value. Posting of student information, student work, and images of students must be approved through the school principal and must be in accordance with board policy and any state and federal regulations.

TELEPHONE

Teachers are welcome to use the school telephone. The school telephones are not to be used for personal long distance calls. School telephones are tax exempt and are to be used for official school business only. Teachers **will not** be called to the telephone during class time except in case of emergency.

VIDEOS

Although there are times when it is appropriate to use videos in the classroom, teachers must make sound educational decisions when showing videos to students. Teachers are expected to follow these basic guidelines:

- The teacher has viewed the material in advance and in its entirety.
- The material is related to the curriculum; teacher has articulated in the lesson plan the educational purpose for showing the film or video.
- The material is appropriate for the age of the students (including the movie rating, e.g., no "R-Rated videos."
- Written parental consent when the content or age appropriateness is unclear or undetermined.
- Comparable learning opportunities will be given to students when parents do not want their children to see a film or video.

VIDEO SURVEILLANCE

The Board of Education has authorized the use of video cameras on Bayard 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 and to further the educational process. 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. Teachers may videotape instruction and other classroom activities to make available to students who were absent or who would like to otherwise review such content.

VISITORS

All visitors are to be directed to the principal's office. This is for the preservation of classroom order as well as to protect students and staff.

Parental interest and concern should be welcomed. However, if a visitation becomes hostile, another teacher or an administrator should be present. Be prepared to support any issues you discuss with parents with sufficient documentation. Students and school employees are not to open any doors for non-school personnel, as visitors must enter through the main doors to the building and check-in at the office. School employees have the responsibility and the right to question visitors in the building.

WORK AREA SAFETY AND ACCIDENT REPORTING

All employees share in the responsibility for maintaining a safe and healthy school environment. All staff members, more specifically, the teaching staff shall avail themselves of every possible opportunity to instruct students in the safe use and handling of any school property or equipment that could cause injury to students or school personnel. Any unsafe or unhealthy conditions in the immediate work area, building, or on the school campus should be reported immediately to the school principal. In the event of an accident to an employee, student, or visitor, the safety and care of the injured individual should be of primary concern. A written report of the incident should be made to the principal within 24 hours, if not sooner. An incident which requires the attention of medical personnel and any other incident deemed important by the principal, should be reported to the superintendent of schools.

EYE AND FACE PROTECTIVE DEVICES

Instructors or sponsors of groups using laboratories, including science, art or shop areas will be responsible for seeing that individuals or groups working with the following materials or in the following areas will wear the appropriate eye and/or face protection or other protective gear deemed appropriate:

(1) Every student and teacher in schools or other educational institutions shall be required to wear appropriate industrial-quality eye protective devices at all times while participating in or observing the following courses of instruction:

(a) Vocational, technical, industrial arts, chemical, or chemical-physical, involving exposure to:

(i) Hot molten metals or other molten materials;

(ii) Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;

(iii) Heat treatment, tempering, or kiln firing of any metal or other materials;

(iv) Gas or electric arc welding or other forms of welding processes;

(v) Repair or servicing of any vehicle; or

(vi) Caustic or explosive materials; and

(b) Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards not enumerated.

Such devices shall be furnished by the school or educational institution for all students, teachers, and visitors to shops and laboratories of such institutions. Teachers are directed to ensure that the proper devices are available and in use prior to any instruction or observation.

(2) For purposes of this section, unless the context otherwise requires, industrial-quality eye protective devices means devices which meet the standard of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z 87.1(1979) as approved by the American National Standards Institute, Inc.

"WORK FROM HOME" EXPECTATIONS

In the event work from home is needed, (such as during a pandemic or due to other circumstances, the district may employ personnel in work from home. It is essential that remote staff members understand the District's expectations for those staff members while they are "on duty." When work from home is authorized, the following expectations apply to all staff members working remotely during the workday and during working hours:

1. If a staff member will appear via videoconference (such as Zoom), the staff member must be dressed professionally and in the same manner expected as if the staff member reported to work in-person. A staff member appearing by videoconference is expected to minimize background noise (such as a dog barking) that may interfere with the communication, and be in a professional setting (such as at a table or in a home office—not in bed).
2. Staff members should respond promptly to school-related communications. "Promptly" will depend on the context but, as a general matter, staff members who are not teachers will be expected to respond to phone calls within 15 minutes of receiving

such calls. Teachers who receive a phone call or other school-related communication (such as an email) will be expected to respond after their teaching assignments, but not later than the end of the workday. We understand that staff members may be engaged during the workday with webinars, teaching, holding office hours, talking with colleagues or parents, and so forth. As such, each staff member's situation will depend on the circumstances. However, generally, all staff members (including teachers) are expected to be checking their phone and email during the workday and responding in a timely manner. The intent of this rule is to ensure that no staff member who is being paid during working hours is misusing worktime by not working.

3. During working hours, all staff members are bound by the same computer and Internet expectations as if they were in the physical classroom. This expectation includes not watching shows or movies, shopping for personal items, browsing social media, and so forth. Staff members who use District-owned devices may be subject to a search of their Internet browsing history. Staff members' District-owned email accounts may also be searched. We would prefer not to have to use these options, so please use work time for work purposes only.

4. All staff members continue to be bound by the applicable professional boundaries policy and/or rules. Staff members will not communicate directly with students via texting, social media or one-on-one Zoom sessions, unless the staff member has received approval in advance from a school administrator.

5. Hourly staff members must keep track of their work time. Hourly staff members must receive prior approval from their immediate supervisor before working overtime. The District may review each hourly staff member's Internet browsing history and/or email history to determine whether a staff member was working during their claimed work time. Hourly staff members must keep current a detailed log of the time they spent on work-related items and the time that they spent working on such items.

6. All staff members must communicate in a professional manner. Although much communication may be accomplished via electronic means, all staff members need to remember that communications should be professional and avoid inappropriate or vulgar language.

7. Staff members should refrain from communicating with each other about non-school business during the workday. For instance, calling or emailing other staff members during worktime to gossip is not an appropriate use of the workday.

8. Staff members should coordinate with their immediate supervisor on clock-in/clock-out procedures so that your immediate supervisor ensures that you are working that workday. If you need to miss work during a workday, you must contact your immediate supervisor as soon as practicable.

9. Each staff member's duty hours will be determined by each staff member's immediate supervisor. As a result, staff members are expected to maintain regular communication with their immediate supervisor about the upcoming workweek.

10. Staff members will comply with the recommendations of the Instructional Technology Coordinator with regards to secure technology arrangements.

11. Staff members are expected to follow all other directives from their supervisors in a positive and professional manner.

12. A staff member who repeatedly violates these expectations may be subject to discipline.
13. All other provisions of board policy and the staff handbook remain in effect.

If a staff member has any questions or needs clarification, they should contact their supervisor in advance for clarification. Please know that these expectations are subject to change and may be modified by the Superintendent or Superintendent's designee.

BOARD POLICY

POLICY NO. 4005-A
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CERTIFICATED EMPLOYEE REDUCTION IN FORCE

The Board of Education has the exclusive authority to determine the appropriate number of certificated employees. Reductions in force of certificated staff members may be required for reasons including but not limited to changes in the size or nature of the student population, limited financial resources, elimination or changing of programs, and staff realignment. Reduction in force may result in termination of employment or an amendment to the employee's contract.

Before a reduction in force occurs, the Board and the Administration shall present competent evidence demonstrating that a change in circumstances has occurred necessitating a reduction in force. Any change in circumstances must be specifically related to the employee or employees to

be reduced and there shall be no other vacancies on the staff for which the employee to be reduced is qualified by endorsement or professional training to perform.

Due to the often intimate, confidential, and unique personal working relationship between the Administration and the Board, a certificated employee who is not serving in a predominantly administrative capacity at the time of a reduction in force shall have no rights under this policy to any administrative position within the District.

The selection of personnel to be terminated or otherwise reduced as a result of a reduction in force shall be based on the following criteria (not listed in the order of priority):

1. Certifications and endorsements;
2. Contributions to activity programs;
3. Special qualifications achieved from specific training and/or experience which will benefit the District;
4. The organizational and educational impact created by multiple part-time certificated employees;
5. Qualifications and competence based on past performance as determined by Administration through evaluations conducted pursuant to the District's Evaluation of Certificated Employee Policy, or any previous or successor policy in place at the time the evaluation was conducted, all of which are incorporated herein by this reference; and
6. Any other reasons which can be rationally related to the instruction in or administration of the school system.

If, after consideration of the above criteria, there is no difference between certificated employees being considered for reduction in force, then the employee with the shortest amount of service to the District shall be reduced.

Notwithstanding anything herein to the contrary, no permanent employee shall be reduced while a probationary employee is retained to render a service which the permanent employee is

qualified by certification and endorsement to perform or where certification is not applicable, by reason of college credits in the teaching area.

Any certificated employee whose contract of employment may be amended or terminated as a result of a reduction in force shall be provided due process in the manner provided by law.

Any certificated employee whose contract has been terminated because of reduction in force shall be considered to have been dismissed with honor, shall, upon request, be provided a letter to that effect, and shall have recall rights only to the extent specifically provided by law.

It shall be the responsibility of each certificated employee to file with the Superintendent a copy of the employee's teaching certificate (including endorsements) upon initial employment with the district. On or before March 15th of each year thereafter (for so long as the employee is

employed in the school system or has rights of recall), an employee shall file with the Superintendent evidence of any changes in the employee's certification or endorsements which have occurred since the previous year or are pending.

Any certificated employee whose employment contract is terminated as a result of a reduction in force shall report his or her address and, for so long as the employee has rights of recall, report any change of address, to the Superintendent. If a vacancy occurs for which the employee has rights of recall, the offer of such employment may be sent by the Superintendent via regular U.S. mail to the employee's most recent address reported hereunder. If no acceptance of such offer is received from the employee within fourteen days of mailing, then the employee shall be deemed to have waived his or her rights to recall to the employment position.

Legal Reference: Neb. Statute 79-846 to 849
79-824 to 844

Cross Reference Policy 4008

Adopted: 8-14-78
Revised: 7-13-81, 7-8-85, 8-10-98, 11/11/13
Reviewed: 4-12-10

POLICY NO. 4007

PROFESSIONAL PERSONNEL RESIGNATIONS

Professional employees have a responsibility to the District and the students of the District to allow for a uniform transition in the event of resignation. Resignations received after June 1st places the District at a disadvantage in hiring replacement personnel. Therefore, resignations received after May 1st for an upcoming school year will only be accepted when a qualified replacement has been employed by the District.

Adopted: 8-17-76
Revised: 8-12-85
8-14-00
8-12-02
6-10-08

POLICY NO. 4008

EVALUATION OF CERTIFICATED EMPLOYEES

All certificated employees to be evaluated shall be notified annually in writing. A certified administrator, with the exception of the local Board of Education when it is evaluating the Superintendent, will observe and evaluate each probationary certified employee for a full instructional period once each semester and each permanent certificated employee for a full instructional period once each school year. If the probationary certificated employee is a Superintendent, he or she shall be evaluated twice during the first year of employment and at least once annually thereafter. The evaluation will include, but not be limited to evaluating the employee's instructional performance, classroom organization and management, personal conduct, and professional conduct. Evaluation of instructional performance and classroom organization and management is applicable to teachers only. The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve. The evaluation form will include notice that the employee may respond to the evaluation in writing.

The school district will train administrators in evaluation annually through meetings with the Superintendent or other administrator, attendance at regional, state or national workshops, or any other method approved by the Superintendent.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

Entire Instructional Period. For certificated employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

Actual Classroom Observation. Actual classroom observation consists of observing the certificated employee in any activities in a classroom setting. When a certificated employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certificated employee performing activities that are typical of his or her position.

This policy and the evaluation instrument shall be included in the teacher handbook which will be distributed to staff members upon their employment and annually thereafter.

Adopted: 11-14-11

POLICY NO. 4104
Page 1

PROFESSIONAL GROWTH

Every six years permanent certificated employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth or, in the alternative, such other activities as are approved by the Bayard Board of Education.

Each six year period beginning September 1, 1982, six semester hours must be earned related to the staff members major teaching assignment. These may come from college classes, workshops, correspondence courses, travel, literary contributions, student teacher supervision, work experience, educational committee work, adult education, adult education or college instruction or state conventions. No more than four semester hours may be credited from any of the above sources. However, all six semester hours may be earned by taking college courses.

College Classes

College courses taken will be at the graduate level and relate closely to the staff members major assignment, an additional endorsement, or towards an advanced degree. Advanced degree courses will only count if the staff member is enrolled in an approved graduate program.

Each semester hour of college credit must be supported by at least fifteen (15) hours of instructional time (classroom hours).

1 semester credit	15 hours of class
2 semester credit	30 hours of class
3 semester credit	45 hours of class
4 semester credit	60 hours of class
5 semester credit	75 hours of class
6 semester credit	90 hours of class

The above restrictions will apply to all college courses taken after September 1, 1982.

Workshops

Workshops taken for college credit must adhere to the same guidelines as regular college courses. Workshops without college credit will award one hour of credit for each fifteen hours of attendance.

PROFESSIONAL GROWTH

Correspondence Courses

Correspondence courses taken for college credit must adhere to the same guidelines as regular college courses.

Travel

Travel with specific educational itinerary. This should have direct application to classroom activity and planned as educational travel. Education travel is valued at one semester hour per trip with a minimum of two weeks being spent. Trips requiring less time may earn credit at a prorated level in direct proportion to the amount of time spent. Special consideration shall be given for foreign travel. Maximum hours of credit from this source will be two.

Approval for credit should be requested prior to the trip. A written itinerary may be requested prior to the trip and a written report may be required at the completion of the trip.

Literary Contributions

Literary contributions of a professional nature which are published in any professional magazine may be considered for credit in fulfillment of the professional growth requirement. No credit will be allowed unless there is evidence of professional quality research and writing. Maximum hours of credit from this source will be two.

Student Teacher Supervision

Student teaching supervisors will receive one semester hour of credit for each student teacher. Credit for part-time supervision of a student teacher will be prorated according to the amount of time spent in supervising the student teacher. Maximum hours of credit from this source will be two.

Work Experience

Work experience may be credited to meet part of the professional growth requirement. Only experience which has a significant relationship to the educational field in which the individual is teaching will be considered. The key is to be found in the word "professional." The work experience which will meet the demands of professional growth will fall into one or more of the three following categories:

1. The work will provide increased competence in the field which the teacher teaches or contemplates teaching, over and above the increase which might accrue from a repetition of experience.

PROFESSIONAL GROWTH

2. The work will provide increased knowledge of subject matter over and above that increase which might accrue from continued or repeated teaching of a subject.

3. The work will prepare the individual for a new or different educational position from the one which he/she now holds.

Maximum hours of credit from this source will be two.

Educational Committee Work

Fulfilling a work assignment on a Bayard School education committee will allow a staff member to acquire one hour of credit fro each fifteen hours of committee work carried out. The maximum credit earned from this source will be two. Committees which do not require fifteen hours will be granted credit on a prorated basis.

Adult Education

Any work taken in Adult Education should be relative to the teaching profession of the teacher. A maximum of two hours may be earned from this source.

15 hours	1 hour credit
22 hours	1 ½ hours credit
30 hours or more	2 hours credit

Adult Education or College Instruction

Adult education or college courses taught by staff members shall carry one hour of credit with a maximum of two hours earned in this manner. The course(s) must relate closely to the staff members assignment.

State Conventions

Attendance at a state convention may be credited to meet part of the professional growth requirement. One hour of credit may be given for attendance at a state convention which has at lease fifteen hours of meetings. A copy of the agenda and request for credit must be presented to the superintendent prior to the convention. A maximum of two hours credit may be earned in this manner. No credit may be earned if college credit can be earned for attending the convention. A maximum of two hours credit may be earned in this manner. No credit may be earned if college credit can be earned for attending the convention. The guidelines for college courses would then be followed.

PROFESSIONAL GROWTH

Successful Teaching Experience

A maximum of two hours may be earned by completing six years of successful teaching or administrative experience in the Bayard District.

Personnel who do not meet the professional growth requirements by the end of the sixth year (September 1) will not advance further on the salary schedule until the work is completed and the individual could have their contract terminated because they could not show evidence of professional growth as required by state statutes (79-12,113,1982). Not fulfilling the professional growth requirement is legal just cause for contract termination. A teacher who has not completed the requirements by September 1, ending the six year period, must wait one year for advancement on the salary schedule even though the work is completed at sometime during the year following the end of the six year period. The next six year period starts on September 1st, following completion of the requirements. The six year period for probationary teachers will begin on September 1, of their first year of employment within the district.

For further clarification it should be stated that no more than six semester hours earned in any six year period will be allowed to count toward the fulfillment of the professional growth requirement. There will be no credit carry-over of hours earned in any stated six year period into the next six year period.

Only hours earned in college courses will be allowed for movement across the salary schedule. Other hours earned will count for meeting the professional growth requirement but will not advance a teacher on the salary schedule.

Each staff member will be sent notices annually indicating work completed and work required for completion of the professional growth requirements, according to the records in the Superintendent's office. Staff members who have not completed requirements by the time of re-election in April of the sixth year of their employment under this policy will be given a contract for the same step as they are currently contracted for on the salary schedule. They will move up to the next step of the salary schedule if the requirement is completed and approved prior to September 1, of that year. Transcripts or proof of professional growth received after September 1 shall not be honored until the following contract year.

Each teacher is responsible for providing the Superintendent with proof of their professional growth. The Superintendent will be responsible for determining what will be allowed or acceptable for professional growth and will maintain a record of professional growth for each staff member and will make a report annually to the Board of Education.

Adopted: 9-13-82

POLICY NO. 4105
Page 1

REPORTING Child Abuse OR NEGLECT

It is mandatory that every employee of Bayard Public Schools report child abuse and neglect as set forth in this policy.

A. Child Abuse or Neglect Defined

As used herein, "child abuse or neglect" means 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 minor 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.

The foregoing definition shall apply regardless of whether the perpetrator or perpetrators are student(s), school employee(s), the child's parent(s), or any other person.

B. Reporting

1. **Mandatory Employee Reporting to Law Enforcement**: If any school employee has reasonable cause to believe that a child has been subjected to child abuse or neglect or observes such child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect, then the employee shall immediately report such incident to the Bayard Police Department, the Morrill County Sheriff's Department, the Nebraska State Patrol, or the Nebraska Department of Health and Human Services.

2. **Substance of Report**: A report to a proper law enforcement agency or the Department of Health and Human Services may be made orally by telephone with the caller giving his or her name and address and shall be followed by a written report, and to the extent available shall contain the address and age of the abused or neglected child, the address of the person or persons having custody of the abused or neglected child, the nature and extent of the child abuse or neglect or the conditions and circumstances which would reasonably result in such child abuse or neglect, any evidence of previous child abuse or neglect including the nature and extent, and any other information which in the opinion of the reporter may be helpful in establishing the cause of such child abuse or neglect and the identity of the perpetrator or perpetrators.

3. **Reporting to Principal**: After an employee makes an oral report as set forth above, the employee shall immediately notify a principal of the report. The employee shall then, within 24 hours, draft a written

report as required above and provide the written report to a principal. The principal shall include in the report any additional information known by the principal and submit the form to the proper law enforcement agency or the Department of Health and Human Services. The principal shall also provide a copy of the report to the Superintendent of Schools. If there is no principal available within 24 hours, then the employee shall provide his or her report directly to the proper law enforcement agency or the Department of Health and Human Services and provide a copy of the report to the Superintendent.

4. **Uncertainty**. ***Any uncertainty as to whether reasonable cause exists shall be resolved in favor of making a report to the proper law enforcement agency or the Department of Health and Human Services.*** An employee is not obligated to "prove" that child abuse or neglect has occurred or could occur. Having reasonable cause to believe could include having information as minor as an allegation. Employees should not take it upon themselves to investigate the case or contact the family of the child. Law enforcement and the Department of Health and Human Services are responsible for investigating.

5. **Record Keeping**. All employees shall keep written records of information obtained and reports made pursuant hereto.

6. **No Retaliation**. No employee shall be retaliated against for making a report hereunder.

7. **Immunity**. Any employee making a report under this policy is immune from civil or criminal liability, except for in the case of making maliciously false statements.

Legal Reference: Neb. Rev. Stat. 28-710 *et seq*.

Adopted: 8-11-86
Reviewed: 5-10-10
Revised: 1-9-12; 11-11-13

RESTRAINT AND SECLUSION

Restraint and seclusion (as further described in this policy) are behavioral and/or safety interventions and shall only be used in accordance with this policy.

1. General Guidelines

A. Restraint and/or seclusion should not be used as a first method of safety intervention, except in emergency situations. When used as a safety intervention, other de-escalation efforts such as voice commands should used prior to using restraint or seclusion.
B. Restraint and/or seclusion shall never be used as a form of discipline or for retaliation or convenience.
C. Restraint or seclusion should only be used when and to the extent reasonably necessary to maintain order or prevent a student from causing physical harm to himself or herself or others.
D. School personnel shall continuously monitor a student's status during periods of restraint or seclusion.

E. This policy does not apply to physical interventions which a student's health care provider has indicated are medically necessary for the treatment or protection of the student.
F. Nothing in this policy shall prevent a staff member from using restraint and seclusion as provided for in a student's IEP, 504 plan, or behavior intervention plan.
G. If student develops a pattern of behavior which requires or is anticipated to require a recurring pattern of restraint and/or seclusion, the school should conduct a functional behavioral assessment or call a meeting of the student's IEP team to develop or revise a plan to reduce or eliminate the need for restraint or seclusion.
H. Nothing in this policy shall allow a staff member to use restraint or seclusion which is unreasonable in duration and/or intensity considering the circumstances and school administration shall at all times maintain the authority to discipline a staff member if the administration deems unreasonable the staff member's use of restraint or seclusion.

2. Restraint

A. Physical Restraint. Physical restraint means the use of physical force to restrict significantly the student's movement. The following circumstances are examples when physical restraint is appropriate:

A. To obtain possession of weapons or other dangerous objects.
B. To prevent or break up a fight.
C. As self-defense or in defense of others.
D. To escort a student from one area to another in the interest of safety or to maintain order.
E. To calm or comfort a student.
F. To prevent self-injurious behavior.
G. As reasonably necessary to prevent imminent, severe destruction to school or another person's property.

B. Mechanical Restraint.

i. Mechanical restraint means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove. Mechanical restraint includes the tying down, taping, or strapping down of a student.

ii. Mechanical restraints do not include adaptive or protective devices used as recommended by the student's health care provider or safety equipment used as intended by the general population (e.g. seatbelts).

iii. Mechanical restraints should only be used in the case of an emergency to prevent imminent danger to the student or others when physical restraint or seclusion would not be effective or is not possible.

C. Chemical Restraint.

i. Chemical restraint is the administration of medication for the purpose of restraint.

ii. Chemical restraint does not include medication as prescribed by and administered in accordance with the student's health care provider.

iii. Chemical restraints of students are not permissible under any circumstances.

3. Seclusion

A. Definition. Seclusion is the confinement of a student in a room or other space from which the student is physically prevented from or incapable of leaving. Behavior interventions and/or disciplinary methods which do not restrict the student's physical movement or ability to leave are not considered to be seclusion. Examples of behavior interventions and/or disciplinary methods which are not considered seclusion are as follows:

i. Timeout: Timeout means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting.

ii. In-school suspension.

iii. Detention.

B. When Permissible. Seclusion is only appropriate when a student is displaying physical behavior that presents a risk of injury to the student or others and the threat could be diminished if the student is secluded in a safe environment. Seclusion should only be employed as a last resort after other methods of intervention have been attempted without success or would be inappropriate under the circumstances. Seclusion is inappropriate for students who are severely self-injurious or suicidal.

C. Duration. Seclusion should only be used as long as necessary to present the risk of injury.

D. Supervision/Observation. When a student is secluded a staff member or the school's resource officer shall continually monitor and supervise the student and shall immediately notify an administrator as to where and why the student is being secluded. The staff member monitoring the student in seclusion should document all observations.

E. Area of Seclusion. A student in seclusion must be able to exit the room or area if the supervising adult becomes incapacitated or leaves the area. The room or area used for seclusion must have adequate space, lighting, ventilation, heating/cooling for the safety of the student and must be free of objects that could be harmfully used by the student.

4. Documentation/Notices

A. Reporting. A Restraint or Seclusion Report must be completed for each incident of restraint or seclusion and shall include:

- Name of the student
- Name of the staff member(s) administering the restraint or seclusion;
- Date of the incident and the time the restraint or seclusion began and ended;
- Location of the restraint or seclusion;
- A description of the restraint or seclusion;
- A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion;
- A description of the behavior that prompted the use of restraint or seclusion;
- Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted; and
- Information documenting parent contact and notification.

B. Notice to Administrators. The building principal and Superintendent shall be notified of the restraint and seclusion incident as soon as possible.

C. Notice to Parents. The building principal, Superintendent, or their designee shall attempt notify the student's parent or guardian of the restraint or seclusion incident as soon as possible after it commences.

D. Written Report to Parents. Within a reasonable period of time not to exceed 30 days after the incident, building principal or Superintendent shall also provide the parent or guardian with a written incident report. This report must include the following:

i. the date, time of day, location, duration, and description of the incident and interventions;
ii. the events or events that led up to the incident;
iii. the nature and extent of any injury to the student; and
iv. the name of a school employee the parent or guardian can contact regarding the incident.

5. Training.

A. Distribution of Policy. This policy shall be distributed to staff members on an annual basis.

B. Staff Training. Staff members who are reasonably anticipated to use restraint and/or seclusion on a regular basis shall be trained in the proper and safe use of restraint and seclusion.

Adopted: 3-12-12
Revised: 10-9-17

DRUG FREE SCHOOL AND COMMUNITY POLICY

Bayard Public School District is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive work force. To this end, the District unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs and alcohol.

It is unlawful and, therefore, absolutely prohibited for any employee of the District to engage in the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of the school's activities.

DEFINITIONS

As used in this policy, prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of the school's activities shall mean, but not be limited to the following:

1. The unlawful possession, use, or distribution of any substance which is declared by the State of Nebraska or any other applicable law to be an illicit substance.

2. The possession, use, or distribution of alcohol on school premises or as a part of the school's activities.

As used herein, the term "school premises" shall mean any property owned, or in the other manner under the control of the Board of Education of the District.

As used herein, the phrase "as a part of the school's activities" shall mean any activity or enterprise carried out in whole or in part under the auspices of the District when supervising students or students are present.

PROCEDURES

1. All employees and each new employee will receive a copy of this policy.

2. Each employee will acknowledge receipt of this policy and will sign such form acknowledging receipt and acknowledging the District's policy of absolutely prohibiting conduct as set forth in this policy (Policy #4109), and further acknowledging that serious sanctions can and will be taken against and employee, including termination of employment and referral for prosecution for any failure to comply with the above stated standards of conduct and further acknowledging that such compliance is mandatory, and further acknowledging that this policy is adopted pursuant to P.L. 101-226, C.F.R., Part 86, and other applicable statutes, and will further acknowledge that failure to comply with such federal requirements may be the District's receipt of federal funds in jeopardy

DRUG FREE SCHOOL AND COMMUNITY POLICY

3. In the event the employee does not understand the terms and conditions of this policy, it shall be the duty of the employee to ask for such points of clarification of the Superintendent of Schools or his/her designee at the time this policy is distributed to the employee. If no questions is directed by an employee to the Superintendent of Schools or his/her designee it shall be the legal position of the District to presume that the employee has understood and will abide by this policy.

4. In the event of any non-compliance by any employee with this policy, it shall be the duty of the Superintendent of Schools or his/her designee to inform any employee not in compliance about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to employees within fifty (50) miles of the administrative offices of the District. If no such programs are available within 50 miles, then such other programs as may exist in the State of Nebraska shall be made known to such employee. The Superintendent or his/her designee shall maintain a list of such available services and shall from time to time update such list.

5. Sanctions which may be taken against an employee for non-compliance with this policy may be any one or more of the following:
    a. An oral reprimand.
    b. A written reprimand.
    c. Suspension with pay.
    d. Suspension without pay.
    e. Termination of employment.
    f. Cancellation of employment.
    g. Non-renewal of employment.
    h. Referral to appropriate authorities for criminal prosecution.
    i. Mandatory enrollment in in-patient care or otherwise as a term and condition to any continuing employment by the District.
    j. Mandatory enrollment in any training programs that are may be provided by the District or others relating to any of the activities prohibited by this policy.

6. Disciplinary action sought to be imposed by the Superintendent or his/her designee shall be carried out in accordance with the established policies of the District. However, nothing in this policy shall be construed to vest any right in any employee beyond that required by law and the manner in which each case shall be handled in the sole discretion of the Superintendent or his/her Designee subject to the Superintendent's approval, provided only that such action shall be carried out within the bounds of applicable law.

DRUG FREE SCHOOL AND COMMUNITY POLICY

7. Conviction of an employee of the District of any criminal statute relating to the unlawful use, possession, or distribution, of any controlled substance or alcohol, may result in disciplinary action being taken against such employee. When such conviction shall come to the attention of the Superintendent or other official of the District, an employee convicted as above described may be disciplined in any manner provided by statute, the contract of the employee, any existing policy of the District or any other applicable body of law. As used herein "applicable body of law" shall mean, but shall not be limited to, state and federal statutes, state and federal regulations, and any applicable case law.

8. As an alternative to discipline or as a concurrent requirement to the disciplinary action less severe than the maximum disciplinary action that may be carried out against an employee as referred to in the immediately preceding paragraph, the District, by and through its Superintendent or his/her designee may require the employee to successfully finish a drug abuse program. As used herein, the term "drug abuse

program" shall mean a drug abuse program sponsored by an approved private or governmental institution. The Superintendent or his/her designee has written documentation satisfactory to the Superintendent or his designee that the employee has successfully finished such program. If aftercare is recommended by such institution, then the Superintendent or his/her designee in his/her sole discretion may require the employee to enroll such aftercare program and to participate in a manner satisfactory to the provider of such aftercare program. The Superintendent or his/her designee may require an employee to participate in aftercare in the same manner and under the same terms as may be required by the Superintendent or his/her designee. The Superintendent or his/her designee may require ongoing reporting of such participation as a term and condition of continuing employment by such employee at the District.

Adopted: 8-13-90

POLICY NO. 4111

SEXUAL/ETHNIC HARASSMENT POLICY

The Bayard Public School's Board of Education strongly endorses, and will comply with the provisions of Title VII of the Civil Rights Act of 1972, as amended; Title IX of the Education Amendments of 1972; and the Nebraska Equal Opportunity and Education Act. Therefore, it is the policy of the Bayard Public Schools to prohibit any and all discrimination based on race, color, sex, or national origin.

Sexual/ethnic harassment of any employee, certified or non-certificated, or student by any individual under the jurisdiction of the Bayard Public Schools is, therefore, strictly prohibited. Persons determined to have engaged in either "Quid Pro Quo" sexual harassment of "Hostile Environment" sexual/ethnic harassment shall be subject to disciplinary sanctions as set forth herein.

Regarding school district employees, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature shall constitute "Quid Pro Quo" sexual harassment when:

1. Submission to sexual 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 that individual.
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.

It is also prohibited for any school district employee or student to verbalize on school district property any racial, ethnic, or gender harassing jokes or stories, or to bring or store on school property any sexual, racial, or ethnic epitaphs or jokes. School district employees and students are also prohibited from defacing any school district property with any racial, ethnic or sexual epitaphs or jokes.

If an individual's conduct, epitaphs, or jokes are so excessive, severe, or pervasive so as to create a threatening or uncomfortable working environment, and it adversely affects the ability of another employee to accomplish their work, that employee(s) shall have created and can be responsible for creating a "Hostile Environment" when:

1. The individual harassed belongs to a protected class;
2. The individual was subjected to unwelcome sexual/ethnic harassment;
3. The harassment was based upon sex, race, or national origin; or
4. The harassment affected a term, condition, or privilege of employment.

SEXUAL/ETHNIC HARASSMENT POLICY

Regarding students, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual/ethnic nature shall constitute sexual/ethnic harassment when:

1. Submission of such conduct is made either explicitly or implied a term or condition of an individual's enrollment, participation, or affiliation with a course, activity, or other school sanctioned program.
2. Submission to or rejection of such conduct by individuals is used as a basis for any decision that may affect the educational standing of that individual.
3. Such conduct has the purpose or effect of unreasonable interfering with an individual's educational performance or creating an intimidating, hostile or offensive environment.

RESPONSIBILITY

All Bayard Public School employees and students shall have the responsibility of keeping school administrators informed, through the most confidential and direct means possible, of any alleged acts and/or complaints of sexual/ethnic harassment. It is the responsibility of each school

district administrator, principal, department head and supervisor to provide a working and academic environment free of sexual/ethnic harassment or sexual/ethnic intimidation. The school district will take prompt action to investigate and act upon all reported instances of alleged sexual/ethnic harassment.

All complaints and allegations of either sexual or ethnic harassment will be thoroughly investigated by a member of the Bayard Public School administrative team. That team shall consist of: Administrators-Principals and Assistant Principals, and the Superintendent.

The Bayard Public Schools will utilize a three phase process to investigate all allegations of sexual or ethnic harassment:

PHASE I: COMPLAINT

Any individual who believes that he or she has been either sexually or ethnically harassed, or any individual having knowledge of any incident of alleged sexual or ethnic harassment (hereinafter referred to as "complainant"), should notify a member of the administrative team. Such notification shall be by the most direct means possible and will be considered confidential. The complaint should be made as soon as possible after the alleged incident.

SEXUAL/ETHNIC HARASSMENT POLICY

The administrative team member who receives a report of alleged sexual/ethnic harassment shall notify the Superintendent, unless the superintendent is alleged to be the school district employee engaged in sexual/ethnic harassment. If the complaint is made against the superintendent, the information is to be brought to the attention of the President of the Board of Education. He/she shall, in turn, contact the school district's attorney to conduct an investigation of the allegation.

If the complaint is made by a student, his or her parent(s) or legal guardian(s) shall be notified immediately in writing, by certified mail, by the individual assigned to conduct the investigation. If the person accused of sexual/ethnic harassment is a student, that student's parent(s) or legal guardian(s) will be notified both telephonically and in writing, by certified mail, of the alleged complaint, and they shall be present when the accused student is interviewed.

PHASE II: INVESTIGATION

Every effort shall be made to maintain full confidentially throughout the entire investigation. The investigation phase will be directed towards securing signed statements about the complaint

itself. Minimally, it shall include the name(s) of the complainant(s) and person(s) accused of sexual/ethnic harassment; the date(s), time(s), locations(s), description of the incident(s), witness(es), and the respective signed statement(s).

Additionally, signed statement(s) by the person(s) accused of sexual/ethnic harassment shall be obtained where possible. The person(s) accused of sexual/ethnic harassment will be advised of due process rights at the time of being informed of the allegation. The intent of this phase is to investigate all of the facts and to corroborate evidence either for or against the complaint.

PHASE III: ACTION TAKEN

In determining whether conduct constitutes sexual/ethnic harassment, the individual conducting the investigation will examine the record as a whole and the totality of the circumstances, such as the nature of the alleged sexual advancements and the context in which the alleged incident occurred. The determination will be on a case-by-case basis. The individual conducting the investigation will review all information with the superintendent. The superintendent may take whatever disciplinary action is deemed appropriate. In any case where the disciplinary action of a school employee or student is subject to the due process procedures set forth in law, they will be followed as required.

If the Superintendent is the alleged individual, the school district's attorney will provide the evidence to the Board of Education, and they will determine the action to be taken.

The Superintendent will inform all parties of any disciplinary action taken by the Superintendent. The record of the investigation will be kept in a confidential file. If the complaint involves the Superintendent, the file will be kept in the office of the school attorney. A simple statement indicating that a complaint has been filed and the action taken, if any, will be placed in the individual's personnel/student file. However, where the complaint is found to be without merit, the complaint will be placed in a separate sexual/ethnic harassment file, which shall be confidential and not placed in the individual's personnel/student file.

If deemed necessary, the academic or employment situation of the complainant may be changed to provide for a non-intimidating or non-hostile atmosphere. These changes may occur but are not limited to: a transfer of work situations, change of instructor, and, if pertinent, waiver of academic requirements. Decisions concerning such action must consider that the complainant is not to be inadvertently or otherwise punished because he or she has allegedly been sexual/ethnically harassed.

Any employee who is found to have engaged in sexual/ethnic harassment of a subordinate, co-worker, or student will be subject to disciplinary sanctions, which may included, but are not limited to: written reprimand, probation, demotion, transfer, required professional counseling, or termination of employment. Where required by law any disciplinary action taken shall be subject to the due process procedures set forth in Sections 79-12, 107 to 79-12, 121, as amended.

A student who is found to have engaged in sexual/ethnic harassment against either and employee or another student, will be subject to disciplinary sanctions, which may include, but is not limited to: written reprimand, disciplinary probation, suspension, and/or expulsion. Where required by law any disciplinary action taken shall be subject to the due process procedures set forth in the Student Suspension or Expulsion Act, Sections 79-4, 170 to 79-4, 205, as amended.

If the complainant or accused is not satisfied with final action taken by the Superintendent, they may request that the Board of Education review the decision and action taken by placing it on the regular Board of Education meeting agenda as a personnel/student matter. Such a request will be held in executive session unless the accused individual chooses otherwise. The decision by the Board of Education will be the final administrative act. Likewise, any person accused of sexual/ethnic harassment may appeal the Superintendent's disciplinary action taken by filing a grievance through the established grievance procedures of the Bayard Public Schools as specified in Board Policy.

Adopted: 1-11-93

POLICY NO. 4111-A
Page 1

HARASSMENT BY EMPLOYEES

Harassment of employees, student, volunteers or visitors will not be tolerated in the school district. School district includes school district facilities, school district property, or property within the jurisdiction of the school district; while on school-owned or school-operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the district.

Harassment includes, but is not limited to, racial, religious, national origin, marital status, disability and sexual harassment. Harassment by board members, administrators, employees, parents, vendors, and others doing business with the school district is prohibited. Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, or participation in school programs or activities;
- submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual's employment or education; or
- such conduct has the purposes or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or learning environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- verbal or written harassment or abuse, or unwelcome communication implying sexual motives or intentions;
- pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications;
- unwelcoming touching;
- unwelcome and offensive public sexual display of affection
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's job, promotions, recommendations, etc.

HARASSMENT BY EMPLOYEES

Harassment on the basis of race, creed, color, religion, national origin, martial status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble individuals when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs, activities or employment;
- submission to or rejection of such conduct by an individual is used as the basis for decision affecting the individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or
- creating an intimidating, offensive or hostile learning or work environment.

Harassment as set forth above may include, but is not limited to the following:

- verbal, physical or written harassment or abuse;

- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, achievements, etc.;
- demeaning jokes, stories, or activities directed at an individual.

Employees, students, volunteers or visitors who believe they have suffered harassment shall report such matters to the building principal for harassment complaints. However, claims regarding harassment may also be reported to the superintendent for harassment complaints.

Upon receiving a complaint, the investigator shall confer with the complainant to obtain an understanding and a statement of the facts. It shall be the responsibility of the investigator to promptly and reasonably investigate claims of harassment and to pass the findings on to the superintendent who shall complete such further investigation as deemed necessary and take such final action as appropriate. Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against an employee or student because they have filed a harassment complaint, assisted or participated in a harassment investigation, proceeding, or hearing regarding a harassment charge or because they have opposed language or conduct that violates this policy. This policy should be used when an employee is the alleged harasser or the alleged victim. It is strongly recommended the investigator and alternate investigator be of opposite sexes.

HARASSMENT BY EMPLOYEES

It shall also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy. The superintendent or superintendent's designee shall also be responsible for organizing training programs to educate employees, students and others involved with the school district about harassment and the school district's policy prohibiting harassment. The training shall include how to recognize harassment and what to do in case an individual is harassed. The employee training will be documented in personnel files to ensure a record of training for each employee.

Legal Reference: 42 U.S.C. ** 2000e et seq. (1994).
29 C.F.R. Pt. 1604.11 (1996).

HARASSMENT INVESTIGATING AND REPORTING

In keeping with the language of the harassment policy, this procedure sample gives final responsibility to the superintendent.

Harassment of employees and students will not be tolerated in the school district.

Harassment is a violation of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Employees whose behavior is alleged to be in violation of this policy will be subject to the
investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Individuals who feel that they have been harassed by employees, board members, administrators, parents, vendors or others doing business with the school district should communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual needs assistance communicating with the harasser, he/she should ask a teacher, counselor or principal to help.

HARASSMENT BY EMPLOYEES

Complaint Procedure

An employee or student who believes that they have been harassed shall notify the superintendent the designated investigator. The alternate investigator is the building principal. The investigator may request that the employee or student complete the Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. Information received during the investigation shall be kept confidential to the extent possible.

The superintendent, or the investigator with the approval of the superintendent, has the authority to initiate a harassment investigation in the absence of a written complaint.

Investigation Procedure

The investigator shall reasonably and promptly commence the investigation upon receipt of the complaint. The investigator shall interview the complaint and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator shall report to the superintendent. The investigator will outline the findings of the investigation to the superintendent.

Resolution of the Complaint

The superintendent will complete the next step in the investigation reasonably and promptly upon receipt of the investigator's report. Following the investigator's report, the superintendent may investigate further, if deemed necessary, and make a determination of the appropriate next step which may include discipline, up to and including, discharge.

Prior to the determination of the appropriate remedial action, the superintendent may, at the superintendent's discretion, interview the complainant and the alleged harasser. The superintendent shall file a written report closing the case and documenting any disciplinary or other action taken in response to the complaint. The complainant, the alleged harasser and the investigator shall receive notice as to the conclusion of the investigation.

Points to Remember in the Investigation

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including discharge.

HARASSMENT BY EMPLOYEES

Conflicts

If the investigator is the alleged harasser or a witness to the incident, the alternate investigator shall be the investigator.

If the alleged harasser is the superintendent, the alternate investigator shall take the superintendent'' place in the investigation process. The alternate investigator shall report the findings to the board.

Approved: 8-12-02

HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser:

_____

Date and place of incident or incidents: _____

_____

Description of misconduct:_____

_____

_____

Name of witnesses (if any): _____

_____

_____

Evidence of harassment, i.e., letters, photos, etc. (attach evidence if possible): _____

_____

_____

Any other information: _____

_____

_____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature:_____ Date:_____

WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of instance witnessed: _____

_____

_____

_____

_____

_____

Any other information: _____

_____

_____

_____

I agree that all of the information of this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

POLICY NO. 4112

FAMILY LEAVE

It shall be the policy of Bayard School District, (hereinafter the "School District"), whenever it employees 50 employees or more, to grant benefits under the Family and Medical Leave Act to eligible employees up to twelve (12) weeks of leave for certain medical or family emergencies in a twelve (12) month period of time. Such benefits are subject to the following:

1. You must have been employed with the School District for at lease twelve months before you can request this leave and have worked a minimum of 1250 hours during the prior twelve month period.

2. The leave is **unpaid**.

3. You must first use all vacation time and sick leave/excused absences time that you have earned. These days or weeks will be counted against the twelve (12) weeks of leave. For example, if you request eight (8) weeks of leave, and you have accrued and have remaining two (2) weeks of vacation and five (5) days of sick leave/excused absence time, you must use the vacation and sick leave/excused absence time of three weeks, and then you will receive an additional five (5) weeks of requested leave, unpaid.

4. Family leave can be used for:
    a. The birth of a child;
    b. The adoption of a child;
    c. To care for a sick spouse, child or parent;
    d. For your own **serious** health condition.

5. Employees eligible for leave and who are employed primarily in the instructional capacity, who request leave for a foreseeable and planned medical treatment where the leave would last longer than 20% of the total number of school days during the leave period will be required to (1) either take the leave for a period not to exceed the duration of the planned treatment, or (2) transfer temporarily to an available position for which the employee is qualified which will better accommodate the recurring periods of leave. If transferred, you would receive equal pay and benefits.

6. If your leave is for any reason and begins more than five weeks before the end of an academic term, the School District may require you to continue the leave until the end of the academic term if the leave requested is at least three weeks in length and then your return would take place during the last three-week period of the academic term. If you take leave less than five weeks before the end of the academic term for any reason other than your own serious health condition, the School District may require you to continue your leave until the academic term if the leave is longer than two weeks and your return to

FAMILY LEAVE

work would occur during the last two weeks of the academic term. If you begin leave less than three weeks before the end of the academic term for any reason other than your own serious health condition, the School District may require you to continue your leave until the end of the academic term if the leave is longer than five days.

7. You must give at least thirty (30) days notice except for emergency situations.

8. The School District will maintain your health insurance while you are on leave under the same terms and conditions as when you are employed. You will be expected to pay your share of any health insurance premium each month when it comes due. If you do not return from your leave, you will be expected to repay the School District for the full amount of your health insurance premiums paid by the School District during your leave.

9. The School District will require verification for the reasons stated in the family leave request, including medical certification from any doctors who may be involved. Any employee who submits false reasons or fraudulent records to support a family leave request will be subject to immediate discharge.

10. If both husband and wife are employed by the School District, that husband-wife team is entitled to only twelve (12) weeks **total** for any qualifying event.

11. With limited exceptions, any employee who takes a leave will be returned to his or her former position or an equivalent position with the same pay and benefits.

12. You must fill out the proper family leave form in order to obtain a leave. Your supervisor will not have authority to grant or alter any leave terms or conditions.

Adopted: 12-13-93

POLICY NO. 4115

EMPLOYEE USE OF ELECTRONIC COMMUNICATIONS DEVICES

The Board recognizes that employees may carry electronic communications devices and hereby adopts this policy.

District-Issued Communications Devices

The District may elect to issue certain communications devices to employees in order to increase the efficiency of District operations. Issuance and use of District equipment shall be subject to rules promulgated by the Superintendent.

Personally Owned Communications Devices

Employees may carry and use personally owned cellular telephones or pagers/beepers on school property subject to rules and regulations promulgated by the Superintendent.

Visible possession of all cell phones is prohibited in any area where there is an expectation of privacy.

Adopted: 4-10-2006

POLICY NO. 4023

MILITARY AND FAMILY MILITARY LEAVE

Military leave and family military leave will be granted to the extent required by state and federal law.

Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a District leave request form when they prepare the request for military leave.

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school, and for leaves of less than 5 days, notify the Superintendent of the leave request as soon as practicable.

Family military leave under the Family and Medical Leave Act (FMLA) will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

Legal Reference: Neb. Rev. Stat. §§ 55-160 to 55-166;
Neb. Rev. Stat. §§ 55-501 to 55-507
29 U.S.C.A. §§ 2611, et seq. and 29 CFR Part 825
38 USC Sections 4301 to 4333 and 20 CFR Part 1002

Adopted: 5-14-2007
Revised: 7-14-2008

POLICY NO. 4119

PROFESSIONAL BOUNDARIES BETWEEN EMPLOYEES AND STUDENTS

All employees (which for purposes of this policy includes student teachers and interns) are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions which the board deems unacceptable and will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging, social networking sites, or any other type of personal communication system to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school

sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).

- Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.

- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.

- Making any sexual advance - verbal, written, or physical - towards a student.

- Showing sexually inappropriate materials or objects to a student.

- Discussing with a student sexual topics that are not related to a specific curriculum.

- Telling sexual jokes to a student.

- Invading a student's physical privacy (e.g., walking in on the student in a restroom).

- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.

- Being overly "touchy" with a specific student.

- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.

- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
-
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.

- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.

- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.

- Going to the student's home when the student's parent or a proper chaperone is not present.

- Giving gifts of a personal nature to a specific student.

- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.

- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.

- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A staff member seeking an exception must receive advance approval from his or her administrator. If a staff member is unable to communicate with an administrator in advance (such as in the event of an emergency), the staff member must notify the administrator as soon as possible, but not later than 24 hours immediately following the event.

Any person who suspects a District employee of engaging in any prohibited conduct under this policy, including grooming, should contact the Superintendent or other administrator immediately.

An employee who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline.

A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

Each school year, all employees shall sign a certification verifying that this policy was received and understood.

Legal Reference: LB 1080 (2020)

Adopted: 10-12-09

Revised: 1-11-21

Reviewed: 5-10-10

POLICY NO. 5114

Network Acceptable Use and Internet Safety Policy

Bayard Public Schools recognizes the value of computer and other electric resources to improve student learning and enhance the administration and operation of its schools. To this end, the Bayard Public Schools encourages the responsible use of computers; computer networks (including the Internet), and other electronic resources in support of the mission and goals of the Bayard Public Schools.

It is the policy of Bayard Public Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA).

It is the policy of the Bayard Public Schools to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, Bayard Public Schools recognizes its legal and ethical obligation to protect the well-being of students in its charge.

The following uses of school-provided electronic resources, including Internet and e-mail, are not permitted:

a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;

b. to transmit obscene, abusive, sexually explicit, or threatening language;

c. to violate any local, state, or federal statute;

d. to vandalize, damage, or disable the property of another individual or organization;

e. to access another individual's materials, information, or files without permission;

f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission; and

g. to distribute or forward "chain letters" via email.

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Students may…

- Design and post web pages and other material from school resources.
- Use direct communications such as e-mail, online chat, or instant messaging with a teacher's permission.
- Use the resources for any educational purpose.

Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring: School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Enforcement of Policy:

- To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.
- Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
- Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.
- A Bayard Public Schools staff member may override the technology protection measure that blocks or filters Internet access for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure that blocks or filters Internet access.

- Bayard Public Schools staff will monitor students' use of the Internet by either direct supervision or by monitoring Internet use history to ensure enforcement of policy.

COPPA Notification Statement

Dear parents/legal guardians of school-aged children under the age of 13,

Our district utilizes several computer software applications and web-based services, operated not by this district, but by third parties. These include Teach TCI, Big Ideas Math, Amplify Science, Google Apps for Education, Clever, Remind, MobyMax, Pearson, Khan Academy and similar educational programs. A list of the possible sites and programs used in our classrooms with the privacy policy for each can be found on our district website's Instructional Technology page. Web-based educational programs and services may be added during the upcoming academic year as needed.

In order for our students to use these programs and services, certain personal identifying information - generally the student's name and school email address - must be provided to the website operator. By law, the operator may only use this information for educational purposes. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits districts/schools such as ours to consent to the collection of personal information on behalf of all its students, thereby eliminating the need for individual parental consent given directly to the website operator.

For more information on COPPA, please visit http:www.ftc.gov/privacy/coppafaqs.shtm.

Inappropriate Network Usage: To the extent practical, steps shall be taken to promote the safety and security of users of Bayard Public Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring: It shall be the responsibility of all members of Bayard Public Schools staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Bayard Public Schools will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and

cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

Disclaimers:

- Bayard Public Schools and its individual schools, administrators, faculty, and staff thereof, make no warranties of any kind for the service provided and will not be held responsible for any damage suffered by users. This includes the loss of data resulting from delays, non-deliveries, and intrusion by computer virus, or service interruption.
- Use of any information obtained via network access is at the risk of the user, and Bayard Public Schools specifically denies any responsibility for the accuracy or quality of the information obtained.
- Bayard Public Schools cannot guarantee complete protection from inappropriate material. Furthermore, it is impossible for the district or content filter to reflect each individual or family's opinions of what constitutes "inappropriate material." If a student mistakenly accesses inappropriate information, he/she should immediately notify a district staff member.
- Bayard Public Schools is not liable for an individual's inappropriate use of district's electronic communications systems or violations of copyright restrictions or other laws, or other costs incurred by users through use of Bayard Public Schools' electronic communication systems.
- The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communication systems.

CIPA Definition of Terms:

Minor: The term "minor" means any individual who has not attained the age of 17 years.

Technology Protection Measure: The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **Obscene,** as that term is defined in section 1460 of title 18, United States Code;
2. **Child Pornography,** as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

Harmful to Minors: The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Sexual Act; Sexual Contact: The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Bayard Public Schools

Network Acceptable Use and Internet Safety Policy

Employee's Agreement

By signing this form, I acknowledge receipt of, understand, and agree to abide by the rules and standards set forth in the Bayard Public Schools Network Acceptable Use and Internet Safety Policy. I understand that to gain or retain access to the Bayard Public Schools computer network systems, I must sign and submit this form as directed. I further understand that any violation of the Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, monetary liability may be incurred, school disciplinary and/or appropriate legal action may be taken. I as a staff member agree to abide by the rules and standards addressed in this policy as it pertains to me and to help ensure that students also abide by these rules and standards as well. I understand that this agreement will be in effect for the duration of my employment with the district or until the policy is revised.

(Printed) Staff Member Name _____

Staff Member Signature _____

Date _____

Bayard Public Schools

Network Acceptable Use and Internet Safety Policy

Student's Agreement

By signing this form, I acknowledge receipt of, understand, and agree to abide by the rules and standards set forth in the Bayard Public Schools Network Acceptable Use and Internet Safety Policy. I understand that to gain access to the Bayard Public Schools computer network systems, I must return this form signed by me and my parent or legal guardian. I further understand that any violation of the Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, monetary liability may be incurred, school disciplinary and/or appropriate legal action may be taken. I understand that this agreement will be in effect for one school year and must be re-signed in subsequent years.

Teachers or media specialists who are exploring digital content with a class do not need special parental permission for such activity if the teacher or media specialist is in control of the navigation to known educational sites. A student accessing digital content at the constant direction of the teacher is not working independently. This circumstance does not require special parental permission. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

In addition, this form, when completed below and on file with the district, will constitute consent for our schools to provide personal identifying information for your child consisting of first name, last name, school email address and username (for educational use only) to the following web operators: Teach TCI, Big Ideas Math, Amplify Science, Google Apps for Education, Clever, Remind, MobyMax, Pearson, Khan Academy and to the operators of any additional web-based educational programs and services which our schools may add during the upcoming academic year.

(Printed) Student Name _____

Student Signature _____

Date _____

Bayard Public Schools

Network Acceptable Use and Internet Safety Policy

Parent or Legal Guardian's Agreement

I have read, understand, and agree with the Bayard Public Schools Network Acceptable Use and Internet Safety Policy. I understand that by signing this form I give permission for Bayard Public Schools to grant access to district electronic communication systems, including the Internet. I understand that this access is designed for educational purposes. I understand that Bayard Public Schools has taken reasonable precautions to eliminate access to inappropriate material and I will not hold the district or staff members responsible if inappropriate material is inadvertently accessed. I understand that this agreement will be in effect for one school year and must be re-signed in subsequent years.

Teachers or media specialists who are exploring digital content with a class do not need special parental permission for such activity if the teacher or media specialist is in control of the navigation to known educational sites. A student accessing digital content at the constant direction of the teacher is not working independently. This circumstance does not require special parental permission. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

In addition, this form, when completed below and on file with the district, will constitute consent for our schools to provide personal identifying information for your child consisting of first name, last name, school email address and username (for educational use only) to the following web operators: Teach TCI, Big Ideas Math, Amplify Science, Google Apps for Education, Clever, Remind, MobyMax, Pearson, Khan Academy and to the operators of any additional web-based educational programs and services which our schools may add during the upcoming academic year.

(Printed) Parent Name _____

Parent Signature _____

Date _____

Adopted: 2-10-97

Reviewed: 7-12-10

Revised: 6-11-12, 6-8-20

LIST OF APPENDICES

APPENDIX A
Salary Schedule and Extra Duty Pay Schedule

APPENDIX B:
Salary Schedule Advancement Course Approval Request Form

APPENDIX C:
Sick Leave Bank Request Form/Guidelines and Limitations to the Use of the Sick Bank

APPENDIX D:
Chain of Command Flow Chart

APPENDIX E:
Professional Ethics for Teachers (Nebraska)

APPENDIX F:
Nebraska Effective Educator Standards

BAYARD SCHOOL SONG

We're here to boost you, Bayard High, here's to you.
The school we love the best of all.
Our colors proudly waving never fall,
We'll carry on and fight, fight, fight, forever more.
And when the victory you have won again,
We will salute your loyal men.
We'll rally 'round your colors, Bayard High,
And always FIGHT, FIGHT, FIGHT.

Proposed Changes to Handbooks

Proposed Changes to the 2022-2023 Student Parent Handbook

Update dates and names

Page 21 Update Grading Practices to Support Learning in Accordance with Recommendations from the Teaching Staff
Page 23 Update Graduation Requirements to Match Proposed Policy
Page 51 Update Student Dress Code
Page 94 Add Section Regarding Universal Screening

Proposed Changes to the 2022-2023 Certificated Staff Handbook

Update dates and names

Page 28: Duty Hours – Added times (Recommended by Legal Counsel to Comply with NPERS)
As a general rule duty hours run from 7:45 to 4:00 pm.

Page 30: Update Grading Practices to Support Learning in Accordance with Recommendations from the Teaching Staff

Proposed Changes to the 2022-2023 Substitute Teacher Handbook

Update dates and names

STUDENT PARENT HANDBOOK

Bayard Public Schools
2022-2023

Every Person, Every Day. It's a FACT!

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General Information

BAYARD PUBLIC SCHOOLS
Student-Parent Handbook
2022-2023

This student handbook is Board of Education policy, and in the event there are inconsistencies or conflicts with any other rules or regulations, the board policies and regulations as they appear in this handbook will regulate.

INTRODUCTION

The purpose of this booklet is to help the parents and students of Bayard Public Schools to understand the philosophy, practices, policies, and regulations of the school. It is designed to help students choose courses and classes which will benefit them later for a life after graduation. If you have questions or concerns about these matters, or any other facet of your education, please contact an administrator at any time.

The experience of school is of critical importance. Not only do students learn the academic skills of reading, writing, calculating, thinking, and speaking; but they also learn who they are and how to deal with and relate to fellow students and adults. For these reasons, it is of paramount

importance that the school environment be supportive of the students, offering encouragement, acceptance, and genuine concern for the individual student. The school, along with parents, family, and community must teach the students that all people have value and dignity. They must also strive to teach the values of honesty, respect for others, personal integrity, individual achievement, cooperation, self-discipline, a sense of humor, and good citizenship.

The classroom should be a very special environment. It must be stimulating and challenging, and at the same time, warm and supportive. Discipline should be present to enhance learning and engender proper academic and social development. It should not, however, be so rigid as to stifle individual creativity. It must foster self-worth and respect for the rights of other individuals and build a positive relationship between the student and the teacher. We believe in firm, fair, and consistent discipline that is built on sound educational principles. We also believe that all students are special and can succeed to the level of their abilities. There should be a real joy in learning, and students should be encouraged and rewarded for their many successes.

We hope that this school year will be exciting and rewarding, and we look forward to the opportunity of helping each student become the very best that they can become

VISION STATEMENT

Bayard Public Schools will effectively provide and adapt its programs to meet the needs of its students, today and in the future.

MISSION STATEMENT

The mission of Bayard Public Schools is to partner with parents to provide a successful educational experience and diverse opportunities.

"A NATION AT RISK"

"When you work to your full capacity, you can hope to attain the knowledge and skills that will enable you to create your future and control your destiny. If you do not, you will have your future thrust on others. Take hold of your life, apply your gifts and talents, and work with dedication and self-discipline. Have high expectations for yourself and convert every challenge into an opportunity."

BAYARD PUBLIC SCHOOLS CORE COVENANTS

FOCUSED ON THE STUDENT
- Positive Interactions and Relationships
- Focus on Student Potential
- Diverse Opportunities
- Unconditional Acceptance

ATTITUDE OF EXCELLENCE
- Act with Integrity
- Expect to Be Great
- Accept Daily Challenges and Setbacks
- Think "Big Picture"

COMMUNITY

Support Each Other
Set Aside Self for Benefit of the Group
Respect Everyone
Be a Wing, Not a Weight
TIGER WAY!
Every Person, Every Day. It's a FACT!

BAYARD PUBLIC SCHOOLS STUDENT EXPECTATIONS

1. Bayard students respect the rights and property of others and are courteous and polite in action and language.
2. Bayard students display good sportsmanship in representing the school and community.
3. Bayard students strive for honesty and accept responsibility for both their successes and their failures.
4. Bayard students strive for high academic achievement in such a manner that it brings respect to themselves and the school.
5. Bayard students avoid alcohol and drugs.

MUTUAL RESPECT

The Bayard Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

ACADEMIC SEAL

At the center of the seal is an image of Chimney Rock. This historic landmark was used by the first Americans and, later, by the pioneers as a guide on their epic journeys. Chimney Rock continues to inspire countless travelers and residents alike. Chimney Rock enhances our sense of place and instills pride, as the landmark prominently stands above the fertile North Platte River Valley.

The phrase, Every Person, Every Day, which is derived from the Core Covenants of Bayard Public Schools, reminds us of the dignity and value of every member of our school community.

Every person matters for the future of our school and community, and every day is an opportunity to make a contribution to our greater well-being.

Surrounding the central ring are academic pillars and six icons describing our enduring strengths, values, and aspirations.

Academics: At the top of the seal is a Book of Knowledge, symbolizing academics as our highest institutional value and first priority.
Athletics and Arts: Flanking the Book of Knowledge on the left is the school's Tiger mascot, representing athletics and the fiercely competitive nature of our student-athletes. Flanking the Book of Knowledge on the right is an artists' palette and musical notes, representing the arts and the creative talents of our student performers. Athletics and arts support and enhance the academic and personal development of our students.

Community: The efforts of the school are supported by the entire community. Regular interactions between the faculty, staff, students, parents, and patrons are essential to a vibrant community and a strong school.

Opportunity: Two keys and a lock represent the importance of opportunity. Education provides a key to unlocking many opportunities for our students. Equally important, providing our students with many opportunities is key to their development.

Agriculture: Our community and economy are supported by an agricultural base. The plow symbolizes agriculture and the strong agrarian work ethic of our community and our students

A BRIEF HISTORY OF BAYARD SCHOOLS

The first school session was held in a room above a store building in about 1885, with Miss Ottie Wisner as teacher. Later, a one room school house, a Soddy, was built where the Western Sugar factory now stands in Bayard. Between 1890 and 1900 the school was closed due to an epidemic of smallpox, measles, and whooping cough.

Bayard's next school building, the "pink" school house, was a two-story structure, built in 1900. At the time there were eight grades, with two instructors. About five years later the ninth and tenth grades were added, and a third teacher was hired. In 1917 the building which was known as North Ward was constructed to house the high school. Our former high school was first used in 1921. This school building cost our school district $275,000. It housed the grades nine through twelve. At this time the North Ward building was occupied by the junior high school, and the "pink" school house held the elementary school.

In 1949 the school district voted bonds for $135,000 to build a new gymnasium and vocational agricultural building. Our auditorium was facilitated with new seats and a new stage front. This renovation also included the transformation of the swimming pool into a girls' dressing room.

The science laboratory and home economics room were completely remodeled and equipped with modern facilities in the year 1955. In 1956 a new library and garage were added to our school building. 1961 ushered in its full share of progressive changes. After District 58 consolidated with the Bayard City School, a bus service and cafeteria were installed in our

system. For the academically inclined, 1961 witnessed the conversion of an old third-story school classroom into a modernized, well-equipped math room. The old woodworking shop was expanded, rearranged, and equipped with many new tools. In 1987 new locker rooms and a concession area were constructed between the gym and the junior/senior high building. This addition provided over 5,000 square feet of much needed space for the junior and senior high students. This project cost $246,000.
In 1991, a new junior/senior high school was completed at a cost of $2,989,356.50 and concurrently consists of 51,000 square feet of space. This very modern building was designed to meet the educational needs of the Bayard community well into the 21st century.

In November, 2008, the Bayard School District approved a $3,500,000 ($500,000 being a gift) construction project which included 7,200 additional square feet of classrooms and 5,000 square feet of remodeling at the elementary school; and 23,000 additional square feet including a gymnasium and locker rooms at the high school. The elementary project was completed the beginning of the 2009/2010 school year, while the High School was completed during the summer of 2010. Both projects have proven to be great assets to the students and faculty of Bayard Schools and the Bayard community.

There are approximately 400 students, PK-12, attending Bayard Public School.

WELCOME TO BAYARD PUBLIC SCHOOLS

PRINCIPALS' MESSAGE

Dear Parents and Students:

Welcome! We are looking ahead to an exciting year of learning and growing. Your cooperation and full participation will help us to reach that goal.

It is our greatest hope that everyone will get excited about learning and come to appreciate the endless possibilities of a trained mind. We can do it together – you, the student; your teachers; and myself, the principal; and your parents! All of us, working together in a positive manner can, and will, achieve another highly productive and successful school year.

Our focus this year will be on effective communication and to improve educational opportunities. Your focus for the future will hopefully be on learning; not just memorizing a head full of interesting facts, but learning how to be a self-directed learner – a life-long learner.

Your parents have given you the love and security to know that they dream big dreams for you. The staff is committed to supplying you abundant time, talent, and energy to underwrite your success. You, in turn, must supply the effort necessary to make the dreams a reality.

Don't accept second best for yourself. Be everything you ever dreamed you could be. Be committed! Be determined!

We'd like to share the following poem found in a magazine several years ago. We hope it tells you that we are here for you.

Love Me When I'm Most Unlovable
There's a time for us in life that no one understands.
We grow and change in many ways and later find out why.
We face new problems everyday, and sometimes it's just so unbearable
We have to break down and cry.
During these times there are good and bad,
And we hope our parents will just understand,
For what is happening to us cannot be controlled,
No matter what we are told.
So bear with us, grow with us, and learn to love us through it.

Parents are encouraged to come to school or call the school if you have questions, suggestions, or comments.

Your Principals,

Mrs. Candace Ehler, Elementary Principal
Dr. Kelley Rice, Jr./Sr. High School Principal

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

It is the policy of the Bayard Public Schools not to discriminate on the basis of race, color, 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 Section 504 Rehabilitation Act of 1973, and the Nebraska Equal Educational Opportunity Act. Any person who believes she or he has been discriminated against, denied a benefit, or 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. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination. Inquiries regarding compliance with Title IX, Section 504, Title VI of the Nebraska Equal Opportunity in Education Act may be directed to the High School Principal, Bayard High School, (308) 586-1700, or in the case of Title IX and Section 504 Rehabilitation Act, to the Director of the Region VII Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153, or call (816) 891-8026.

POLICY ENFORCEMENT:

To ensure compliance with this policy, the superintendent shall:

I. Designate a member of the administrative staff:

A. To coordinate efforts of the district to comply with this policy;

B. To develop and ensure maintenance of a filing system to keep records required under this policy;

C. To investigate any complaints of violations of this policy;

D. To administer the grievance procedure established in this policy;

E. To develop affirmative action programs, as appropriate;

II. Provide for the publication of this policy on an ongoing basis to students, parents, employees, prospective employees, and district employee unions or organizations, with such publication including the name, office address, and telephone number of the compliance administrator designated, pursuant to this policy in paragraph C., 1. above.

GRIEVANCE PROCEDURE:

Any student or employee of this district who believes he or she has been discriminated against, denied a benefit, or excluded from participation, in any district education program or activity, on the basis of sex, in violation of this policy, may file a written complaint with the compliance administrator designated in Paragraph C, 1, of this policy, above. The compliance administrator shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten (10) working days after receipt of the written complaint. A copy of the written complaint and the compliance administrator's response shall be provided each member of the Board of Education. If the complainant is not satisfied with such response, he or she may submit a written appeal to the Board of Education, indicating with particularity the nature of disagreement with the response and his or her underlying disagreement. The Board of Education shall consider the appeal at its next regularly scheduled board meeting, following receipt of the response.

The Board of Education shall permit the complainant to address the board in public or closed session, as appropriate and lawful, concerning his or her complaint and shall provide the complainant with its written decision on the matter as expeditiously as possible following completion of the hearing.

The designated administrator for Title IX is: Dr. Kelley Rice, 726 4th Avenue, Box 607, Bayard, Nebraska 69334. 308-586-1700. A complete copy of Title IX and Assurance of Compliance under Title IX of the Education Amendments of 1972 was posted for the students' use on Nov. 3, 1972.

HIGH SCHOOL ACADEMIC LETTER

Bayard High School will award Academic Letters. Students who earn this award will be recognized at the beginning of each year at the high school student meeting.

Qualifications:

1. Students must have a Grade Point Average of 94% or higher for the previous school term.
2. Students must have zero unverified absences, no more than eight verified absences, and less than 8 tardies for the previous school term.
3. The student must not receive any semester grade lower than an 86%.
4. The student must be enrolled in at least five courses, four of those courses from the core areas of Math, Science, Social Studies, and English.
5. The students must not be sent to the office for a major infraction at anytime during the school term.
6. The student must be enrolled at Bayard High School for at least 90 days of the previous year.

7. The student must achieve and maintain this standard for two consecutive semesters of the same school year. (Fall Semester and Spring Semester)

ACCIDENT INSURANCE

Accident insurance covering students, while they are at or traveling to or from school or participating in school activities is offered for a nominal cost at the beginning of the school year. Membership is optional. Information pertaining to this policy is made available to all students at the beginning of the school year.

JUNIOR/SENIOR HIGH SCHOOL ATHLETIC INSURANCE

All pupils participating in interschool athletics (including practice) shall have athletic insurance. They may purchase school-sponsored insurance or sign a verification form, informing the school district that they have their own insurance carrier or a signed waiver from the parents relieving the school of all responsibility

JUNIOR/SENIOR HIGH AWARDS ASSEMBLY

During the last weeks of school, an awards assembly is held to recognize students who have made outstanding contributions to the school.

Citizenship awards are given to one boy and one girl in each class. These students are chosen by a vote from the faculty members.

Scholastic recognition is given to the top two students in each class. This is determined by their grade point average. To be eligible, the student must have been in the Bayard Junior/Senior High School system the entire year.

Perhaps the most important features of the awards assembly are handing down the traditions of Bayard High School by members of the Senior Class to members of the Junior Class.

The Book of Knowledge, which is held by the graduating senior who received it before, is passed down to the junior who ranks highest in his/her class in scholastic ability.

The graduating Senior Class president hands down the honor yoke to the newly elected senior class president.

The graduating Senior Class selects by nomination from the Junior Class, six candidates: three for the school spirit award and three for the athletic letter. These nominations are approved by the administration and returned to the seniors for the final vote. The winners will receive these traditions, which they will pass on, the following year, in like manner.

The Hall of Fame is composed of graduating students, who, through their years of high school, have contributed the most to their school in the line of scholarship, activities, citizenship, and the

general welfare of the student body. Four boys and four girls are nominated by the seniors and placed on the ballot in the general election, in which all high school classes vote. The names of the two boys and two girls who receive the most votes are then placed in the Hall of Fame.

SCHOOL BUILDING HOURS AND BELL SCHEDULE

Unless special activities or an early morning class make it necessary, students should not be in the buildings before 7:40 A.M. Students entering the building prior to 7:40 A.M. for a special meeting are to remain in their meeting room until 7:40 A.M. Students who are not involved in special activities or meeting with a staff member are directed to leave the building immediately following their last assigned class. Students may work in classrooms or the library as long as supervision is present. Practices, rehearsals, or meetings in school buildings WITHOUT A SPONSOR BEING PRESENT, are not permitted.

Bayard Jr./Sr. High School Bell Schedule

Zero Hour: 7:11 – 7:57
1st period: 8:00 – 8:48
2nd period: 8:51 – 9:37
3rd period: 9:40 – 10:26
4th period: 10:29 – 11:15
5th period: 11:18 – 12:34
Lunch A: 11:15 – 11:45
5th A: 11:48 – 12:34
5th B: 11:18–12:04
Lunch B: 12:04 – 12:34
6th period: 12:37 – 1:23
7th period: 1:26 – 2:12
8th period – Leadership Development: 2:15 – 2:42
9th period: 2:45 – 3:31

Bayard Elementary School Schedule

Begin: 8:00 am

Dismiss: 3:25 pm

BUS RULES

The safety of our children is of prime importance. All students living outside the city limits of Bayard are eligible to ride the bus. Bus rules concerning regular bus routes or activity trips are as follows:

I. Previous to Loading (on the road and at school)

A. Be on time at the designated school bus stop to keep the bus on schedule.
B. Stay off the road at all times while waiting for the bus. Bus passengers must conduct themselves in a safe manner while waiting.
C. Do not move toward the bus at loading zones until the buses have been brought to a complete stop.
D. After the bus comes to complete stop, take your seat without delay.

II. While on the Bus:

A. Students will sit where assigned by the driver or the activity sponsor.
B. Keep hands and head inside the bus at all times after entering the bus.
C. Windows will be kept closed - heat and ventilation will be controlled by the driver.
D. No gum, food, or drink will be allowed on route buses without the bus driver's permission.
E. Assist in keeping the bus safe and sanitary at all times.
F. Remember that loud talking and laughing or unnecessary confusion diverts the attention of the bus driver.
G. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
H. Never tamper with the bus or any of its equipment.
I. Leave no books, lunches, or other articles on the bus.
J. Keep books, packages, coats, and all other objects out of the aisles.
K. Remain in the bus in case of a road emergency, unless directed by the driver to do otherwise.
L. Keep ABSOLUTELY QUIET when approaching a railroad crossing.
M. Do not throw anything out of the bus windows.
N. Remain in seats while bus is in motion (NO STANDING).
O. Be courteous to fellow pupils, the bus driver, and the driver's assistants.
P. Parents will be notified if there is misconduct on the bus. The bus rider may be denied the privilege of riding.
Q. While on the bus, you are in the driver's charge, and you must obey him/her promptly and cheerfully; as well as, any student assistant that is officially designated.
R. Inform the driver, if possible, when a rider will be absent.
S. All school rules, regulations, and policies apply to all students while riding school buses.

III. After Leaving the Bus

A. Cross the road, when necessary, after getting off the bus (at least 12 feet in front of the bus) but only after looking to be sure that no traffic is approaching from either direction.
B. Help look after the safety and comfort of small children.
C. Be alert to the danger signal from the driver.

D. Do not get off the bus at places other than the regular bus stop, unless proper authorization has been given in advance by parent and school officials.

IV. Extra-Curricular Trips

The bus rules and regulations would apply to any trip under school sponsorship. Pupils shall respect the wishes of a competent chaperone appointed by the school.

V. Unsatisfactory Bus Conduct

Bus drivers will report unacceptable bus conduct to the supervisor of transportation or the principal for students who fail to abide by the rules and regulations concerning bus transportation. Unacceptable bus conduct may result in the loss of bus riding privileges. Additionally, the student may face detention, suspension or expulsion in accordance with established policies, for flagrant violation of school bus rider conduct regulations or conduct detrimental to the safe operation of the bus.

RIDING THE BUS IS A PRIVILEGE.

CAFETERIA RULES AND LUNCH ACCOUNT PROCEDURES

Bayard Public Schools participates in the National School Lunch Program and meets eligibility guidelines. A supervised lunchroom is maintained for students who eat hot or cold meals at school. One carton of milk is included with each meal, or juice will be substituted in place of the milk for those children who bring a note from a physician. An additional carton of milk may be purchased if desired. Water is provided in the lunchroom. Students who bring lunches from home may buy milk. Pop or other drinks that do not meet healthy foods guidelines will not be allowed in the lunchroom while meals are being served.

In compliance with Federal regulations to serve lunches free of charge or at reduced price to all children who are determined to be in need of them, we encourage all families to apply for free or reduced meals (breakfast and lunch). An application form for fee or reduced price meals will be sent to each household at the beginning of each school year. Application forms may also be picked up in the principals' offices at any time during the school year. The income scale prepared by the Office of Economic Opportunity shall be used as the guideline for determining if a family shall be eligible. Criteria used for consideration will include economic need as reflected by family income, including welfare payments, family size, and other family needs. This information will be kept confidential. All children will be provided meals if they wish to participate and have funds available to purchase a meal each day. Collections of payment shall be handled by school office personnel. All appeals from decision by the determination officer shall be reviewed by the Superintendent of Schools. Free and reduced meal numbers not only help you, but are beneficial to the school.

Bayard Public Schools has a computerized meal program, and the account balances and bookkeeping aspects of the program are beneficial to everyone concerned. Each student's account will show a running balance. It is the policy of the Bayard Public Schools that if a family has insufficient funds in the student's lunch account, the student will not be allowed to charge a meal from the school until the student's account has a positive balance. Notice will be given to students when they have a low balance. The program is designed that meals be paid for in advance so that situations like this do not occur. It is not the desire of the school district to keep

any child from a meal, nonetheless, it is the responsibility of the parent to provide the financial means for their children.

Refunds will be issued to graduating seniors with no siblings enrolled at Bayard Public Schools and families ceasing enrollment in the school district. Funds remaining in family accounts at the end of the year will be carried over to the following term. We offer a breakfast program to Bayard students starting at 7:45 A.M. in the Jr/Sr High School and 8:00 A.M. at the Elementary School. We encourage all students to eat breakfast.

Lunch Program Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

CHANGE OF ADDRESS/TELEPHONE

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

CHECKING OUT

If a student leaves school during the year, he must obtain a check-out form from the principal and get the signatures of his teachers and coaches or sponsors that he has had during the year.

CHOICE STUDENTS

The Bayard Public schools will accept students who elect to attend Bayard Schools under the guidelines of the State of Nebraska School Option Program.

CIVIL DEFENSE AND TORNADO DRILLS

Civil defense and tornado alert drills are conducted periodically to practice indoor survival procedures. Teachers will advise their classes concerning the area to which they will proceed. The student should:

1. Walk quickly; do not run.
2. Remain alert for additional or changed instructions from a faculty member.
3. Proceed to the far end of an assembly area, so that entrances will not be blocked. In the event of a tornado ALERT, faculty and students will be notified and directions given for evacuating the

most dangerous portions of the building. Escape plans are to move the entire student body into safe areas.

ELEMENTARY CLOSED CAMPUS / RELEASE OF A STUDENT DURING THE DAY

Students will not be permitted to leave school grounds during the school day without permission from the office and accompanied by a designated adult.
In recognition of the responsibility of the district to parents for health, welfare, and safety of students, the school will not release a student during the school day except to a student's lawful custodian as defined by law and whose identification is verified to the satisfaction of the administration. The name, address, and telephone number of the lawful custodian shall be entered on the permanent record of the student. If a lawful custodian wishes to have a stranger pick up their child during the school day, permission must be given to the school prior to the child being released.

If, in the granting of a release of a student, a change in the record of the student's lawful custodian(s) becomes apparent and is verified to the satisfaction of the administration, such change shall immediately be entered on the student's permanent record.

JUNIOR/SENIOR HIGH SCHOOL CLOSED CAMPUS

Bayard Junior/Senior High School will have closed campus for grades seven, eight, and nine. If necessary, special arrangements to leave campus can be made with the principal. Parents may not excuse their student from closed campus for more than one day at a time. If students must be excused for extended periods, parents need to request a meeting with the principal. Students tardy three times will face disciplinary action up to and including loss of open campus privileges.

CONFERENCES

Individual conferences with parents will be requested by the teacher whenever necessary. Parents are encouraged to arrange for conferences with teachers whenever a problem appears or whenever a problem seems about to develop.

Regularly scheduled parent-teacher conferences will be held during the first and third nine-week periods. Additional conferences can be held at any time with the teacher and/or administration.

COPYRIGHT

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

DISCIPLINE

Good discipline begins in the home where a child learns from his/her parents at an early age to develop self-control. This will carry directly into his/her school behavior. Students are expected to conduct themselves in a manner which is in keeping with the activity in which they are involved, respect the rights of others, and obey safety rules and regulations.

When discipline is used, it will be of a positive nature and will be in the best interest of the student involved. Discipline is used to develop self-control, instill self-discipline, and to assist the student in developing a positive decision-making process.

Each teacher has a set of discipline steps, which he/she will follow. Teachers are to have control of their classrooms at all times and are encouraged to handle the day-to-day discipline problems. If there is a student that constantly hinders the educational process in the classroom for other students, that child will be sent to the principal's office for disciplinary action.

The teachers, paraprofessionals, custodians, and all other staff members have the responsibility and authority to insist upon good discipline in the classrooms, school building, on the school grounds, and at school activities. This discipline plan is not intended to be exclusive or all-inclusive. Modifications will be made if necessary. The administration reserves the right to respond to any inappropriate behavior with immediate suspension of the child, with the child being reinstated only through a parent, teacher, and principal meeting scheduled by the school.

FIRE DRILLS

Fire drills are held at regular intervals throughout the school year. Directions posted in each room should be followed carefully. Every person in the building must leave promptly and quietly at the sound of the fire alarm.

The student should:

1. Walk quickly; do not run.
2. Walk in single file with classmates unless directed to do otherwise.
3. Not wait in line to use a specified exit if another is free.
4. Move away from the exit after leaving the building to make room for those following.
5. Return to the building when safe re-entry is announced.

Each class has special instructions to follow during a fire drill. Listen carefully to your teacher for additional directions. Students not in a supervised class area are to exit via the nearest door and join the rest of the student body. Doors to all rooms are to be left closed. Do not crowd or talk, and remain alert for additional directions. Do not attempt to take books or wraps with you. However, girls should take their purses. Once outside, remain out of the fire lanes and stay out of the path of any vehicles. You will be instructed when to re-enter the building.

JUNIOR/SENIOR HIGH FINAL TEST EXPLANATION

Semester tests may be given. To prepare students for the expectations of college, semester exams can be comprehensive or be in the form of a project or paper that demonstrates the semester's learning.

GRADES AND REPORT CARDS

Report cards will be provided at the end of each quarter. The grading system used is as follows:

Kindergarten S – Strong Progress
N – Normal Progress
I – Improving
U – Unsatisfactory

Grades 1–12 94% - 100% = A
86% - 93% = B
78% - 85% = C
70% - 77% = D
Below 70% = F

Parents may ask for a progress report on their child at anytime. No pupil may be penalized for discipline by or through his/her grades. Parents are encouraged to utilize the school district's InfiniteCampus student information system to keep track of student grades. For help with setting up an account, parents can contact the school's technology teacher for account access and help.

GRADING PRACTICES TO SUPPORT LEARNING

Teachers are expected to utilize the following grading practices to support student learning.

- 60/40 weighted grades: Assessment (60%)/Daily work(40%)
- Minimum Daily Grades: Teachers will plan and assess an average of 3 grades per week, approximately 25 grades per quarter.
- Minimum Number of Assessments: 3 assessments per quarter.
- Performance Classes: Students are unable to improve unless they participate so these classes may utilize participation grades. Alternatives/additional opportunities to make-up missed performances will be provided to ensure students have the opportunity to demonstrate their learning.
- Management of Late Work (if excused absences, students will continue to get 2 days for every day absent before this management procedure takes effect):
    - Assignments are due on the date assigned by the teacher. A 5% deduction will be taken off each school day until the assignment is turned in.
    - On school day 6 the highest grade possible is 70% of the earned score.
- All work is due on the last day of the quarter unless arrangements have been made ahead of time. Incompletes may be granted at the discretion of the principal. the principal.
    - Students will be encouraged to utilize planners or Google calendar to practice organizational/planning skills.
- Redo Policy:

- Daily work and tests redone will be accepted at a 5% deduction for each redo completed.
    - Tests can only be retaken if the student has completed all daily work for that chapter. Redos will follow late work policy.
    - Students may use a peer tutor but the student and teacher must have a conversation/check-in to make sure concepts were learned.
    - Teachers will implement the use of a Google sheet to keep track of which teachers the students are spending time learning from during academic intervention and provide documentation that parents were contacted or if a student "no-shows."
- InfiniteCampus can be configured to send an automatic email/text contact each week if student averages fall below 75% as an automated academic contact to parents.

GRADES FOR DISTANCE LEARNING AND DUAL CREDIT COURSES

For grading and transcript recording purposes, the grades of students who take distance learning courses and dual credit courses, the grading scale of the originating institution will be considered, and grades will be adjusted to reflect Bayard High School's grading scale.

HIGH SCHOOL GRADUATION

A commencement service will be held for each graduating class of seniors. All graduating seniors are expected to attend graduation exercises in cap and gown, unless excused by the superintendent. The top 10% of the graduating class will be publicly honored at the graduating exercises. Commencement services will be held in the auditorium. No senior will be allowed to take part in graduation exercises if they have not met all the requirements of graduation.

Bayard High School will use the cum laude system to recognize academic excellence at graduation with the following GPA standards for levels of achievement and recognition after 8 successful semesters of high school attendance:
97% and above = Summa Cum Laude
95-96% = Magna Cum Laude
93-94% = Cum Laude

Beginning with the 2020 graduating class, valedictorian and salutatorian will no longer be determined or recognized.

EDUCATIONAL REQUIREMENTS FOR GRADUATION

Graduation Requirements for Bayard High School are the successful completion of 260 semester hours.

The total number of credits must include at least the number of semester hours listed in the following areas:

English – 40 semester hours
Mathematics – 30 semester hours
Science – 30 semester hours
Social Science – 30 semester hours
Physical Education – 10 credit hours
Community Service – 8 hours Junior Year and 8 hours Senior Year

Preferred Sequence of Core and Technical Classes for Graduation Progress:

Freshman Year
English I
Math I
Physical Science
World Geography

Sophomore Year
English II
Math II
Biology
World History
8 hours Community Service

Junior Year
English III
American History
Math III
Science III
8 hours Community Service

Senior Year
College English
or
English IV
American Government
8 hours Community Service

A student who has earned all required credits may graduate early. Students who graduate early may choose to have their diplomas awarded at the time of completion or the student may participate in the spring commencement activities.

STUDENT GUESTS

Personal guests of students (other than parents or guardians) are not allowed in school during school hours. This will help prevent unnecessary disruptions in the school day. In the very rare case that a guest must be in the building, special arrangements must be made through the principal.

GUM ~~AND CANDY~~ FOOD AND DRINKS

While gum is allowed in classrooms, it should be disposed of properly. Candy may be allowed on occasion when it is permitted by the teacher. Certain elementary grades and secondary courses, such as band and choir may restrict the use of gum and candy for safety and equipment reasons. Snacks that follow the school's wellness policy are permitted in the classroom. Large

bags of food or candy, along with sugary drinks and energy drinks are a distraction from the educational environment for students and are not appropriate for the classroom setting.

HEALTH SERVICES

A registered nurse is on duty or on call during school hours. An ill or injured student may not leave school until permission of the parent, or person designated by the parent, has been received. Ill or injured students are not to leave the building without the knowledge of the nurse and without signing out properly in the office.

Participation in the regular activities of the physical education program is expected from all students. Students who are temporarily (1 or 2 days) unable to participate in physical education must bring a written excuse from a parent or legal guardian. A longer absence from physical education requires a written excuse from your family doctor. Any student who is absent for five consecutive days due to either illness or contagious disease, may be required to have a note to re-enter school, signed by a physician. All excuses should include:
1. Reason for absence.
2. Length of time to be absent from physical education.
3. Activity modifications during treatment or upon return to class.

Junior/Senior High - all excuses must be in the principal's office before first-hour class. Students who must remain out of physical activities for more than two weeks may be withdrawn from the physical education class for the balance of the semester. The student's counselor and the school nurse will review each situation before a determination is made.

Elementary - physical screening will be completed for every student during the school year by a registered nurse, and the findings are recorded in the student's permanent record file. Parents will receive a notice of any unusual symptoms found and are urged to seek further medical help when necessary.

Elementary – we are frequently asked to allow students to remain inside during recess. Recess times are scheduled both to allow students time to relax and to provide preparation time for teachers. For the aforementioned reasons, we are asking all students to participate in recess unless a note has been sent from home asking that the child not participate in recess activities.

A health record is on file for each student. Students are required to keep this record up-to-date by reporting to the nurse any booster shots, new glasses, lens changes, or any pertinent health information that should be recorded.
The nurse's office is located at the elementary building. If you are ill, secure a pass from your teacher and report directly to the office, the office staff will contact the nurse, or send you to the nurse's office. If you are seriously ill, you should remain at home for proper treatment and care. The following list of communicable diseases should serve as a guideline to parents with regard to the amount of time a student should be kept out of school with a communicable disease:

A. Measles – one week and until symptom-free
B. Three day measles (German measles) – until rash is gone
C. Mumps – one week and until swelling is gone on both sides
D. Chicken pox – one week after onset of rash and when all lesions are crusted and not weeping

E. Strep throat – may return to school 24 hours after being on antibiotic and without fever
F. Ringworm or impetigo – must remain out of school until under treatment
G. Any child with a temperature in excess of 100 degrees should remain home from school. Temperature must be normal 24 hours before returning to school
H. Conjunctivitis (Pink eye) – may return to school 24 hours after treatment with a prescribed eye drop

The school nurse will send students home if they are found to have a fever of 100 degrees or greater or if students have a contagious communicable disease i.e., pink eye, strep throat, chicken pox, suspicious rash, or are vomiting. Students are also sent home when they have live lice in their hair.

CONCUSSION: RETURN TO LEARN PROTOCOL

Students who sustain a concussion and return 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 administration of Bayard Public Schools adopts the NDE Guidance entitled "Bridging the Gap from Concussion to the Classroom," and accompanying Appendix, as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

If a student is suspected of sustaining a concussion away from school the student and his/her parent will need to notify the school nurse and activities director so the appropriate return to learn measures and return to activities participation protocols can be initiated.

ELEMENTARY HOMEWORK CLUB

To assist students, teachers, and parents when a student is at academic risk, we are implementing an after school Homework Club where students will be able to receive assistance. Students attending the after school Homework Club will have access to support, encouragement, structure, and resources to complete their assigned learning tasks.

Homework Club will take place every week from Monday thru Thursday when school is in session for the full day. It will begin immediately following dismissal time at 3:25 until 4:15. At that time, please be sure that you have made arrangements for your child to get home safely. Any student is welcome to attend Homework Club and is encouraged to come in for extra help if needed. However, if you child has either a missing assignment or an incomplete assignment twice in one week, they well be required to come to Homework Club.

We hope that you will see Homework Club as a benefit for your child, as it is our goal to provide the best possible learning opportunities for all of our students.

JUNIOR/SENIOR HIGH HONOR ROLL

An honor roll will be figured and published for the Junior High and High School after each of the four nine-week grading periods and each of the two semester grading periods. All full-credit courses are used in this computation. Nine-week grades will be used for the quarter honor roll and semester grades will be used for the semester honor roll. Honor Roll shall consist of a Principal's List (4.0) High Honor Roll (3.5) and Honor Roll (3.0)

INITIATIONS

There shall be no initiation of any student(s) for any reason at Bayard Public Schools.

LEAVING SCHOOL DURING THE SCHOOL DAY

Students who must leave school for any reason must check out of the office before leaving. Students leaving must be cleared in advance by a note or phone call from the student's parent or guardian. In the event that school personnel are unable to contact a parent or guardian the school principal or superintendent will make an in loco parentis decision about whether or not a student will be permitted to leave school. Students will be dismissed from the classroom once the parent has signed the child out in the office.

LOST AND FOUND PROCEDURE

The purpose of this section is to provide procedures for handling lost and found articles.

In order to help the school return lost items to students, coats, backpacks, and other personal items should be labeled with the student or staff member's name. All items presumed to be lost or misplaced by students, staff members, and visitors will be placed in the Bayard Public Schools Lost and Found. Items that remain unclaimed will be sold, donated, or discarded at the discretion of the principal in each building.

Items will be sold, donated, or discarded on a timetable set by the administration. Notice will be provided via the Remind system at least two weeks prior to items being removed from the lost and found. All items that remain unclaimed after two weeks will be donated to local charities, sold as a fundraiser for the TigerCARE program or school programs, or discarded. The school assumes no responsibility for lost or misplaced items.

ELEMENTARY AND SECONDARY LIBRARIES

The elementary and secondary school libraries are open on a regularly scheduled basis and are supervised by the librarian. Library classes are held for grades K-6 and for special classes in the secondary school for the purpose of library instruction as well as for the enjoyment of the materials and books.

Students are allowed to use the libraries during library hours with the permission of their classroom teacher. They may use the libraries to read, check out books, return books, use audio-visual materials, do reference work, and work on special projects. Each student may check out books for a period of one week. There is no fine for overdue books, but lost or damaged books must be paid for.

The library collections are constantly updated and expanded. Books are chosen for either their educational or recreational value. A variety of audio-visual materials is available through the libraries for teacher use in the classroom.

JUNIOR/SENIOR HIGH VALUABLES, SAFETY HOOKS, BACKPACKS, AND LOCKERS

Students are directed to not bring valuables to school.

Safety hooks are installed outside of each classroom. Students are expected to carry their backpack from class to class utilizing the hooks while inside the classroom. (Backpacks are not to be taken into classrooms.)

Gym lockers are available upon request if the student does not participate in athletics or PE. Lockers are provided for all students of Bayard Jr. /Sr. High School to store their personal belongings. They are issued at the beginning of the school year. Students are not to change lockers after assignments have been made in the fall, unless the office has been notified, and approval given.

Do not leave valuables such as calculators, money, or personal irreplaceable property in your backpacks or lockers. The school cannot be responsible for theft or damage to such possessions. Students are directed to keep lockers locked. Upon request, the school may check-out a lock to students for this purpose.

ELEMENTARY MESSAGES

Students will be asked to carry messages, announcements, bulletins, newsletters, and calendars home to parents. Please be sure to look for and read messages.

We urge parents to make arrangements for after-school activities and relate pertinent information to students before they come to school. If it does become necessary to get in touch with your child, the secretary will deliver messages approximately five minutes before school is dismissed for the day.

JUNIOR/SENIOR HIGH PUPIL DRIVING, PARKING, AND TRAFFIC RULES

Pupils driving cars to school are to park in the designated student parking area in an orderly fashion. The student parking area has open parking. Slots are available on a first come – first serve basis. Students are required to park only where there is a guardrail present. Students that park where there is no guardrail may be disciplined by the office and the police.

General driving of automobiles by students, except during their lunch period, is prohibited. It shall be the responsibility of all faculty and school employees to report any violation of traffic laws or any improper conduct of student drivers to the principal (with a signed complaint from the school employee) who will (a.) require the student to check in his/her keys at the principal's office from 8:30 a.m.-3:30 p.m. for one (1) week or (b.) file a civil legal action to be brought against the student.

VEHICLE PARKING RULES

1. Faculty parking in front of the main building and to the north end of the lot across from the main building is not to be used by students.

2. To facilitate identification, automobiles are to be parked front end in first; only one stall per car.
3. All students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents.
4. Parking regulations are strictly enforced. It is considered a privilege to park on school grounds. Students will be expected to follow general traffic regulations. Suspension of driving privileges, towing of vehicles, and/or suspension from school may occur when violations of these regulations occur.

TRAFFIC RULES

1. No vehicle may be operated on the parking lot at a speed greater than that which is reasonable.
2. No vehicle may be operated on the parking lot in a negligent, reckless, or willfully reckless manner.
3. No person shall ride on the top, hood, or fenders of a vehicle. It is unlawful for the vehicle operator to allow such vehicle operation.
4. Drivers must not back up, unless it can be done in a safe manner.
5. Drivers must stop following an accident, and report it to the police.

CONTINUED PARKING/TRAFFIC VIOLATIONS WILL RESULT IN THE FOLLOWING DISCIPLINE

1. 1st offense: The student will receive detention and parents will be notified.
2. 2nd offense or more: The student will face further disciplinary action and parents as well as the police will be notified.
3. Students choosing to violate the stated regulations will be dealt with by the school and/or the Bayard Police. The privilege to use the B.H.S. parking lot could be taken away.

VEHICLES ON SCHOOL PROPERTY

Pupils driving cars to school are required to park them in the designated area upon arrival at school. The school assumes no liability for pupils driving motor vehicles. It shall be the responsibility of all faculty and school employees to report any violation of traffic laws or any improper conduct of student drivers to the principal.

The Board adopts the following rules regarding parking and driving on School District property.

Parking

1. The Superintendent may designate certain areas of the parking lots as staff only parking. Any areas designated as staff only parking may not be used by students or visitors.
2. Only one vehicle may be parked in a parking stall. Vehicles must be parked in a stall front-end first.
3. Administration may request that any vehicle parked in violation of this policy be towed at the vehicle owner's expense.

4. Students shall have no expectation of privacy regarding vehicles they bring on to School District property. School personnel may search the contents of any vehicle driven or parked on School District property by a student.

Driving/Vehicles

1. All vehicles on School District property must be licensed, registered, and insured according to law. The Administration may report to law enforcement any vehicle suspected to be unlicensed, unregistered or uninsured according to law.
2. Anyone operating a vehicle on School District property must hold the requisite license to operate such vehicle and be covered by insurance as required by law. The Administration may report to law enforcement any suspected violations.
3. No ATVs, UTVs, golf carts, dirt bikes, or similar vehicles may be operated on School District property, unless they meet all of the requirements in item 1 above except by school employees in the course of their employment or as specifically authorized in advance by the Superintendent.
4. Operating a vehicle beyond the established parking lots and driveways of the school is prohibited.
5. Operating a vehicle in an unsafe or reckless manner is prohibited.
6. Anyone operating a vehicle on School District property shall follow all general traffic and driving laws and regulations.
7. Vehicles driven or parked on School District property shall not display images or messages that contain profanity, that are sexual in nature, or that are obscene, vulgar, or offensive. This shall include, but not be limited to decals, bumper stickers, flags, accessories, and license plates.

Any student, staff member, or patron who repeatedly violates this policy may lose his or her right to drive and/or park on School District property. Any student or staff member who violates this policy may be disciplined in the discretion of the Superintendent.

ELEMENTARY PARTIES AND TREATS

Party invitations will NOT be distributed at school unless the entire class is included. When bringing treats, students must bring enough treats for all members of the classroom. The school cannot hand out or make invitations to private activities.

Classroom parties can contribute to the education of school children when they are part of a learning situation. Time will be provided during the school day for parties to observe Halloween, Christmas, and Valentine's Day. Parents are encouraged to help with these parties if asked by a classroom teacher. On special occasions, other parties may be held with administrative authorization.

PERMANENT RECORD FOLDER

A record folder is kept in the principal's office for every student who is a student at Bayard Public Schools. Information recorded includes attendance, classes taken, grades, and test scores. This information is frequently used when answering inquiries from parents, other educational

institutions, and prospective employers. Students and parents may request principals or counselors to show them this information.

ELEMENTARY/PETS

Pets can be a nuisance and a real problem on a school playground. A friendly pet often becomes vicious when excited by many children. Please see that dogs and other pets are kept home and not allowed to follow pupils to school.
Teachers may give special permission for pets to be brought to school for show and tell or as part of an activity. At this time, parents are asked to bring the pet(s) and stay long enough to take the pet(s) back home. Under NO circumstances is a potentially dangerous pet to be brought to school.

ELEMENTARY PHYSICAL EDUCATION

The school does not expect all students to wear the same PE uniform. Regular school clothes will be worn by elementary students, and time does not allow for students to shower. However, YOU MUST WEAR A PAIR OF TENNIS SHOES AT LEAST DURING PE TIME. Because of safety factors, staff members discourage students from wearing only stockings as footwear. Boots and hard-soled shoes will not be allowed on either wooden gym floor. If a student continually forgets to have a pair of tennis shoes, other arrangements will have to be made.

The staff at Bayard Elementary School believes that physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well-being and good mental health. We also believe that attitude development is an important part of education. We attempt to create an atmosphere for the development of leadership, sportsmanship, and congeniality through our physical education program.

If your physician prohibits participation in physical education, please have the doctor send a statement to the classroom teacher and the PE teacher. If a student does not participate in physical education class, then the student will not be able to participate during recess.

PRIDE AND CARE OF BAYARD PUBLIC SCHOOLS

The Bayard Schools are some of the finest facilities in the region for which the community and each student can rightfully be proud. Careful use of the building and grounds is essential to maintaining their beauty and effectiveness. Please remember that everyone pays taxes to support and maintain our schools. Refrain from doing anything to increase maintenance expenses, and discourage others who would vandalize or knowingly damage your school.

If you cause any damage to the building (broken windows, etc.) please report it promptly so that it may be repaired. Breaking of equipment or damage to the building will result in a parent conference and/or payment for damages. Where the minor does not make restitution, the parents or legal guardian shall be held liable. Willful damage or destruction of school property will result in school discipline and/or referral to law enforcement agencies.

SCHOOL PROPERTY USE

The property furnished for use by the pupils, including books, desks, furniture, equipment of all kinds, and buildings, shall be used and handled with reasonable care. Any pupil(s) who intentionally, willfully, or maliciously lose, damage, deface or destroy property of the school shall pay the cost of replacement or repair of such property. All teachers and employees shall at once report any such loss, damage, destruction, or defacement of school property to the principal and/or the superintendent, who shall investigate the matter and require payment if necessary.

ELEMENTARY RESPONSE to INTERVENTION

The goal of Response to Intervention (RtI) is to ensure all students are successful. RtI is a model that enables all educators to put in place practices and procedures to improve achievement. The problem-solving process inherent to the RtI initiative involves identifying and defining the issue, creating an intervention that is based on what each child needs, implementing the intervention, collecting data to monitor progress and making adjustments to the intervention based on the data. RtI becomes a model for intervening early on behalf of any child who is having difficulty. RtI is focused primarily on effective instruction to enhance student growth and is intended to help as many students as possible meet proficiency standards.

RESTRAINT (definition)

The act of controlling the actions of pupil(s) when such actions may inflict harm to others or to himself/herself. School personnel must feel free to use whatever reasonable means are appropriate at the moment, if it is necessary, to prevent a pupil from harming others or himself/herself.

SEVERE WEATHER/SCHOOL CLOSING

The importance of notifying parents and students when school will be delayed in opening, not opened at all, or be dismissed early is of prime concern. We will be using an automated messaging system which will allow the school to contact each family with regard to school closing and other notifications. This system is designed to contact the phone number or numbers listed in your student's file. If you do not wish to be a part of the automated system, please notify the school and your name will be removed from the system.

The school will continue to use local radio stations KMOR, KNEB, KOLT, and KDUH TV to inform parents and students of closing due to inclement weather. The school will make every effort to make this information available as soon as possible.

ELEMENTARY STUDENT COUNCIL

The Bayard Elementary Student Council is a representative body with the purpose of fostering pride at Bayard Elementary School, developing and practicing leadership skills, building skills in responsible decision making, and planning and supporting service to the school and community. Students who will be enrolled in grades 3-6 in the fall must complete an application each year if they are interested in becoming a student council member. The application consists of parental consent, teacher verification, and student questions. Members of each respective class will vote on the applicants for that class once the sponsors have reviewed the applications. The student

council will consist of four third graders, four fourth graders, four fifth graders, and four sixth graders. In the case of a tie vote, more students may be represented on the council. Officers are elected from the Student Council.

STUDENT DIRECTORY INFORMATION

Student directory information is designed to be used internally within the school district. Directory information shall be defined in the annual notice. It may include the student's name, address, telephone number, date and place of birth, major field of student, participation in officially recognized activities and sports, weight and height of members of athletic teams, student created work (including writing, video production, artwork, industrial technology creations and others), dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and other likeness, and other similar information.

Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

Please notify the principal's office in writing if you do not want your child's information included in the directory.

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 and safekeeping. Bayard Schools is not responsible for students' property that is subject to loss, theft, or damage.

STUDY SKILLS

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with all necessary materials.
2. Be an ACTIVE PARTICIPANT in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible. Just 'getting by' is not a worthwhile goal.

ELEMENTARY/TATTOOS AND STICKERS

Only those tattoos that are permanent (hopefully with parent permission) will be allowed at Bayard Elementary School. If a student has a tattoo or sticker that is visible and is not permanent on their body, the child will be asked to remove it with lotion, soap and water. If they choose to

not remove the tattoo or sticker they will be sent home until it is removed. These items can be dangerous if they contain drugs or poisons and are disruptive to the learning environment.

TEACHER SCHEDULE

Teachers are responsible for providing basic knowledge, direction, and motivation. With this properly accomplished, the student's degree of success is an individual matter. Sometimes it is difficult for an instructor to spend the necessary class time to resolve an individual student academic problem. Students are encouraged to make arrangements with their teachers for conference and special help during a teacher's planning period or before or after school. A teacher's daily schedule will be posted in the classroom. Consult these schedules and feel free to ask the teachers for time to discuss any problems you might have pertaining to classes.

ELEMENTARY TELEPHONE MESSAGES

The school telephone is a business phone and is not to be used by student(s) except in special cases. Students must receive permission from their teacher to use the phone. Students are not allowed to use the phone to make personal arrangements such as requesting permission to go to another student's home after school.

In order to keep classroom interruptions at a minimum, we are requesting that parents phone the school and leave messages for their children unless it is an emergency. If it isan emergency, we will get the student out of class.

A teacher will not be called out of the classroom during school hours except in emergency situations. A message will be placed in the teacher's mailbox to return the call at a time when he or she is free.

JUNIOR/SENIOR HIGH TELEPHONE MESSAGES

The school telephone is a business phone and is not to be used by student(s) except in special cases. In order to keep classroom interruptions at a minimum, we are requesting that parents do not phone the school to leave messages for their children unless it is an emergency. If it is an emergency, we will try our best to deliver the message. Nonemergency messages will be kept in the office, and students will be notified at an appropriate time. It is the students' responsibility to report for messages when notified.

Please refrain from calling your child's cell phone during school hours. If there is an emergency and you need to get in touch with your child, please call the office. Students are instructed to refrain from using their phones during class time to avoid disruptions to the learning process. Regardless of the source of any cellphone-related disruptions, classroom and schoolwide cellphone policies and consequences will apply. Students will not be excused from consequences for violations of cellphone policies on the basis of parents/guardians/etc. initiating classroom disruptions.

HIGH SCHOOL TESTING PROGRAM

Pursuant to Nebraska Department of Education requirements, all juniors will take the ACT at the school on the dates set by NDE. The ACT is also available for all students to take on national test dates. Students may also take the SAT. College admissions officials and scholarship program sponsors use the test scores, your school record, and other criteria to assess your ability to do college work to assist in placement in an appropriate program of study on campus. To decide if you should take one or more of these tests, you must know the test requirements of the college and scholarship programs in which you are interested. The Counselor or District Assessment Contact will help you find this information, or you may write directly to the colleges or scholarship program sponsors.

These tests can taken in grades 9 through 12 and students are encouraged to take the tests more than once. Full information about these tests, including fees and location of test centers, can be obtained from the Counselor or or District Assessment Contact. Students who qualify for free lunches may apply for a waiver of the testing fee for the ACT college entrance examination if they choose to take the ACT in addition to the free ACT given to all juniors. Contact the Counselor or District Assessment Contact for testing dates and registration forms.

ELEMENTARY TITLE I SCHOOLWIDE PROGRAM

Title I Schoolwide Programs enable schools to provide opportunities for children served to meet challenging content and performance standards developed for children by:

1. High standards for all children
2. Enriched and accelerated educational programs
3. Effective instructional strategies and challenging academic content
4. Quality professional development
5. Coordinating services with other educational services
6. Quality parent and community involvement
7. Distribution of resources
8. Improving accountability
9. Greater decision-making and flexibility

VIDEO SURVEILLANCE

The Board of Education has authorized the use of video cameras on Bayard 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; and to further the educational process. 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. Teachers may videotape instruction and other classroom activities to make available to students who were absent or who would like to otherwise review such content.

ALTERNATE LEARNING ENVIORNMENT

When authorized by the Principal for health or other reasons, students may be granted permission to attend class via electronic means.

Virtual Attendance Expectations

Expectations for students:

1. Students will log in at the expected time. Should students be unable to do so, they will contact their teacher via Remind or email as soon as they are able and check Google Classroom for any missed assignments.
2. Students will be dressed appropriately, sit up during the lesson and participate in class discussions via audio, video and/or chat.
3. Students will complete all assignments in a timely manner and seek help by emailing their teacher or attending scheduled office hours.
4. Students will make certain their Remind accounts are active and that they are receiving notifications either through the app, text messages and/or emails.
5. Students will check their email twice daily.
6. Students will contact the designated technology representative if they are having issues with their devices either through Remind or through email.

Expectations for parents/guardians:

1. Parents/guardians will verify their students are participating in our alternate learning environment by observing the above rules daily.
2. Parents/guardians will make certain their Remind accounts are active and that they are receiving notifications either through the app, text messages and/or emails.
3. Parents/guardians will check their Remind and/or emails daily and check for updates from teachers and administrators.

Expectations for teachers:

1. Teachers will post all assignments and activities on Google Classroom in a timely manner.
2. Teachers will post lessons on Google Classroom when new content is taught This may include videos, weblinks, slideshows or other types of documents to ensure access to the information.
3. Teachers will contact parents/guardians and students when a student's grade falls below passing.
4. Teachers will log into their Zoom sessions at the appointed times, including office hours. If a teacher is unable to do so, they will contact their class via Remind and add an announcement in Google Classroom as soon as they are able.

Rules and Regulations

ACADEMIC INTERVENTION/ACADEMIC DETENTION

Academic Intervention is established with the purpose of facilitating opportunities for the professional teachers of the district to help their students succeed in each content area. In the event that a student is failing any course, the expectation is for the teacher of the course to work with the student and parent to schedule academic intervention to stay and work on their assignments with direct instruction from the classroom teacher. Academic Intervention will be available every regular school day from 3:30-4:30.

Teachers who have students failing any courses along with other staff members who assign Academic Intervention are expected to provide instruction and supervision to the student until 4:30 pm (4:00 for those teachers who have coaching assignments the same day). In the event the student has successfully completed the work before 4:30 and the student's course average grade is at least a 70%, the teacher may dismiss the student early. Teachers are expected to utilize academic intervention to assist students seeking to improve their learning and grades in accordance with the grading procedures of the school district.

The school administration may assign students to attend the academic intervention program. Additionally, teachers may issue academic detention during the academic intervention period to students to provide for support and supplemental instructional time as needed to help students learn material and complete assigned learning tasks.

Students will be assigned to the academic intervention program on a mandatory basis when the following factors place them at academic risk:

A current failing grade in any class.
Missing/Late assignments.
Risk of course failure.

Students attending the academic intervention program are supervised by both certificated and non-certificated staff members. Students attending the academic intervention program have access to support, encouragement, structure, and resources to complete their assigned learning tasks.

When students are assigned to participate in the academic intervention program, failure to attend will be considered truancy. Students who are assigned to the academic intervention program are directed to avoid scheduling medical and other appointments for times when academic intervention is in session. In instances when no alternative scheduling options exists, the school administration reserves the right to grant a make-up attendance time to be decided by the assigning administrator.

Although attendance is mandatory when assigned, the academic intervention program is open to all students in grades 7-12 who need additional work time, support, or access to learning technology.

Student failures are often (but not always) the result of not turning work in or late work. One of the best ways that parents/guardians can help students be successful is by providing time and

structure at home for students to complete all of their assignments. Parents can monitor their students' grades, assignments, and attendance via the Infinite Campus online student information system.

Teachers who have students meeting the qualifications for participation in the academic intervention period are required to provide supervision and instructional support to these students for the entire duration of the academic intervention period. When circumstances arise where teachers are assigned to other duties during the academic intervention period the teachers involved are to work with the principal to ensure that students are supervised and have the opportunity to receive academic support. It is the responsibility of the classroom teacher to communicate with students, parents, and the principal when students have missing or late assignments or are otherwise at risk of course failure.

DISCIPLINE AND SOCIAL EMOTIONAL LEARNING

Students who have engaged in violations of school rules and behavioral expectations may be required by the principal to complete additional educational activities and/or training in order to have the opportunity to learn proper conduct prior to returning to regular classroom attendance. These assignments may include requiring students to complete Social Emotional Learning (SEL) Modules through the Odysseyware BASE program, Skills Streaming, or other programs as determined by the principal or his/her designee to be necessary for the development of the student. Failure to complete these assigned tasks will be considered to be a violation of a reasonable directive subject to additional discipline in accordance with this handbook and school policy.

Students who violate school rules regarding possession of illicit or prohibitive substances may, at the discretion of the principal, be required to complete additional educational activities to promote an understanding of healthy and safe behaviors prior to returning to regular classroom attendance. These assignments may include completion of an educational program to reduce the use of an illegal or addictive substance, consultation with the school nurse, or additional meetings between the student, the student's parents/guardians, and substance abuse professionals.

STUDENT ADMISSION REQUIREMENTS

Minimum Age:

A child shall be eligible for admission into kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins. The School Board may admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year; (ii) the family anticipates a relocation to another jurisdiction that would allow admission within the current year; or (iii) the child has demonstrated through a recognized assessment procedure approved by the School Board that the child is capable of carrying the work of kindergarten.

Early Admission to Kindergarten:

The following assessment procedure for determining if a child is capable of carrying the work of kindergarten is approved and shall be made available to interested persons:

The kindergarten early entrance assessment procedures are designed to identify and place in kindergarten those children who:

a. will turn 5 years of age between August 1 and October 15;
b. are deemed by parents or guardians as being intellectually advanced and likely to benefit from advanced grade placement; and
c. are selected on the basis of testing by professionals trained to administer the assessments that will produce evidence of strength determined by:

1. achieving a score at the 25th percentile or greater on a composite of all subtests of the Pre-Kindergarten Screen (PKS). Skills assessed by the PKS-Pre-Kindergarten Screen include fine- and gross-motor development, understanding of verbal directions, visual perception and discrimination, rudimentary letter and number identification, and impulse control; or
2. achieving a total of standard scores equal to or greater than 500 on the Young Children's Achievement Test (YCAT). This test assesses General Information, Reading, Writing, Mathematics, and Spoken Language.

The assessment(s) may be administered by the School District's professional staff, or the parents or guardians may, at their own expense, have one of the required assessments completed by reputable professionals and submit the results of such assessments to the School District.

Parents will be notified in writing of the results of the Early Kindergarten Entrance assessment procedures and the determination of the School District in a timely fashion; not to exceed three weeks after the assessments are completed.

Families who seek early admission of their child into kindergarten must obtain an Early Entrance to Kindergarten Packet from the School District Administrative Office. The Early Entrance to Kindergarten Packet must be completed and returned to the School District Administrative Office no later than June 1st of the spring before fall enrollment to allow summer assessment to be completed. The Superintendent may grant an extension of this deadline at his or her discretion.

Admission to First Grade:

A child may be eligible to enter first grade, even if the child has not attended kindergarten, if the child is six years of age or will be six years of age on or before October 15 of the current school year, and school officials determine that first grade is the appropriate placement for the child.

Graduates:

A student who has received a high school diploma or received a General Equivalency Diploma shall not be eligible for admission or continued enrollment at Bayard Public Schools.

Age 21:

A student shall not be admitted or continued in enrollment after the end of the school year in which the student reaches the age of 21. The school year for this purpose ends at the last day of instruction for graduating seniors.

Birth Certificate, Physical, Visual Evaluation and Immunization:

The parents or legal guardian shall furnish:

(1) A certified copy of the student's birth certificate issued by the state in which the child was born, upon admission of a child for the first time, shall be provided within 30 days of enrollment. 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. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).

(2) Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the 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, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the 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 other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement that establishes that an exception to the immunization requirements are met.

(5) Every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

The Superintendent or Superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and of 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 evaluations 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 or from a private, denominational, or parochial school 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 school 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 placed 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.

ALCOHOL TESTS

It is a violation of Board Policy and school rules for a student to use or be under the influence of alcohol while 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.

The Superintendent of Schools or his or her designee may require students to consent and submit to a breath test to determine the presence of alcohol or similar alcohol sensor (a "Test") as a prerequisite for admittance to any voluntary school event or activity if the Superintendent determines that such practice is necessary for the safety of students at such event or will prevent interference with school purposes. If the Test reveals that a student is under the influence of alcohol or the student refuses to submit to the Test, then the student may be denied admittance to the event (in addition to being subject to further discipline as allowed by law, school rules, and Board Policy).

The Superintendent of Schools or his or her designee may require a student to submit to a Test at any time while 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 if the Superintendent or his or her designee reasonably suspects that the student is under the influence of alcohol.

STUDENT ATTENDANCE AND EXCESSIVE ABSENTEEISM

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and students and parents are responsible for developing behaviors which will result in regular and punctual student attendance. Bayard Schools are required to maintain an accurate record of student attendance.

Compulsory Attendance: Except for those students exempted by law, this school district expects all children living within the boundaries of the school district and those currently enrolled in the school district and who are between the ages of seven and eighteen, to be in attendance every day that school is in session unless they have been excused by the school administration.

A. Attendance and Absences.
1. Absences from School - Definitions. An absence from school will be reported as: (a) Unverified, (b) Absent, (c) Verified, (d) Activity, (e) Exempt.
The following codes will be assigned to student absences for the following reasons:

Unverified (UNV): The student is absent and the school has not received any notification pertaining to the student's whereabouts from a parent/guardian.

Absent (A): A parent/guardian has called to let the school know their child will not be in school, but the absence does not qualify as an EXC, EXP, ACT as defined below.

Verified (VER): A parent/guardian has called to let the school know their child will not be in school due to illness, a medical appointment, or family trips in which the student accompanies the parent/guardian. Even though an absence is verified, it does count toward the total number of absences for purposes of credit loss and truancy reporting.

Exempted (EXP): A parent/guardian has called to let the school know their child will not be in school for a purpose deemed by the Principal as an extenuating circumstance. The student's absence will not count against them due to the extenuating circumstance. An Exempted absence may include absences for reasons such as the attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents) counseling/therapy appointments, and court appearances that are required by a court order.

Activity (ACT): The student is absent from school due to participation in a school-sponsored event.

Only when specifically authorized by the principal for health or other reasons, students may be granted permission to attend class via electronic means. Student attendance will be marked the same regardless of virtual or in-person attendance.

The following attendance codes WILL contribute to the accumulated absences for the semester: UNV, VER, A, . After 9 absences, the student will lose credit for the class(es) in which they are not in attendance.

The following attendance codes WILL NOT contribute to the accumulated absences for the semester and will not count against credit loss: EXP, ACT.

Exempted Absences must be cleared through the Principal's office by the student's parent/guardian in advance whenever possible. An absence or tardy, even if verified by a parent/guardian, may not be ~~or~~ exempted, except as described above. All absences, except for

illness, death in the family or other absences where advance notice is not possible, require advance approval.

The Principal shall have the discretion to deny or approve the verified or exempt status of absences depending on circumstances such as the student's number of other absences, 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.

A student who engages in excessive absences may be considered truant as per state law Neb. Rev. Stat. 79-201. Truancy is a violation of school rules. The consequence of such action may require the student to make up the time missed through Academic Intervention. Students who leave the school premises without permission during the school day will be considered truant.

2. Absence Procedure.
Make-up work may be assigned for each day missed regardless of the type of absence, school activity or otherwise. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by the teacher, with two days per each excused absence the general rule. The student has the responsibility to contact teachers, initially, regarding make-up assignments.

B. Mandatory Ages of Attendance. The mandatory ages of attendances for truancy purposes are age 6 (as of January 1 of the then-current school year) to age 18. Attendance is also not mandatory for a child who has reached the age of 6 years of age prior January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements, and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 18 years, and such child's parent or guardian has signed a notarized release discontinuing the enrollment of the child on a form provided by the school.

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

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of

Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Bayard Public Schools or resides in Bayard Public Schools and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

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

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

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

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

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

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

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

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

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

E. Excessive Absenteeism. Students who accumulate five (5) e~~xcused or unexcused~~ absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

after 5 absences – first communication from the principal.
6 and 7 absences – further written communication or phone call from principal is possible.
8 absences – call and letter to meet with the principal.
9 and 10 absences – meeting should have been held with the principal.
11 or more absences – possible notification to county attorney.

F. Reporting Excessive Absenteeism to the County Attorney.

a. Twenty Absences. If a student accumulates more than twenty (20) absences per year and all of the absences are due to documented illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which the person having control of the student resides.

b. Twenty Absences. If a student accumulates more than twenty (20) absences per year, the attendance officer shall file a report with the county attorney of the county in which the person having control of the student resides. The report shall be made on a form which includes the following two statements, one of which must be designated by the school representative signing the report: (a) The school representative requests additional time to work with the student prior to intervention by the county attorney; and (b) the school representative believes that the school has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends county attorney intervention. If further action is necessary to address the child's attendance, the initial

meeting between the parent or guardian of the child, the school, and the county attorney or his or her designee shall be at a location determined by the school.
c. Other. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

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

ELEMENTARY - ARRIVAL AND DISMISSAL

Please make every effort to have your student arrive at school no earlier than 7:55 A.M., unless previous arrangements have been made with the principal's office. Students must leave the building when dismissed in the afternoon, unless they are given permission to remain and are supervised by a staff member. Students will be asked to leave the school grounds after school is dismissed, unless arrangements have been made previously with the parent(s) or guardian(s). The playground is not supervised before 8:00 A.M. or after 3:30 P.M.

ELEMENTARY ABSENTEES AND TARDIES

Bayard Elementary Start and End Times:

Begin: 8:00 am
Dismiss: 3:25 pm

Students should plan to report to school between 7:55 A.M. and 8:00 A.M. so they will not be counted tardy. Tardiness is reported from 8:00 A.M. to 10:00 A.M. and from when class starts after lunch to 2:00 P.M. A student leaving school after 10:00 A.M. or after 2:00 P.M. will not be counted absent for that half day respectively. Otherwise, the student is determined to be present.

Students are expected to be in class on time. Tardies will be monitored by individual teaching staff and the principal's office. Each teacher will post rules and consequences regarding tardies in their individual classrooms. Failure to meet school/teachers' rules and expectations regarding tardiness during the year will result in disciplinary action.

Elementary students will not be dismissed from the regular school day to attend junior high or high school events unless a parent or other authorized adult personally checks the student out of school.

JUNIOR HIGH/HIGH SCHOOL ABSENTEES AND TARDIES

Bayard Jr./Sr. High School Regular Schedule Start and End Times:

Begin: 8:00 am
Dismiss: 3:31 pm

Students are expected to be in class on time and in attendance every class period (See SCHOOL BUILDING HOURS AND BELL SCHEDULE for start and end times for each period). Other than emergencies, students will not be allowed in the halls and must have a hall pass. Unexcused tardies will be monitored by individual teaching staff and the principal's office. Each teacher will post rules and punishment regarding tardies in their individual classrooms.

I. Failure to meet school/teachers' rules and expectations regarding tardiness during the semester will result in disciplinary action.

II. 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

III. Accumulation of three absences in a semester, which are not verified by the student's parents with a phone call, note or doctor's slip shall be considered truant and may result in disciplinary action. Continued unverified absences will result in additional disciplinary action and reported as excessive absenteeism.

All students grades 7-12 will be allowed up to nine (9) excused absences per semester. After the 9th absence, credit will be deducted as follows:

0-9 days absent 0 credit deducted per course
10-15 absences 1 credit deducted per course
16-20 absences 2 credits deducted per course
21-25 absences 3 credits deducted per course
25-30 absences 4 credits deducted per course
31+ absences 5 credits deducted per course

To receive full credit for a class in which a student has been absent in excess of nine periods, the student will be given the opportunity to make up the time missed. Teachers will provide make-up (or extra credit work) to be done during the make-up period. The student will be supervised during the make-up time by the school principal or by an assigned detention teacher. The student must serve the same number of make-up minutes (per missed class) as the class was originally scheduled to meet, in order to receive full credit for making up a period. Scheduling of the make-up time will be done by the school principal. The make-up time may be scheduled before school, after school, or on weekends, but it must be served within 30 days of the completion of the semester as the absent day it is being served to make up. Absences for school-sponsored activities are not to be included in the nine-day absence policy.

Students who lose credit will be given the opportunity for credit recovery during summer school.

The administration reserves the right to subtract from the number of absences those occasions which a student is hospitalized, prescribed bed rest by a physician, or gone due to a family emergency. (Family emergencies may include by not limited to accidents funerals, etc.) The school administration will require written documentation from a hospital or a physician for absences due to prescribed bed rest. It is important to note that while absences impacting credit loss are semester based (start over each semester), absences counting toward truancy accrue throughout the entire school year.

JUNIOR HIGH REQUIREMENTS - SUMMER SCHOOL

Junior high students (7-8) must pass a minimum of six (6) academic subjects (English, Math, Science, Social Studies, Reading) for the year (three per semester) to be considered for advancement. Social promotion may be considered after a conference with the principal, parents, and the student. These students will be placed on probationary status for one full semester. Failure to maintain passing grades during the probationary period may result in a change of enrollment, back to the previous grade, for the remainder of the school year. If summer school is offered, junior high students could be required to attend if grades indicate a need for remediation.

HIGH SCHOOL REQUIREMENTS – SUMMER CREDIT RECOVERY

High school students will be required to attend summer school in order to recover credits for failed courses and/or excessive absences at the discretion of the principal. Typically the students are required to retake the class during the next available semester with the teacher before Credit recovery is considered. Credit recovery will be based on (at or near) perfect attendance and completion of all assignments and assessments with at least 70% proficiency. The student will be completing coursework from Odysseyware Online or Edgenuity. There may be additional coursework as assigned by the regular education teacher that, if assigned, will need to be completed at 70% proficiency as well. Poor attendance and behavior will result in immediate removal from the summer credit recovery opportunity and students may be required to retake the class the following year.

ABSENCE VERIFICATION

Anytime a student is absent from school, they must have their parent or guardian call or send an excuse note to the Principal's office, stating why they were absent either the day(s) the absence occurs or upon returning to school, or it will be counted as unexcused or a skip. The school will contact parents as soon as possible when an unverified absence has been reported. Students with unexcused or skip absences will be disciplined according to the Student Handbook (see ABSENTEES AND TARDIES).

PERMIT TO RE-ENTER

Any student who is absent for five consecutive school days due to either illness or contagious disease, may be required to have a permit to re-enter school, signed by a physician.

TRUANCY

Truant students will make up twice the time missed from school for the first offense, and their parents will be contacted. For the second offense, the parents will be called in to work out an appropriate agreement. Students truant more than three times while in junior and senior high school will be suspended from school until such time as the problem has been resolved to the satisfaction of the parents and administration.

ELEMENTARY CELLULAR PHONES

For the safety of students and to eliminate disruptions in the learning environment, all students in grades K-6 who bring cell phones to school are to place them in a box with their classroom teacher immediately when they enter the classroom during regular school hours. Students will pick up their phones on the way out the door at the conclusion of each school day or when they are leaving for the day.

The box of cell phones will be kept in a safe place to eliminate theft problems. If a student does not place his/her cell phone in the box, and it is seen or heard during regular school hours, the phone will be confiscated by the teacher or principal, and it will be kept according to the violations listed in the Rules and Regulations section of the student handbook. There will be no exceptions or excuses. If a student has an emergency, they will be allowed to use a phone. If you need to contact your student, please call the elementary office, and a message will be given to the student. No one will ever turn your student's cell phone on unless he/she is present.

The administration shall promulgate rules to enforce this policy at the building level.

CELLULAR PHONE AND ELECTRONIC DEVICE USE BY JUNIOR/SENIOR HIGH STUDENTS

Students may be in possession of a cellular telephone subject to the terms of Board Policy #5133 and the administrative rules of the District. Use of the device shall be limited to the period before classes begin in the morning, during the student's lunch period and after the student's last class in the afternoon. Such devices shall not be used during instructional time, which includes all class time, unless there is a bona fide health or safety emergency.

Visible possession of all cell phones is prohibited in any area where there is an expectation of privacy.

Students violating this policy may be subject to disciplinary action; i.e., detention, suspension and/or expulsion.

The administration shall promulgate rules to enforce the policy at the building level.

Bayard Jr./Sr. High School students need to be responsible users of technology. The school firmly believes in protecting instructional time in classrooms; therefore, electronic devices should not be seen, heard, or used during the time allotted for each of the instructional periods throughout the day. This applies to anywhere on campus, including hallways, restrooms, main office, media center, etc. during any scheduled instructional period (including TAPs).

Students are permitted to use electronic devices before and after school, during their scheduled lunch, and during passing periods. Because school issued devices are available to all students, other personal electronic devices and cell phones are not to be used during instructional periods and study halls. Student use of personal devices can diminish the available internet bandwidth and diminishes the quality of the educational environment for other students and staff.

To maintain the expected learning environment in the classroom, students who violate the electronic device policy will be subject to disciplinary actions. Once a referral has been sent to the office, the following consequences can be utilized to solve the problem:

1st Offense- Electronic device will be confiscated until the end of the school day.
2nd Offense- Electronic device will be confiscated until a parent/guardian picks up the device
3rd Offense- Student will serve detention, plus the electronic device will be confiscated until a parent/guardian picks up the device
4th Offense - Student will serve detention, plus the electronic device will be confiscated until a parent/guardian picks up the device, and the student must turn the device in at the start of the school day for a specific amount of time determined by the administration.

As part of being a responsible user of technology, students are directed to not use their electronic devices to bully, intimidate, or harass. Violators will be subject to disciplinary actions from the administration.

CHILD FIND PROGRAMS

Child find is a community-wide effort to provide opportunities for children with disabilities. Parents, educators and members of the medical community take part in the program to locate children who may have a disability.

Parents/Community members who contact Child Find may have concerns about the child's development in the areas of:

- Hearing
- Vision
- Speech/language skills
- Motor skills
- Thinking skills
- Emotional/social skills

Child Find provides developmental screening and, when appropriate, a comprehensive, multi-disciplinary evaluation for children from birth to kindergarten age.

If you live within the Bayard School District and have, or know of a child who may have a disability, contact the Bayard School Office (308-586-1425) from 9 am to 3 pm or write to:

Special Education Department
PO Box 607
Bayard, NE 69334

Links to: Developmental Milestones: http://www.answers4famillies.org/developmentstages/

DATING VIOLENCE PREVENTION

The board prohibits behavior that has a negative impact on student health, wealth, safety, and the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities.

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

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

SAFESCHOOLS DISTRICT TIP REPORTING SERVICE

Safety is one of our district's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration five different ways:

1. App: Search for "SafeSchools Alert" in the App Store to download for free
2. Phone: 308.562.2024
3. Text: Text your tip to 308.562.2024
4. Email: 1767@alert1.us
5. Web: http://1767.alert1.us

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. Tips may be submitted anonymously too. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

DISPENSING PRESCRIPTION MEDICATION

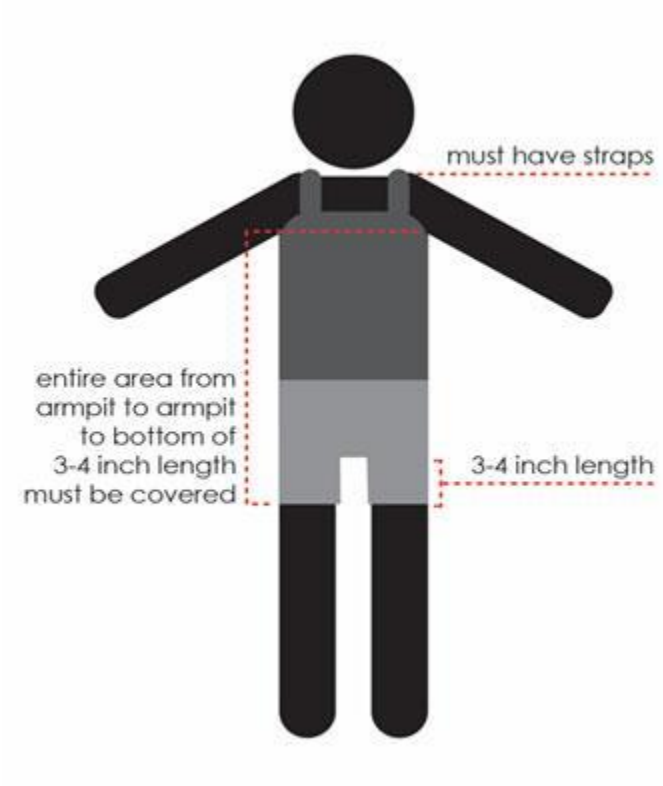
To help insure the health and safety of children, school employees are not permitted to dispense prescription medications to students without full compliance with Board Policy which is as follows:

l. The parent or guardian of the student shall provide prior written authorization on the proper school form, to dispense prescription medication(s).
2. The parent or guardian of the student shall agree in writing to provide the prescription medication(s) to be dispensed in a prescription container with the child guard cap. The container shall have a glued label from the pharmacy which shall contain the child's name, physician's name, and directions for dispensing the medication.
3. The parent or guardian of the student shall agree in writing to consult the family physician as to any side effects of the medication being dispensed and to advise the school employee of the possible side effects and procedures to be followed should side effects occur.
4. Written authorization is limited to the medication(s) identified in writing on the form provided for that purpose. Should additional medication(s) be prescribed, additional written authorization will be required.
5. Written authorization shall be limited to the school year identified on the form provided.

6. The parent or guardian of the student shall notify the school in writing of the termination of the authorization to dispense the medication(s).
7. Modification of the dispensing instructions shall be communicated to the school employee by providing a new prescription container with a child-guard cap with glued label from the pharmacy, including student's name, physician's name, and instructions for dispensing.
8. The school employee cannot honor verbal instructions from the parent, or guardian, or student to modify or alter the directions for dispensing medication(s) as specified on the prescription container.
9. Employees of the school shall not be required to dispense prescription medication(s).
10. Prescription medication and any medical equipment needed to dispense medications delivered to school employees shall be identified and shall be kept locked in a cabinet or in a manner that will restrict access to only authorized employees.

STUDENT DRESS CODE

Bayard Public Schools respects students' rights to express themselves in the way they dress. All students who attend Bayard Public Schools are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.



Minimum Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below). Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3 to 4 inches in length.
2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reason by school administration.
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Additional Requirements:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn inside the building.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

Teachers will send students to the office, or notify the office if a student's clothing or dress is questionable.

The administration reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

STUDENT GRIEVANCE PROCEDURE

The grievance procedure for students is published in the district student handbook and publications that reach all students including those in special education. The procedure, along with explanations, due process, and directions are available for inspection in the following offices: Superintendent of Schools and building principals. Inquiries can also be directed to the Director of Region VII Office for Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153 or call (816) 891-8026.

It is the policy of this district that all grievances be resolved quickly and at the lowest step possible.

EXPLANATIONS

1. Grievance

A grievance is a difference of opinion raised by a student or a group of students involving: 1) the meaning, interpretation, or application of established policies; 2) difference of treatment; or 3) application of the legal requirements of civil rights legislation.

2. Grievant

Any student or group of students submitting a grievance in their own behalf.

3. Days

Days when school is in session.

DUE PROCESS

1. Right to Representation

A grievant(s) may choose to be represented by an attorney or other persons of their own choosing, such as a relative or advocate. Issues of ordinary school operation should, however, be resolved as informally as possible.

2. Right to Present Witnesses and Evidence

Grievant(s) shall be allowed to present the grievance with relevant evidence and pertinent witnesses. Both parties shall have the opportunity for hearing and questioning witnesses.

3. Time Limits

All participants shall adhere to the time limits prescribed for each level. Failure by the administration at any step of the procedure to communicate the decision on the grievance within the specified time limit shall permit the grievant(s) to proceed to the next step. Failure on the part of the grievant(s) to appeal the decision to the next step within the specified time limits shall be deemed to be an acceptance of the decision rendered at that step.

4. Right to Information

Unless state laws and right-to-privacy laws are violated, all relevant records with names and identifying information must be made available to the grievant(s) for use as evidence in the grievance issue.

5. Privacy

During the grievance procedure, except at Step IV, the grievant(s) shall have the right to designate whether the procedure and meetings will be confidential, including names and related information.

6. Reprisals-Retaliation

Participants in a grievance submitted in this district shall not be subjected to reprisals, retaliation, or different treatment because of such participation. Participation shall not be recorded in the student file(s) or used to affect equal opportunity for access and equity in educational programs and services.

DIRECTIONS:

Each step of authority shall acknowledge in writing the date of receipt of the written grievance with the statement that the issue will be considered promptly.

By Step III the grievance must be submitted in writing, dated, and signed with the name of the attendance center and the grade level of the grievant(s). The issue should be described as specifically and completely as possible. The name of anyone who will represent the grievant(s)

should be included. A statement of possible relief necessary to resolve the issue should be offered.

If the issue is of the type that would require a decision from higher authority, the facts surrounding the grievance should be compiled in writing and submitted to the proper level of authority, operating through appropriate channels. All levels of authority shall give immediate attention to the grievance issue, being aware of the specified timelines. Copies of the written answers to the grievant(s) shall be submitted to the superintendent and/or building principal. This response shall contain a summary of the evidence determined; the conclusion(s) reached, with reasons, and shall be delivered to each grievant(s). If hand delivery with receipt cannot be made, registered mail will be used.

NETWORK ACCEPTABLE USE AND INTERNET SAFETY POLICY

Bayard Public Schools recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools.
To this end, the Bayard Public Schools encourages the responsible use of computers; computer networks (including the Internet), and other electronic resources in support of the mission and goals of the Bayard Public Schools.

It is the policy of Bayard Public Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA).
It is the policy of the Bayard Public Schools to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, Bayard Public Schools recognizes its legal and ethical obligation to protect the well-being of students in its charge.

The following uses of school-provided electronic resources, including Internet and email, are not permitted:

a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
b. to transmit obscene, abusive, sexually explicit, or threatening language;
c. to violate any local, state, or federal statute;
d. to vandalize, damage, or disable the property of another individual or organization;
e. to access another individual's materials, information, or files without permission;
f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission; and
g. to distribute or forward "chain letters" via email.

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures

and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Students may…

- Design and post web pages and other material from school resources.
- Use direct communications such as email, online chat, or instant messaging with a teacher's permission.
- Use the resources for any educational purpose.

Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring: School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Enforcement of Policy:

- To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.
- Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
- Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.
- A Bayard Public Schools staff member may override the technology protection measure that blocks or filters Internet access for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure that blocks or filters Internet access.
- Bayard Public Schools staff will monitor students' use of the Internet by either direct supervision or by monitoring Internet use history to ensure enforcement of policy.

Inappropriate Network Usage: To the extent practical, steps shall be taken to promote the safety and security of users of Bayard Public Schools' online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring: It shall be the responsibility of all members of Bayard Public Schools staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Bayard Public Schools will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

Disclaimers:

- Bayard Public Schools and its individual schools, administrators, faculty, and staff thereof, make no warranties of any kind for the service provided and will not be held responsible for any damage suffered by users. This includes the loss of data resulting from delays, non-deliveries, and intrusion by computer virus, or service interruption.
- Use of any information obtained via network access is at the risk of the user, and Bayard Public Schools specifically denies any responsibility for the accuracy or quality of the information obtained.
- Bayard Public Schools cannot guarantee complete protection from inappropriate material. Furthermore, it is impossible for the district or content filter to reflect each individual or family's opinions of what constitutes "inappropriate material." If a student mistakenly accesses inappropriate information, he/she should immediately notify a district staff member.
- Bayard Public Schools is not liable for an individual's inappropriate use of district's electronic communications systems or violations of copyright restrictions or other laws, or other costs incurred by users through use of Bayard Public Schools' electronic communication systems.
- The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communication systems.

CIPA Definition of Terms:
Minor: The term "minor" means any individual who has not attained the age of 17 years.
Technology Protection Measure: The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as that term is defined in section 1460 of title 18, United States Code;
2. Child Pornography, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

Harmful to Minors: The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Sexual Act; Sexual Contact: The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

SEARCH AND SEIZURE

To maintain order and discipline in the school and to protect the safety and welfare of students and personnel, school authorities may search a student, or student lockers, under the circumstances outlined in SEARCHES-PERSONAL and may seize illegal, unauthorized, or contraband materials discovered in the search.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

DRUG DETECTION DOGS

As part of the district's effort to keep the schools safe and free from illegal drugs, the school principal may authorize the use of law enforcement drug detection dogs to search school hallways, lockers and cars parked in the school parking lot under the following guidelines.

1. The dogs will be brought into the schools both during and after school hours. The school Principal shall determine when the drug detection dogs will be used. The dogs may perform searches at random times throughout the school year.
2. The dogs will search hallways, lockers and cars parked in the school parking lot only. Students will not be searched by drug detection dogs. While a sniff search is taking place during the regular school day, students will remain in their respective classrooms.
3. If the drug detection dog identifies personal effects (e.g., purse, book bag, etc.), locker, or car, then school officials and law enforcement personnel will search the area and conduct an investigation. Parents/guardians will be notified if illegal drugs or contraband are discovered in a students' bags, locker or car. School penalties for possession of an illegal substance are governed by the school discipline code and may range from suspension to expulsion.
4. If an illegal drug is found, law enforcement will conduct a criminal investigation. If, during this investigation, probable cause exists to warrant an arrest, an arrest will be made.
5. If a student refuses to unlock a vehicle identified by a drug detection dog, the student will be subject to school sanctions for refusing to submit to a search. Law enforcement personnel will take appropriate action based on departmental policies.
6. Drug detection dog searches in the Bayard Public Schools may involve the Bayard Police Department, Morrill County Sheriff and/or the Nebraska State Patrol.

JUNIOR HIGH/HIGH SCHOOL SEARCHES - AUTOMOBILE

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of student's automobile on the school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

ELEMENTARY SEARCHES – DESK

Student desks are school property and remain at all times under the control of the school. Periodic general inspections of desks may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

JUNIOR HIGH/HIGH SCHOOL SEARCHES - LOCKER

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

SEARCHES - PERSONAL

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present.

SEIZURE OF ILLEGAL MATERIALS

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

STUDENT FEES

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

A. Definitions.

1. "Students" shall mean students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" shall mean student activities or organizations that (1) are supervised or administered by the District; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the District.

3. “Post-secondary education costs” shall mean tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

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

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

2. *Safety Equipment and Attire.*

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

3. *Personal or Consumable Items.*

Teachers may not require students to supply various personal or consumable items for use in courses. However, they may state that students are asked but not required to bring certain items for use in school. The school must supply any items required for course work but not brought by students. The district may set reasonable general guidelines on the use of consumables to avoid abuse and unnecessary waste of district resources. The district may require students to provide such personal and consumable items for extracurricular activities such as reeds for musical instruments, protective mouthpieces, and blank tapes for audio or video recording.

4. *Materials Required for Course Projects.*

Students in some courses produce a project that becomes their property at the end of the course. In those circumstances, students must either furnish or pay for the reasonable cost of any materials required for the course project; otherwise the project remains in the ownership of the school district.

5. *Extracurricular Activities.*

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

6. *Post-secondary Education Costs.*

Some students enroll in post-secondary courses while still enrolled in the District’s high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive both high school and post-secondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the District shall offer the course

without charge for tuition, transportation, books or other fees, except tuition and other fees associated with obtaining credits from a post-secondary educational institution.

7. *Transportation Costs.*

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

8. *Copies of Student Files or Reports.*

The District will charge a fee for making copies of a student's files or records for the parents or guardians of such students. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the student's files or records without the payment of a fee, and no fee shall be charged to search for or retrieve any student's files or records.

9. *Participation in Before-and-After-School or Pre-kindergarten Services.*

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

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

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

11. *Charges for Food Consumed by Students.*

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

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities and (2) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waiver provided in this section. The District is not obligated to provide any particular type or quality of equipment or other materials to eligible students.

D. Distribution of Policy.

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

STUDENT FEE WAIVER PROCEDURES

The Board recognizes that while certain fees, specialized equipment, specialized attire, or project materials are appropriate and authorized, some students and their families are not financially able to afford them. The school district will grant waivers upon request to the students of families eligible for free or reduced priced meals under the federal Child Nutrition Program.

Waivers must be requested prior to the waiver deadlines as listed below. Waivers will not be approved retroactively for fees previously paid or specialized items, attire or project materials purchased by students. Only those fees and items eligible for waivers as required by state statute shall be waived.
The following deadlines will apply to requests for waivers:

1. Extracurricular Activity Participating Fees – The end of the first week of practice for a particular sport or activity.
2. Extracurricular Activity Specialized Equipment and Attire – The end of the first week of practice for a particular sport or activity.

Parents or students eligible for waivers shall make an application on the form provided by the school district at the end of this handbook. Applications may be made at any time but must be renewed annually. Denial of a waiver may be appealed to the superintendent, but eligibility is strictly dependent upon meeting financial guidelines established by the Child Nutrition program. The school district will treat the application and waiver process, as any other student record and student confidentiality and access provisions will be followed.

The school district will annually notify parents and students of the waiver. The student fee policy and guidelines will be published annually in the Student Handbook.

REGULATIONS FOR PROVIDING REQUIRED SPECIALIZED EQUIPMENT OR ATTIRE IN EXTRACURRICULAR ACTIVITIES

The following extracurricular activities require specialized equipment or specialized attire to be provided by participating students. Students qualifying for free or reduced price meals are eligible to apply for waivers under school policy.

ACTIVITY	**DESCRIPTION**
All Classes	No class dues will be assessed. All class money for class activities will be earned through fundraising activities. If you want to take part in the class activities you must work the fund raising projects.
Band	Instruments; meals during competition; band uniform cleaning fee; registrations fees (All-State, High Plains, etc.).
Choir	Registration fees (All-State, High Plains, etc.); meals at contests; folder for music (2-pocket); choir trip.
Elementary Music	Miscellaneous costumes and props for Elementary shows.
21st Century	Performance outfit (girls – dresses, briefs, shoes and nylons. Boys – shirt, pants, vest, black socks and shoes); white shirts for caroling; meals on competition days; miscellaneous costumes and props for annual show; 21st trip.
JR. High Swing Choir	T-shirt; meals for competitions.
FFA	Meals for trips, FFA jackets.
Library	LOST library material – pay the replacement cost of the item. If item is found, money is refunded. DAMAGED library material – if material is severely damaged, there will be a replacement cost charge. REPAIR of textbooks will be charged by the instructor.

National Honor Society	Each member is required to collect 5 pledges or donations for the bowl-a-thon fundraiser. Each member pays for the games they bowl (2-3 games).
One-Act Plays	Costumes.
Quiz Bowl	Meals at competition.
Senior Class	Class t-shirt; donating items for concessions, prom, etc.; flower for graduation if class funds are not available.
Speech	Meals at competition.
Cheerleading	Cheerleading uniform – cheerleader will conduct fundraisers to help with the cost of uniform. You must help with these activities in order to be a cheerleader.
Football	Football shoes.
Golf (Boys/Girls)	Golf clubs, bag, tees, balls.
Track (Boys/Girls)	Track shoes (running spikes, field event shoes, jumping event shoes, etc.); t-shirts/sweatshirts; gloves and cap; and meals on competition days.
Volleyball	Meals on competition days and black spandex shorts.
Wrestling	Shoes.
X-Country	T-shirt (optional), jacket (optional), shoes- spikes (optional), socks, running tights, one size fits all gloves, head bands (ear covers) and meals on competition days.
JR High Football	Football shoes (optional) may wear tennis shoes.
JR High Track (Boys/Girls)	Track shoes and meals on competition days.
JR High Volleyball	Shoes and black shorts.

This list is not all inclusive. Activities and items may be added during the year.

STUDENT FEE ASSESSMENTS

The following fees, charges or fines will be assessed during the school year for students involved in the activities described.

Students may apply for waivers of some fees under district waiver guidelines. The student fee policy and guidelines will be published annually in the Student Handbook.

ACTIVITY	**COST**
Lunch	Price established for the year.
Band Uniform Cleaning Fees	$10.00
FFA	As set by the organization.
Cheerleading Clinic	As set by sponsoring group.
Miscellaneous Fees:	
Lost textbooks and library books.	Cost to replace.
Damaged textbooks and library books.	Cost to repair or replace.
Lost school or athletic equipment.	Cost to replace.
Broken or destroyed school or athletic equipment.	Cost to repair or replace.

SUGGESTED PERSONAL OR CONSUMABLE ITEMS

Teachers may suggest students to supply various personal or consumable items for use in school. The following list provides an example of the types of items that may be considered personal or consumable. Teachers shall furnish the principal with a list of all items suggested prior to the beginning of the school year. This will allow students and parents time to purchase them.

Pencils
Colored Pencils
Pens
Paper
Graph Paper
Tablets
Notebooks
Organizers
Instruments
Make-up kits for Drama
Protective Mouthpiece for Sports
Erasers
Elmer's Glue (other types may create usage difficulties)
Markers (no neon or glitter)
Highlighters
Activity Calendars
Compass
Protractor
Calculator
White Out
Reeds for Musical
Planners
Scissors
Glue Stick
Ear buds

SEXUAL/ETHNIC HARASSMENT POLICY

The Bayard Public School's Board of Education strongly endorses, and will comply with the provisions of Title VII of the Civil Rights Act of 1972, as amended; Title IX of the Education Amendments of 1972; and the Nebraska Equal Opportunity and Education Act. Therefore, it is the policy of the Bayard Public Schools to prohibit any and all discrimination based on race, color, sex, or national origin.

Regarding school district employees, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature shall constitute "Quid Pro Quo" sexual harassment when:

I. Submission to sexual conduct is made either explicitly or implicitly a term or condition of an individual's employment.

II. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual.

III. 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.

It is also prohibited for any school district employee or student to verbalize on school district property any racial, ethnic, or gender-harassing jokes or stories, or to bring or store on school property any sexual, racial, or ethnic epitaphs or jokes. School district employees and students are also prohibited from defacing any school district property with any racial, ethnic, or sexual epitaphs or jokes.

If an individual's conduct, epitaphs, or jokes are so excessive, severe, or pervasive so as to create a threatening or uncomfortable working environment, and it adversely affects the ability of another employee to accomplish their work, that employee(s) shall have created and can be responsible for creating a "Hostile Environment" when:

I. The individual harassed belongs to a protected class;
II. The individual was subjected to unwelcome sexual/ethnic harassment;
III. The harassment was based upon sex, race, or national origin; or
IV. The harassment affected a term, condition, or privilege of employment.

Regarding students, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual/ethnic nature shall constitute sexual/ethnic harassment when:
I. Submission of such conduct is made either explicitly or implied a term or condition of an individual's enrollment, participation, or affiliation with a course, activity, or other school-sanctioned program.
II. Submission to or rejection of such conduct by individuals is used as a basis for any decision that may affect the educational standing of that individual.
III. Such conduct has the purpose or effect of unreasonable interference with an individual's educational performance or creating an intimidating, hostile, or offensive environment.

RESPONSIBILITY
All Bayard Public School employees and students shall have the responsibility of keeping school administrators informed, through the most confidential and direct means possible, of any alleged acts and/or complaints of sexual/ethnic harassment. It is the responsibility of each school district administrator, principal, department head, and supervisor to provide a working and academic environment free of sexual/ethnic harassment or sexual/ethnic intimidation. The school district will take prompt action to investigate an act upon all reported instances of alleged sexual/ethnic harassment.

All complaints and allegations of either sexual or ethnic harassment will be thoroughly investigated by a member of the Bayard Public Schools administrative team. That team shall consist of: Administrators: Principals and Assistant Principals, and the Superintendent. The Bayard Public Schools will utilize a three-phase process to investigate all allegations of sexual or ethnic harassment:

PHASE I: COMPLAINT
Any individual who believes that he or she has been either sexually or ethnically harassed, or any individual having knowledge of any incident of alleged sexual or ethnic harassment (hereinafter referred to as "complainant"), should notify a member of the administrative team. Such notification shall be by the most direct means possible and will be considered confidential. The complaint should be made as soon as possible after the alleged incident.

The administrative team member who receives a report of alleged sexual/ethnic harassment shall notify the Superintendent, unless the superintendent is alleged to be the school district employee engaged in sexual/ethnic harassment. If the complaint is made against the superintendent, the information is to be brought to the attention of the President of the Board of Education. He/she shall, in turn, contact the school district's attorney to conduct an investigation of the allegation.

If the complaint is made by a student, his or her parent(s) or legal guardian(s) shall be notified immediately in writing, by certified mail, by the individual assigned to conduct the investigation. If the person accused of sexual/ethnic harassment is a student, that student's parent(s) or legal

guardian(s) will be notified both telephonically and in writing, by certified mail, of the alleged complaint, and they shall be present when the accused student is interviewed.

PHASE II: INVESTIGATION

Every effort shall be made to maintain full confidentiality throughout the entire investigation. The investigation phase will be directed towards securing signed statements about the complaint itself. Minimally, it shall include the name(s) of the complainant(s) and person(s) accused of sexual/racial harassment; the date(s), time(s), locations(s), description of the incident(s), witness(s), and the respective signed statement(s).

Additionally, signed statement(s) by the person(s) accused of sexual/ethnic harassment shall be obtained where possible. The person(s) accused of sexual/ethnic harassment will be advised of due process rights at the time of being informed of the allegation. The intent of this phase is to investigate all of the facts and to corroborate evidence either for or against the complainant.

PHASE III: ACTION TAKEN

In determining whether conduct constitutes sexual/ethnic harassment, the individual conducting the investigation will examine the record as a whole and the totality of the circumstances, such as the nature of the alleged sexual advancements and the context in which the alleged incident occurred. The determination will be on a case-by-case basis. The individual conducting the investigation will review all information with the superintendent. The superintendent may take whatever disciplinary action is deemed appropriate. In any case where the disciplinary action of a school employee or student is subject to the due process procedures set forth in law, they will be followed as required.

If the Superintendent is the alleged individual, the school district's attorney will provide the evidence to the Board of Education, and they will determine the action to be taken.

The Superintendent will inform all parties of any disciplinary action taken by the Superintendent. The record of the investigation will be kept in a confidential file. If the complaint involves the Superintendent, the file will be kept in the office of the school attorney. A simple statement indicating that a complaint has been filed and the action taken, if any, will be placed in the individual's personnel/student file. However, where the complaint is found to be without merit, the complaint will be placed in a separate sexual/ethnic harassment file, which shall be confidential and not placed in the individual's personnel/student file. If deemed necessary, the academic or employment situation of the complainant may be changed to provide for a non-intimidating or non-hostile atmosphere. These changes may occur but are not limited to: a transfer of work situations, change of instructor, and, if pertinent, waiver of academic requirements. Decisions concerning such action must consider that the complainant is not to be inadvertently or otherwise punished because he or she has allegedly been sexually/ethnically harassed.

Any employee who is found to have engaged in sexual/ethnic harassment of a subordinate, co-worker, or student will be subject to disciplinary sanctions, which may include, but are not limited to: written reprimand, probation, demotion, transfer, required professional counseling, or

termination of employment. Where required by law, any disciplinary action taken shall be subject to the due process procedures set forth in Sections 79-12,107 to 79-12,121, as amended.

A student, who is found to have engaged in sexual/ethnic harassment against either an employee or another student, will be subject to disciplinary sanctions which may include, but are not limited to: written reprimand, disciplinary probation, suspension, and/or expulsion. Where required by law, any disciplinary action taken shall be subject to the due process procedures set forth in the Student Suspension or Expulsion Act, Sections 79-4,170 to 79-4,205, as amended.

If the complainant or accused is not satisfied with final action taken by the Superintendent, he/she may request that the Board of Education review the decision and action taken by placing it on the regular Board of Education meeting agenda as a personnel/student matter. Such a request will be held in executive Session unless the accused individual chooses otherwise. The decision by the Board of Education will be the final administrative act. Likewise, any person accused of sexual/ethnic harassment may appeal the Superintendent's disciplinary action taken by filing a grievance through the established grievance procedures of the Bayard Public Schools as specified in Board Policy.

RECORDING OF OTHERS

To ensure the privacy and confidentiality of student information, only persons authorized by the Superintendent, a Principal, or the Activities Director (each an "Administrator") may record the sound or image of any person on school grounds during regular school time or at school activities which are not open to the general public (to include without limitation practices, during transportation to and from school activities, and during locker room or other preparation times before and after activities). An Administrator may authorize sound or image recording to be used in the media and on social media for the purpose of promoting student performances and educational activities and furthering classroom or educational purposes. Nothing in the provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

STUDENT DISCIPLINE

SUSPENSION AND EXPULSION

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and 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 upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or

b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

b. 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 the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.

c. 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.

d. 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.

e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

3. Expulsion:

a. 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. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parent(s)/guardian(s) when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

c. 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 in accordance with law.

d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

e. 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. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

f. 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.

4. 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 are 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. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

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, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of intent to harm or cause injury to another.

3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.

4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense,

or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance including tobacco as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance, tobacco or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" 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 or illegal substances 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.
8. Public indecency or sexual conduct.
9. Sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone or other electronic device or on paper or other digital or physical media format.
10. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
11. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
12. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
13. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
14. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
15. 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, disability, national origin, or religion.
16. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student

dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

17. Willfully violating the behavioral expectations for riding school buses or vehicles.

18. A student who engages in the following conduct 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.

19. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. “Firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: “The term ‘firearm’ means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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:

a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student’s teacher, building administrator and parent.

b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.

d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such 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, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the 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 that shows an inappropriate amount of bare skin (including cleavage) or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
b. Shorts, skirts, or shorts that do not reach mid-thigh or longer.
c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horseplay” or that would damage property (e.g. cleats).
e. Head wear including hats, caps, bandannas, and scarves.
f. Clothing or jewelry which exhibits nudity makes sexual references or carries lewd, indecent, or vulgar language.
g. Clothing or jewelry that is gang related.
h. Clothing or jewelry which interferes with the learning, health, or safety of other students.

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. 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.

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.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion.

Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. 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 misrepresenting 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 formulae 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 Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example,

a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

(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 Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense 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.

(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 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.

3. Electronic Devices

a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions. "Electronic devices," include, but are not limited to, cell phones, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

c. Possession and Use of Electronic Devices.

(1) Students are not permitted to visibly possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student

whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

(1) Students shall not use electronic devices at any time or place for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; or (f) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(3) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

(4) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/ her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(5) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(6) Subsequent Violations: Students who are repeat offenders of this policy shall be subject to the imposition of any appropriate disciplinary action, which may include suspension and expulsion from school.

e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was

relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others.

Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students in the hallway during class time must have a pass with them, and may not leave class without permission.
2. Sunflower seeds, etc. are not allowed in the school building or classrooms.
3. Lunches are to be eaten in the cafeteria unless special permission is granted.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Throwing snow is prohibited.
13. Students are not to be in the school facilities without supervision.
14. Lying or otherwise deceiving staff or administration.

G. 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 guardian 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 is the District's policy 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 or alcohol.
(b) Aggravated or felonious 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 or other persons, and such other offenses which are required to be reported by law.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

TOBACCO, ALCOHOLIC BEVERAGES, DRUGS AND CONTROLLED SUBSTANCES

Any Bayard School student engaging in the selling, using, smoking, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, drug paraphernalia, controlled substances, inhalants or being under the influence of any of the above; will be subject to the following disciplinary actions, providing the incident has been reported in one of the following ways:

1. ADMISSION by the participant involved.
2. WRITTEN STATEMENT of the violation from a certified staff member or coach.
3. WRITTEN STATEMENT of the violation from a parent/guardian of the participant.
4. CHARGED WITH OR CITED by law enforcement personnel or accepting a diversion program in lieu of charges being filed.

Note: The term "under the influence" for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant. In addition, "possession" of alcohol or drugs will 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 that the student was in "possession" of the items as well).

Students shall not possess cigarettes, vapor products, alternative nicotine products, lighters, cigarette packages, or chewing tobacco. These items will be confiscated and disciplinary action may result. Definition of smoking: smoking consists of being seen holding a lit or unlit cigarette, vapor, or alternative nicotine product or being seen throwing a cigarette or vapor or alternative nicotine product away or being seen with smoke coming out of the nose or mouth or admitting to having smoked on the school campus.

The following disciplinary actions for violations occurring while not on school property are based on self-reporting. The student must self-report any violations/possible violations within a 48-hour period from the time of violation to the administration, athletic director, or coach. If a student fails to self- report such violation and it is later learned that the violation took place, the discipline for the action will be doubled.

Violations occurring while not on school property – Violations not occurring on school property will result in the following discipline. The student shall not be allowed to participate in, but must still practice for the activity with the team or group, and shall not attend any school sponsored activity for fourteen (14) calendar days from the date of written notification and must complete a minimum of eight (8) hours of professional alcohol and or drug education and counseling. (The education course and or counseling will be the parents' or student's expense).

The eight (8) hours of professional education/counseling must be completed before the student can again begin participation in the activities program. Suspensions for violations occurring during the summer shall commence with the beginning of the next school year.
Violations occurring while on school property - Violations occurring on school property or while attending or participating in school related activities will result in the student being suspended or expelled from school. After the suspension, the student shall not be allowed to participate in, but must still practice for the activity with the team or group, and shall not attend any school sponsored activity for fourteen (14) calendar days from the date of written notification and must complete a minimum of eight (8) hours of professional alcohol and or drug education and counseling. (The education course and or counseling will be the parents' or student's expense.) The eight (8) hours of professional education/counseling must be completed before the student can again begin participation in the activities program.

If the disciplinary actions from any violation of this policy are not completed during the current school term, the following will apply: The number of days that remain to complete the suspension from activities will be completed during the next school term. The 8 hours of professional alcohol and or drug education must also be completed before the student can begin participation in the activities program the following year. Forfeiture of the right to hold honorary positions will not be carried forward to the next school term. In the case of violations occurring on school property, days suspended from school will not carry forward to the next school year.

A second violation of these rules and regulations during any one year period, whether occurring on or off school property, will result in the student being ineligible to compete in or participate in or attend any extracurricular activity for 12 months and is in effect beginning with the date of the first violation. These consequences will carry over from one school year to the next.

Any student who is suspended under this policy will forfeit their right to hold any of the following honorary positions during the year in which the suspension occurred. This includes: homecoming king or queen, winter royalty king or queen, prom king or queen, Citizenship Award, Book of Knowledge, Class Yoke, School Spirit Award, Athletic Letter Award, current standing in the National Honor Society, prom server, class officer, student council officer, and nomination for any post season athletic awards including all conference, all district, all regional, and all state.

Any transfer student, who is under suspension at their previous school for alcohol and/or drug policy violations, may be required to complete their period of suspension prior to becoming eligible at Bayard Public Schools at the discretion of the superintendent.

Notice of the suspension hereunder shall be given to the student and the student's parents and the student and his or her parent shall have an opportunity to present his or her version, however, the suspension shall take effect upon the delivery of the notice of suspension to the student.

This policy is in effect 12 months of the year, including both the school term and the summer months. The 12 months is in effect beginning with the date of the first violation. These consequences will carry over from one school year to the next.

TRANSPORTATION

Inasmuch as Nebraska school laws do not specifically state the policies under which the school board is obligated to provide transportation, the following policy will prevail but may be changed at any time as a result of Board Action:

I. The area to be excluded from bus transportation is inside the Bayard City limits.

II. In establishing bus routes the following factors will be considered:

A. Routes will be laid out on hard-surfaced roads wherever and whenever possible.

B. The bus will not enter a private drive for the purpose of picking up a student unless for safety reasons it becomes necessary.

C. No backing of a school bus onto a highway or public road will be permitted. In all cases where it is not possible to have a satisfactory turn-around, bus service will not be provided.

D. Students will be let out or picked up at a point near their home. This point will be determined by the superintendent, taking the above factors into consideration.

III. Bus transportation will be provided for field trips which are considered to be a part of the regular educational program of the school.

IV. Except when rented, no person will be carried as a passenger on a school bus who is not a regularly attending student of this school district or an employee or an adult acting as an authorized sponsor of this district.

WESTERN NEBRASKA DISTANCE LEARNING CONSORTIUM CLASSROOM DISCIPLINE PROCEDURE

The Western Nebraska Distance Learning Consortium two-way interactive television classes are provided to enhance and enrich the curriculum. Behavioral and academic expectations of students in WNDLC classes are high.

These high expectations are mandatory as we attempt to use a unique technology to meet the appropriate educational needs of students. The participating schools have adopted the following rules and discipline procedures.

Classroom Rules:

1. I will not disrupt teaching or learning in WNDLC classrooms; insubordination of any kind will not be tolerated.
2. I will not use language or gestures generally agreed upon as suggestive, derogatory or abusive in nature.
3. I can be recorded (video or audio) at any time without specific pre-warning.
4. I will position myself in the classroom to be in camera view at all times.
5. I will not manipulate equipment in the classroom without express direction from facilitator or instructor.
6. I will conform to any additional rules as specified orally or in writing by the instructor or the facilitator.
7. I understand that the host schools' sexual harassment policy will take precedence over all complaints and incidents of sexual harassment.
8. I will not cheat.

I understand that if I am found to be in violation of any of the above policies, I will be subject to disciplinary action.

It should be understood that the principal at the school in which the student attends reserves the right to remove students in their school for any action that they deem inappropriate.

Activities

HIGH SCHOOL ACTIVITIES

Digital Media
Boys Basketball
Boys Golf
Boys Track
Boys Cross Country
Wrestling
HOSA
eSports
Football
Girls Basketball
Girls Golf
Girls Track
Volleyball
Girls Cross Country
Educators Rising
Quiz Bowl
One-Act Plays
D.I.
Speech
FFA
Cheerleading
Skills USA

JUNIOR HIGH ACTIVITIES

Boys Basketball
Boys Track
Wrestling
Quiz Bowl
Football
Girls Basketball
Girls Track
FFA
Cross Country
Volleyball
D.I.

HIGH SCHOOL MUSIC

Concert Band
Marching Band
21st Century Singers
Pep Band
Mixed Choir

JUNIOR HIGH MUSIC

Concert Band
Marching Band
Swing Choir
JR. High Mixed Choir

SCHOOL ACTIVITIES

The class and/or activity sponsors shall be responsible for the approval or disapproval and scheduling of the social activities of classes and organizations within the scope of the regulations, with the final decision resting with the administration.

School activities shall close at 12:00 midnight. Exception to these times will be by administrators' discretion.

No school activities or practices will be permitted after 5:30 p.m. on Wednesday evenings. All students will leave school grounds prior to 6:00 p.m.

The school day for Junior High students participating in a sport (during that sport season) will end after 7th period. Students participating in a sport are required to attend the full duration of practice with their team. Junior High students not participating in a sport are required to attend homeroom and then physical education class. When students are not participating in a sport (such as the times of the school year that fall between sport seasons) they are required to attend homeroom and then physical education class.

APPEARANCES OF SCHOOL GROUPS

The following general policies should govern all appearances of school groups:

I. The amount of time taken from regular school duties should be kept to a minimum in every case. Directors and school administrators will be expected to deny requests for the services of the groups whenever such services will result in interference with normal school duties to any major extent.

II. The amount of time and effort required to prepare for the event should be taken into consideration. Appearances of the groups which require extensive extra practices or which consume undue amounts of the group's normal practice time are to be avoided.

With these two general policies in mind, the following procedures are recommended:

I. School groups shall appear in normal school activities (athletic contests, assemblies, school programs, etc.) at the discretion of the group directors and the school administrator.
II. School groups shall participate in civic occasions of a community-wide significance (such as Chamber of Commerce functions involving all merchants, county fairs, benefit events of community-wide importance, etc.) at the discretion of the group director and the school administrator. Fees received from any of these appearances shall be applied to the group's travel fund.
III. School groups may participate in all conference and state-sponsored activities. Additional contests must have administrative permission.
IV. School bands may participate in all conference and state-sponsored activities. Additional contests must have administrative permission.
V. Long trips out of state must be specifically approved by the Board of Education after a complete plan for such trip is presented by the group director. Only in rare and unusual circumstances should such a trip even be considered.
VI. School groups may not participate in events sponsored by individual merchants or small groups of merchants not under Chamber of Commerce sponsorships; in political rallies, parades, or meetings; or in events sponsored by private clubs, organizations, or societies without approval of the administration.
VII. Requests for use of the school groups should be submitted to the group director who will consult with his school administrator in deciding whether to accept the invitation.
VIII. The public school has neither legal nor moral hold on a student's time during holiday vacation periods; therefore, acceptance of requests for services of school bands will depend on voluntary agreement by participants to appear in such an event. After ascertaining the number of students available, the director must decide if the number is sufficient for the group to make a creditable showing.
IX. The above policies also apply to the following groups and their sponsors:

FFA
Chorus
Jr. High music
Elementary Music
All school clubs and organizations

X. All athletics are governed by the rules and regulations as set forth by the Nebraska State Activity Association. These rules and regulations cover such items as number of contests, dates of practice, travel, etc.
XI. The administration has the right to deviate from any of the above standards with Board approval.

CONFLICTS IN EXTRACURRICULAR ACTIVITIES

An individual student who attempts to participate in several extracurricular activities will, undoubtedly, be in a position of a conflict of obligations.

The activity department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities and to this end, will attempt to schedule events in a manner so as to minimize conflicts.

Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about becoming a member of too many activities where conflicts are bound to happen. It also means notifying the faculty sponsors involved immediately when a conflict does arise.

When conflicts do arise, the sponsors will get together and work out a solution so the student does not feel caught in the middle. If a solution cannot be found, the Activity Director or Principal will have to make the decision based on the following:

1. The relative importance of each event;
2. The importance of each event to the student;
3. The relative contribution the student can make;
4. How long each event has been scheduled;
5. Talk with parents.

Once the decision has been made and the student has followed that decision, he/she will not be penalized in any way by the faculty sponsor. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he/she should withdraw from that activity.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

It is the goal of the Bayard Athletic Program to offer the opportunity of participation to every student who has the ability and desire to do so. Interscholastic athletics fosters competition and cooperation. It also represents an area of great potential for teaching dedication, perseverance, courage, poise and for the pursuit of excellence, all traits that are essential ingredients in achieving a happy, successful life.

However, no student is obligated to take part in athletics nor is participation in athletics required for graduation. It is to be stressed that participation in the athletic program is a PRIVILEGE.

The Bayard Athletic Program is comprised of three seasons, fall, winter, and spring. Fall sports include Girls Golf, Girls Cross Country, Girls Volleyball, Boys Cross Country, and Boys Football. Winter sports include Girls Basketball, Wrestling, and Boys Basketball. Spring sports include Girls Track & Field, Boys Golf, and Boys Track & Field.

A student-athlete may not drop from a team after the first regular season contest and participate in another sport during the same season. Any student who moves into the School District will need to follow the transfer requirements set forth by the NSAA.

RANDOM DRUG TESTING FOR STUDENTS INVOLVED IN EXTRACURRICULAR ACTIVITIES

The Board of Education for Bayard Public Schools values students' participation in extracurricular activities. Such students, as role models for other students, are a key to our goal to provide the best possible educational program for our students. To achieve our goal and to

maximize the skills and talents of our students, it is important that each student understands the dangers of drug and alcohol use. All students who participate in extracurricular activities in Bayard Public Schools must participate in our mandatory drug testing programs. Coaches/sponsors will distribute information and signature forms at the start of each season. Parents/guardians of students in grades 7 through 12 who do not participate in extracurricular activities may choose to opt their students into the program.

HAZING

Hazing by classes, clubs, athletic teams or other student organizations are prohibited. No student, teacher, administrator or other school district employee, contractor or volunteer shall plan, direct, encourage, aid or engage in hazing. No student, teacher, administrator or other school district employee, contractor or volunteer shall permit, condone or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act. This policy applies to hazing behavior that occurs on or off school property, during and after school hours and covers periods when school is not in session. The school district will act to investigate and/or report to law enforcement all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator or other school district employee, contractor or volunteer who is found to have violated this policy.

For purposes of this section, hazing means 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.

Such hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with 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 which endangers the physical or mental health or safety of any person.

JUNIOR/SENIOR HIGH DANCES

When attending school-sponsored dances, students may dress casually, unless otherwise designated: however, blue jeans, muscle shirts, etc. are not acceptable attire. Students that elect to leave the dance, once it has started, will not be allowed to return. School-sponsored dances will be under the supervision of school employees or activity sponsors. Students that wish to bring dates from outside the Bayard School system may do so but must obtain permission from the principal. Students attending high school dances shall be no younger than a high school freshman or not above the age of 20. This applies to students from other schools as well as from Bayard. Persons who are not regularly enrolled in a high school or graduates of high school will not be approved by the principal.

Administrative Rules and Procedures Regarding High School Dances

The following rules and procedures have been developed in an attempt to provide a safe and enjoyable environment for all high school students to enjoy the dance activities.

General Rules

1. As per Board Policy – School activities shall close at 12:00 p.m. with the exception of the Junior-Senior Prom which shall close at 1:00 a.m. Any other exception to these times will be at the discretion of the Secondary Principal.
2. Students attending high school dances shall be no younger than a high school freshman or not above the age of 20. This applies to students and dates from other schools as well as from Bayard.
3. Homecoming, Winter Royalty, and Prom must be scheduled through the office of the Activity Director.

Rules Pertaining to Sponsors and Students

1. There will be a minimum of 5 sponsors at all dances. If a sponsor cannot be present at the dance, HE/SHE is responsible for finding a replacement. The name of the replacement is to be given to the secondary principal prior to the event. Homecoming dance will be sponsored by 2 student council sponsors and 3 sponsors from the freshman class. Winter Royalty will be sponsored by 2 student council sponsors and 3 sponsors from the sophomore class. Prom will be sponsored by 3 junior class sponsors and at least 2 sponsor volunteers. The secondary principal will arrange for the sponsor volunteers prior to the event. At all dances the secondary principal may ask parents to help supervise the event.
2. One of the school sponsors will be designated as the person in charge. This person will be responsible for calling parents and or police officers should the need arise.
3. All sponsors will remain at the dance for the entire duration of the event.
4. Hallways and corridors of the building are off limits during the dance. If possible gates will be closed to block access to these areas.
5. If a student becomes ill and needs to leave the dance – parents or guardians will be notified and asked to come to pick up the student.
6. If any of the sponsors suspect that a student is under the influence of drugs or alcohol the parents or guardians of the student will be called as well as the Bayard Police. These calls will be made by the person in charge.
7. At least 2 sponsors will be at the door for admittance of all students and their dates. One will be responsible for receiving admission if charged and the second to greet the students and visit to assure that no students are exhibiting suspicious behaviors. One sponsor will remain at the door at all times during the dance.
8. All students and dates that enter the dance will sign in and list a time of arrival. Students not wearing a bracelet will not be allowed to stay at the dance. All students and dates leaving the dance prior to its conclusion, will sign out when they leave the dance and list a time of departure.
9. If a student leaves the dance, they will not be re-admitted. No exceptions. Students who need to make a phone call will be given access to one of the phones in the school building.
10. Nothing should be brought into the dance by students. No food or drinks. All refreshments will be provided. Students will not be allowed to bring in backpacks or

large bags. Purses will be allowed but will be checked by greeters as the students enter the dance. The refreshment table will be supervised by at least one sponsor at all times.

11. Bayard Board Policies regarding drug and alcohol use will be applied at all district activities.

ELIGIBILITY FOR ACTIVITIES – HIGH SCHOOL AND JUNIOR HIGH STUDENTS

I. Any student 7 - 12 who is on the failing list in 2 (two) or more subjects will be declared ineligible to participate in any extra-curricular activity in which he or she is involved. The ineligibility list will be distributed to staff and sponsors on Monday of each week. It is the responsibility of the staff and sponsors to notify students of their ineligible status. The student can remove himself/herself from the ineligibility list when work is completed and an Ineligibility list Removal Form is handed into the Activities Director's Office. Students who are failing any classes will be required to attend academic intervention from 3:30 to 4:30 each school day and many only attend practice prior to 4:30 upon verification of a passing grade by the teacher of any classes the student has been failing. (For additional information regarding Academic Intervention, please refer to that section in this handbook.)

A. Bayard Junior/Senior High School has incorporated that all assignments and homework are due on assigned dates unless illness, school sponsored activity or prearranged changes have been reached between the student and instructor. Missing assignments will result in the student remaining after school (see F.).

B. Procedure for being removed from the ineligibility list: To be removed from the ineligibility list, the student must go to their instructors and have the instructor indicate their current grade, and sign the ineligibility list removal form. Students can remove themselves from the ineligibility list when they have fewer than two failing classes and have a signed ineligibility list form submitted. To be removed from the ineligibility list for the remainder of the week the student must have the form signed and submitted to the activities director or designee prior to the start of practice on Wednesday, or prior to participation in events scheduled for Tuesday. The student is responsible for setting up the times to meet with his/her instructors and for following through on the appointments that are made.

C. The eligibility list will not be used as a disciplinary tool.

D. Students having an unverified absence or unverified absences will not be allowed the two (2) day time period to make up work.

E. Students attending school sponsored activities or excused absences will have the two (2) day time period to make up work.

F. Staying After School:

1. Students with uncompleted assignments will stay after school until the assignments are completed.

2. Students will be informed by their instructor by the end of the period whether or not they must stay after school. Assignments due will be accepted by all instructors until 3:33 p.m. on the assignment due date.

3. It is the student's responsibility to make arrangements with their parent or guardian to stay after school.

4. Students who fail to meet the requirements of a particular class are subject to out-of-school suspension, receiving a failing grade for the uncompleted

assignment(s) or further disciplinary action as deemed necessary by the administration of Bayard Junior/Senior High School.

5. All after school sessions will begin at 3:33 p.m. daily.

II. The activities that a student may be declared ineligible for are the following:

1. NSAA sponsored or sanctioned activity.
2. District or state competitions that are not sponsored or sanctioned by NSAA.
3. All other school sponsored activities including, but not inclusive to band, choir, FFA, quiz bowl, scholastic contest, speech and drama, destination imagination, cheerleading and junior high activities; excluding music and FFA when the activity is part of the classroom grade. The music and FFA sponsors will clarify for students in writing what activities are covered by the eligibility policy.

III. Activities: Students who will be absent from school for an activity must get the assignments that will be missed prior to leaving for the activity.

1. Procedure: Each activity sponsor will be responsible to give his/her students the activity forms which must be filled out and signed by all the student's instructors.
2. The student must return these forms to his/her sponsor signed by all instructors or, he/she will not be allowed to go to the activity.

IV. Participants in any activity must have good attendance and should never be truant from classes. Students may not practice or participate in any activity if they have an unexcused absence during the school day. Students may participate in a school related activity or practice so long as the absence was excused by 3:00 p.m. that day. However, students who are absent due to illness during periods 5, 6, 7, 8, or 9, or the two periods prior to departure for an away contest earlier than noon on a school day, may not practice, participate in an activity that day or travel to participate in the activity.

FUNDRAISERS AND ACTIVITIES ACCOUNTS

In order to ensure that the resources of the community are not strained as a result of multiple fundraisers occurring at simultaneously, all student organization fundraisers (other than the concession stand) must be approved by the organization's sponsor, the activities director, building principal, bookkeeper, and superintendent. When an organization wishes to engage in a fundraising activity the sponsor will need to complete a Fundraiser Request Sheet and submit the form to the activities Director. Fundraising activities should not begin until the request has been approved by the superintendent.

Funds earned in the name of a school organization belong to the organization rather than to the individual student. When students engage in fundraising as a member of a school organization (such as activities, groups, teams, or clubs) the proceeds from the fundraising shall remain with the organization regardless of the continued participation status of the student in such organization. If organizations are disbanded all funds remaining with the organization will be transferred to the activity travel account.

Senior class funds remaining after graduation expenses are paid may be designated for a specific school project or activity by a majority vote of the senior class. If no project oractivity is

designated prior to graduation the remaining funds will be transferred to the secondary school account in the activities fund.

JUNIOR HIGH/HIGH SCHOOL ORGANIZATIONS

FUTURE FARMERS OF AMERICA (FFA)

A voluntary organization for any student enrolled in any of the agriculture classes.

NATIONAL HONOR SOCIETY

The National Honor Society of Secondary Schools was founded by the National Association of Secondary School Principals in 1921. The founders of this movement originally established the society to stimulate the scholarship, leadership, service, and character of the students in the secondary schools of the United States to a higher plain. In 1929 there were 834 chapters. By 1963 the number was well above 10,000. Our chapter is one of the oldest in the State of Nebraska, being Chapter 755. The students are chosen from a list of all pupils maintaining a "B" or higher average for their years of high school. Choices are made by a faculty committee.

STUDENT COUNCIL

The Student Council is a representative body with the purpose of promoting the interests of the student body, providing a forum for student expression, and increasing the understanding and cooperation between students, faculty, and administrators. Students wanting to be on student council apply as 7th graders; three students will be selected by the student council sponsors. The student council representatives serve until they graduate, leave the district, or are removed by the sponsors for non participation. If a vacancy occurs, applications will again be taken and a replacement selected. Officers are elected from the representatives. Funds raised from pop machines are donated to improvements of the school and facility as decided upon by the Council.

PARENT - ACTIVITY PARTICIPATION CONCERNS

Parenting and coaching are both difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other. This in turn will provide greater benefit to students.

When your child becomes involved in a program at Bayard Public Schools, you have a right to understand what expectations are placed on your child.

COMMUNICATIONS YOU SHOULD EXPECT FROM YOUR CHILD'S COACH

1. Philosophy of the coach.
2. Expectations of the coach for your child.
3. Expectations of the coach for the team.
4. Times and locations for practices and contests.
5. Procedure to be followed should your child be injured in practice or a game.
6. Discipline that results in the denial of your child's participation.

COMMUNICATIONS A COACH SHOULD EXPECT FROM PARENTS

1. Concerns about the program should be expressed directly to the coach.
2. Notification of any schedule conflicts well in advance of a practice or contest.

It is important to remember that as your child becomes involved in a program, there will be times when things do not go the way you or your child wishes. However, in most cases your child will experience some of the most rewarding moments of their lives through athletic and activity participation.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES

1. The treatment of your child mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES

1. Playing time.
2. Team Strategy.
3. Play calling.
4. Other student-athletes.

It is difficult to accept your child's not playing as much as you may hope. Coaches are professionals who make judgment decisions based on what they believe to be best for all students involved. There are situations that may require a conference between a coach and parent. These are to be encouraged. It is important that both parties have a clear understanding of the other's position. When a conference is necessary, the following procedures should be followed.

1. Call the coach to set up an appointment.
2. The high school phone number is 586-1700.
3. If the coach cannot be reached, contact the Activities Director. He/She will set up the meeting for you.
4. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both a parent and coach and usually do not result in solution of any concerns.

JUNIOR/SENIOR PROM

A Junior-Senior Prom may be permitted with the following reservations:

1. The prom shall be held within the Bayard Public Schools facilities or a different site with prior approval by the administration.
2. Selection of the proposed prom location will be by majority vote of the sophomore class, based on a minimum of three venue choices to be considered by the class. Any location selected must be within 30 highway miles of Bayard High School.
3. Decorations must be modest in scope and expense, and the plan presented to the board of education by members of the junior class at the regular November board meeting.
4. All decorations must be absolutely fire-safe.
5. The prom shall be open to Juniors and Seniors of Bayard High School and their dates.

ROYALTY

HOMECOMING ROYALTY

Boys' fall sports teams nominate five senior girls for this honor that are a member of a girls' fall sports team or cheer squad in good standing. The girls' fall sports teams nominate five senior boys who are a member of a fall boys' sports team in good standing. The king and queen are then chosen by secret vote of the entire student body, ninth through twelfth grades inclusive. Crowning is done following the Homecoming football game.

WINTER ROYALTY

FFA, NHS, Student Council, Speech Team, boys' winter sports teams, and girls' winter sports teams each nominate one senior boy and one senior girl candidate in good standing. The king and queen are then chosen by secret vote of the entire student body, ninth through twelfth grades inclusive. Crowning is done at half-time or following the Varsity Boys Basketball game held closest to the day of the dance.

PROM ROYALTY

The juniors nominate five senior boys and five senior girls for king and queen. The king and queen are then chosen by secret vote of the juniors and seniors. They are crowned during the dance.

GUIDELINES FOR THE PROMOTION OF OUTSTANDING SPORTSMANSHIP

An effective school must support both an academic program and an activities program. We believe that these programs must do more than merely exist -- they must be integrated and support each other in "different" arenas. The concept of "sportsmanship" must be taught, modeled, expected, and reinforced in the classroom and in all competitive activities. Therefore, the Bayard Public School requests that all fans and students support the following Sportsmanship Guidelines:

Definition: Good sportsmanship is conduct which imposes a type of self-control involving honest rivalry, courteous relations, and gracious acceptance of results. School spirit is a reflection of these attitudes and behavior. If a school is to succeed in one of its prime functions, that of developing good citizenship, it is necessary that student groups radiate proper conduct. Sportsmanship is good citizenship in action.

Basic Philosophy: Fans are not at a ball game to intimidate or ridicule the other team or its fans but to support and cheer for their team and to enjoy watching skill and completion.

Good sportsmanship includes the following:

1. Be courteous to all (participants, coaches, officials, staff, fans, spirit groups).
2. Know the rules; abide by and respect the officials' decisions.
3. Win with character and lose with dignity.
4. Display appreciation for good performance, regardless of the team.
5. Exercise self-control and reflect positively upon yourself, your team, and your school.

Bayard fans and students avoid the following:

1. Yelling while an opponent is shooting free throws and/or directing unpleasant remarks towards players or the opposing school. Intimidation or degrading of opponents has no place in high school athletics.
2. Cheers and chants with suggestive words and/or motions shall not be used, as in many situations they bring about an inappropriate response.
3. Turning their backs or holding up newspapers while teams are being introduced, or a when team, cheerleaders, or drill teams are performing.

STUDENT ACTIVITY TRIPS

Student activity trips will be divided into three classes:

CLASS I - Activities that are sponsored by the Nebraska Schools Activity Association and that are earned by qualifying at a local or district level competition. The District will provide financial support for these trips.

CLASS II - Trips that are earned or taken by groups or individuals that are related to classroom experience. The District will provide some financial support for these trips. (An example is FFA)

CLASS III - Trips taken by groups when their activity is not related to NSAA sponsored activities or classroom related. These trips will only be taken during the summer, and only one group per year will be allowed to go. The District will provide no financial support for these trips.

Individuals who desire to take part in individual activities at the state or national level must adhere to NSAA regulations. The District will provide no financial support for these trips.

EXTRACURRICULAR OVERNIGHT TRIP RULES FOR STUDENTS

The sponsor shall function as the designated administrator for the activity when an administrator is not present. Any violation of the rules may result in penalties provided under the student handbook, sponsoring organization rules, and/or the student being returned to the Bayard Public Schools or the nearest transportation terminal at the parent's expense. Students must have a signed Overnight Trip Rules form on file prior to leaving on any overnight trip. This form needs to be completed before each overnight activity and given to that trips' head coach or sponsor.

State and Federal Programs

NOTICE TO PARENTS OF RIGHTS AFFORDED BY SECTION 504 OF THE REHABILITATION ACT OF 1973

The following is a description of the rights granted by federal law to qualifying students with disabilities. 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.

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: 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., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. 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. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information are as follows: two weeks from the time this information
is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

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 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.

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 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 his or her professional responsibility and effectively provide the function or service for which they are responsible.

Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

The District forwards education records (may include academic, health and discipline records) to schools that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

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

UNIVERSAL SCREENING

All students in grades K-12 will participate in universal screening to identify student needs, provide prevention, and/or positive supports and intervention. The survey will be administered in the Fall (September) to identify and provide the opportunity to meet needs early in the year. The teachers of students in grades K-12 will complete a screener on the behaviors and attitudes they see in the classroom. Each child will be screened by one teacher. Students in grades 3-12 will also complete a self-screener on their own beliefs or feelings. The information from these screeners will help us identify children who may be at risk of developing academic or other school-related concerns. This survey will also help promote social emotional well-being for all students. If you do not want your child screened, you must submit it in writing to the counselor in your child's building by Sept. 15.

HOMELESS CHILDREN AND YOUTH

Students defined in state law as homeless children shall be admitted without payment of tuition. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law. Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency.
Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child.

NOTICE CONERNING DESIGNATION OF LAW ENFORCEMENT UNIT

The District designates the Bayard 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.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

• Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parents;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income, other than as required by law to determine program eligibility.

• Receive notice and an opportunity to opt a student out of-

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

• Inspect, upon request and before administration or use-

1. protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes;
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Bayard Public Schools has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Bayard Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Bayard Public Schools will also directly notify, such as through U.S. Mail or automated voice messaging, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Bayard Public Schools will make this notification

to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement;
• Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
• Administration of any protected information survey not funded in whole or in part by ED.
• Any non-emergency, invasive physical examination or screening as described above.
Parents who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
4009 Maryland Avenue, SW
Washington, D.C. 20202-5920

NOTICE CONCERNING DISCLOSURE OF STUDENT

RECRUITING INFORMATION

The Federal Law Act of 2001 requires Bayard Public Schools to 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 Bayard Public Schools 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. Bayard Public Schools will comply with any such request.

Policies and Procedures for Mobile Device Program

POLICIES AND PROCEDURES FOR MOBILE DEVICE PROGRAM

Bayard Public Schools is proud to offer our Bayard High School students mobile devices for use at school and at home. The 1:1 Mobile Device Program, which provides mobile computing and wireless technology to all Bayard High School students, has been designed to enhance the delivery and individualization of instruction.
The following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a mobile device.

- Students will receive instruction from school district staff on the proper use of the mobile device.
- Students in grades 7-12 will be able to take the mobile device home during the school year if the student and parent/guardian signs the Student Acceptable Use of Technology, and Mobile Device Consent sheets. Students in grades K-6 will be able to take the mobile device home during the school year in the event of a school closure if the student and parent/guardian signs the Student Acceptable Use of Technology, and Mobile Device Consent sheets.
- Students are expected to treat the mobile device as a valuable piece of equipment.

- Students must take all precautions to prevent theft; for example, do not leave the mobile device unattended or in the passenger area of a car.
- Students must take precautions to prevent damage to the mobile device; for example, do not leave the mobile device where there is danger of coming in contact with moisture or excessive heat. This would include protecting the machine from inclement weather.
- The district will provide educational apps.
- Students are to use the mobile device to access only socially and educationally appropriate materials and websites.
- Students must not use the mobile device to purchase goods and services via the Internet while on school grounds or at school functions. (Parents/Guardians/Students are charged with full responsibilities for any financial obligations incurred from the inappropriate use of the mobile device.)
- Students are to use the mobile device in accordance with the Bayard Public Schools Student Internet and Computer Access Policies Regulations and to maintain the mobile device in accordance with the procedures and information provided.
- Mobile devices and mobile device accessories are the property of Bayard Public Schools and must be returned at the end of the academic year, upon withdrawal from Bayard Public Schools, or at the request of a teacher or administrator. Willful failure to return the mobile device in accordance with the stated conditions will result in criminal prosecution.
- Since the mobile devices are the property of Bayard Public Schools, officials of the school have the right to review all material stored on or accessed by any mobile device.
- School officials may revoke a student's mobile device use privileges for misuse or violation of policies.

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Section 1: Mobile Device Specifications

Mobile device devices issued will be of specifications determined by the school district.

Section 2: Receiving Your Mobile Device

Mobile devices will be distributed according by a process determined by the school district. Students must attend and parents are encouraged to attend a yearly Information Session. Before receiving the mobile device, students and parents must sign and return these forms/agreements:

1. The Bayard Public Schools Technology/Internet Acceptable Use Agreement (which is a part of the Parent/Student Handbook.)
2. The Mobile Device Consent Form

Section 3: Taking Care of Your Mobile Device and Mobile Device Accessories
Students are responsible for the general care of the mobile device and accessories they have been issued by the school. If the mobile device is lost or damaged, school office personnel must be informed at the earliest opportunity during normal school hours. Bayard Public Schools is the sole agent authorized to undertake repair or replacement of the device. At the time of notification, the school will repair or provide a suitable replacement device to the student.

General Precautions
The mobile device is school property. All users will follow these expectations and the Student Internet and Computer Access Policy for technology.

- Only use a clean, soft cloth to clean the screen, no cleansers of any type. **Do not use Clorox wipes or similar products.**
- Cords and cables must be inserted carefully into the mobile device to prevent damage.
- Mobile device and its case (if applicable) must remain free of any writing, drawing, stickers, or labels that are not the property of the Bayard Public School District.
- No stickers may be put on school issued mobile devices.
- Mobile devices must never be left unsupervised.
- Students are responsible for keeping their mobile device's battery charged for school each day.

Carrying Mobile Devices
The protective cases provided with the mobile devices have padding to protect the mobile device from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Mobile devices must always be within a school issued or school approved protective case if one is provided.
- Carrying cases (i.e. backpacks) can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the mobile device screen.

Screen Care
The mobile device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the mobile device when it is closed.
- Do not place anything near the mobile device that could put pressure on the screen.
- Do not place anything in the carrying case (if provided) that will press against the cover.
- Clean the screen with a soft, dry microfiber cloth or antistatic cloth. Use of harsh chemicals WILL damage the screen. **Do not use Clorox wipes or similar**

products.

● Do not “bump” the mobile device against lockers, walls, car doors, floors, etc. as it could break the screen.

Section 4: Using Your Mobile Device at School

Mobile devices are intended for use at school each day. Students are responsible for bringing their charged mobile device to all classes. Only charge your mobile device with the provided charger.

Mobile device cameras are not to be used without permission from school officials.

Mobile Devices Undergoing Repair

Loaner mobile devices may be issued to students when they leave their mobile devices for repair at the designated school office. This will be at the discretion of the principal.

At the discretion of the principal, students may be expected to return the loaner mobile device by the end of the school day to their respective school location. Students are subject to consequences for failure to return a loaner mobile device to the office.

Screensavers and Backgrounds

Only school appropriate backgrounds and screensavers may be used on the mobile devices.

Examples of inappropriate backgrounds include the presence of weapons related materials, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, etc... These types of pictures on the mobile device or within its files will result in disciplinary action, and where appropriate, referral to law enforcement.

Passwords on screen savers are to be used. The mobile device is the property of the school district. Therefore, school staff members have the right to check any material stored on a student’s mobile device, including the screensaver at any time.

Sound

Students are encouraged to have personal ear buds to listen to audio. Sound must be muted unless permission is obtained from the teacher for instructional purposes.

Printing

No printing is allowed on school issued mobile devices without authorization from school staff.

Section 5: Managing Your Files and Saving Your Work

It is the student’s responsibility to ensure that work is not lost due to technical failure or accidental deletion. Mobile device malfunctions are not an acceptable excuse for not submitting work. Students are encouraged to complete assignments well in advance of due dates. If technological issues impede student completion of work students have the option to complete assignments on paper under the same due dates.

Section 6: Mobile Device Apps

The apps originally installed by Bayard Public Schools must remain on the mobile device in usable condition and be easily accessible at all times.

Security

Student mobile devices will be filtered through the district's Internet content filter at school. Parents/Guardians are responsible for mobile device security after school hours.
Inspection
Students may be selected at random to provide their school issued mobile device for inspection without notice by Administration and/or their designee.

Section 7: Protecting and Storing Your Mobile Device
Mobile Device Identification
Student mobile devices will be labeled in the manner specified by the school. Under no circumstances are students to modify, remove, or destroy these labels.
If you find an unattended mobile device please turn it to the designated school office.

Password Protection
Students are required to set a pass code on their mobile device to protect student information . Tampering with machine security measures is forbidden. Violations of this requirement will result in disciplinary action. If tampering results in the inability of the district to access the mobile device, the student/family will pay the full cost of device replacement.

Section 8: Acceptable Use Guidelines
Students are responsible for their ethical, socially appropriate and educational use of the technology resources of the Bayard Public Schools. Under no circumstances should the mobile device be opened or mobile device turned on while in the locker room or restroom areas.

Access to the Bayard Public Schools technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the Bayard Public Schools Student Internet and Computer Access Policy.
Transmission of any material that is in violation of any law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and mobile device viruses.
Any attempt to alter data, the configuration of a mobile device, or the files of another user, without the consent of the building principal or his/her designee(s), will be considered an act of vandalism and subject to disciplinary action in accordance with the district Student Internet and Computer Access Policies. Students who violate this may also be referred to law enforcement for criminal prosecution as appropriate.

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.

- Cheating
- Plagiarizing
- Falsifying Information
- Violating Copyright Law
- "Hacking" or Gaining unauthorized access to any network or mobile device

Email
The only email account that students are allowed to access while using a school issued mobile device is that student's Bayard Public Schools Google account (bayardtigers.org). Please note that emails sent via the Google server and accessed on school issued devices are not private and may be reviewed at any time and without notice.

Students are prohibited from using their bayardtigers.org email address to create accounts for any application or website not approved by the technology coordinator or administration.

The following rules will apply when using an email account:

- Always use appropriate language.
- Do not transmit language/material that is profane, sexual, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam. Students should maintain high integrity with regard to email content.
- No private chatting during class without permission.

Section 9: Precautions and Consequences
Under no circumstances should mobile devices or other technology equipment be left in unsupervised areas. Unsupervised areas include, but are not limited to: the school grounds and campus, computer labs, break areas, unlocked classrooms or lockers, bathrooms, buses and hallways. Any mobile device left in these areas is in danger of being stolen.
* Lockers are to be locked when storing any technology equipment. This includes, but is not limited to: power cords and mobile device.
* Unsupervised mobile devices will be confiscated by staff and taken to the administrative office. Each student is responsible for his or her mobile device once it has been issued.

Cost to Student
Noncompliance with the policies of the Bayard Public Schools Student/Parent Handbook or school district policies will result in loss of privileges, disciplinary action, and/or criminal prosecution as deemed appropriate.
For devices which need professional repair or replacement, a $200 deductible per incident will be charged. In the case of theft or accidental breakage in the course of normal, educational use, the administration of Bayard Public Schools may elect to waive the deductible for the first incident. ALL further such incidents within a given school year and summer will require that the parent or student pay the full cost of repair or replacement. Take home privileges are only allowed for students with no outstanding fees or deductible charges.
Electronic mail, network usage, and all files stored on a school issued mobile device is not to be considered confidential and may be monitored at any time by designated Bayard Public Schools staff. The district will refer student misconduct to law enforcement and will cooperate fully with local, state, or federal officials in any criminal investigation, particularly those concerning or relating to violations of computer crime laws.

Mobile Device Use

The consequences for students who abuse their mobile device privileges are as follows:
Mobile Device Suspensions Violation

A. Unattended mobile device
B. Inappropriate/unauthorized apps or device usage
C. Inappropriate Music (Administrative Discretion)
D. Inappropriate Voice Recording
E. Abuse of mobile device and Accessories
F. Inappropriate Pictures
G. Inappropriate Internet Site

The administration retains the right to suspend the student or suspend student's mobile device access if the offense warrants or for any offense not listed on this sheet. This includes suspending the mobile device for the remainder of the semester or school year. Suspension days are school days. All Student Handbook procedures will apply.
The Bayard School District is not liable for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network or inappropriate use of authorized access to the network.
A student and the student's parents or guardians, by submitting the Mobile Device Agreement Form with their respective signatures in order to gain access to the mobile device network, agree to release the School District from any liability for physical or emotional harm or damage resulting to the student that is caused by or related to the inappropriate use of the mobile device network.

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.

Policy Reference: Policy No. 5114 – Network Acceptable Use and Internet Safety Policy
Policy No. 5110 – Student Fees, Fines and Charges

Forms

HANDBOOK ACKNOWLEDGEMENT

BAYARD PUBLIC SCHOOLS 2022-2023
STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT

Please sign all of the sections on this page and then remove the page from the handbook and return it to the principal's office within ONE WEEK of receiving this handbook.

Student _____ _____Grade_____

We, as parent(s) or guardian(s), have read the Bayard Public School Student/Parent Handbook and agree with our son/daughter to cooperate with the school in fulfilling all responsibilities to the best of our ability.

Parent(s)/Guardian(s) Signature _____ Date:_____

Date Parent(s)/Guardian(s) E-mail address_____

Student Signature:_____ Date:_____

FIELD TRIP PERMISSION

FIELD TRIP PERMISSION

I hereby give my permission for my son and/or daughter to participate in school field trips.

Parent(s)/Guardian(s) Signature _____ Date:_____

STUDENTS IN THE MEDIA

STUDENTS IN THE MEDIA

I do want my child to be included in any publicity that a school classroom or regular school program may receive, including the Bayard Public School web site, newspaper, or television.

Parent(s)/Guardian(s) Signature _____ Date:_____

MOBILE DEVICE AGREEMENT

MOBILE DEVICE AGREEMENT FORM
BAYARD PUBLIC SCHOOLS 2022 - 2023

Please PRINT the following information:
Guardian Name (first & last):

_____

Student Name (first & last):

_____

Student Grade: _____ I agree that my student and I have read and will comply with all policies and procedures within the "Policies and Procedures for Mobile Device Program" document. I understand that this policy covers one mobile device and accessories that are property of Bayard Public Schools described within for one student.

Parent(s)/Guardian(s) Signature _____ Date:_____

Student Signature:_____ Date:_____

I do understand that my student and I are responsible for all costs incurred to the mobile device and accessories that are the property of Bayard Public Schools, when used in school, described within, for the prescribed student.
Parent(s)/Guardian(s) Signature _____ Date:_____

Date Parent(s)/Guardian(s) E-mail address_____

Student Signature:_____ Date:_____

Extracurricular Overnight Trip Rules for Students

Bayard Public Schools

Extracurricular Overnight Trip Rules for Students

The sponsor shall function as the designated administrator for the activity when an administrator is not present. Any violation of the rules may result in penalties provided under the student handbook, sponsoring organization rules, and/or the student being returned to the Bayard Public Schools or the nearest transportation terminal at the parent's expense.

1. All Bayard Public Schools rules apply as well established rules of the organization involved in the trip.
2. Use or possession of tobacco, alcohol or any illegal drugs will result in notification of proper authorities and possible immediate return of the student to the school at the

parent's expense. If illegal activity results in detention by authorities, parents shall have the responsibility for all intervention and counsel.

3. Curfew will be established nightly and adhered to strictly by all students. The external doors may be taped following a bed check.
4. Students must stay in assigned rooms. No sexual or other inappropriate activity is permitted on overnight trips. Student couples are not permitted to be alone in rooms together without a chaperone. Only participating Bayard Public Schools students are allowed in Bayard Public School rooms. Students must notify sponsor/chaperone of their whereabouts at all times if they are in a location other than their assigned room.
5. No phone calls are allowed between rooms after curfew. No long-distance calls are to be made from hotel rooms unless approved in advance by the sponsor. Room phones should be turned off during the stay.
6. No pay-per-view is allowed unless approved in advance by the sponsor.
7. Malicious or willful damage/theft of property by a student shall result in the student being returned to the school. Parents and students assume full financial responsibility for damages, transportation and other associated costs.
8. Luggage and personal items are subject to search at any time if school officials and/or chaperones have reasonable suspicion that the luggage or personal items contain contraband.
9. Violations of the school rules on overnight trips shall be reported the school administration.

I, _____ understand that failure to comply with any of the Bayard Public Schools' overnight trip rules may result in my immediate departure from the trip and/or penalties outlined in the student handbook or established rules of the organization involved in the trip. Any violation of a law or trip rule may result in my parents being contacted immediately and the proper authorities being notified. The sponsor will determine organizational consequences.

_____ _____
Student Date

_____ _____
Parent/Guardian Date

_____ _____
Sponsor Date

Network Acceptable Use and Internet Safety Policy

Bayard Public Schools recognizes the value of computer and other electric resources to improve student learning and enhance the administration and operation of its schools. To this end, the Bayard Public Schools encourages the responsible use of computers; computer networks (including the Internet), and other electronic resources in support of the mission and goals of the Bayard Public Schools.

It is the policy of Bayard Public Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of

direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA).

It is the policy of the Bayard Public Schools to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, Bayard Public Schools recognizes its legal and ethical obligation to protect the well-being of students in its charge.

The following uses of school-provided electronic resources, including Internet and e-mail, are not permitted:

a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
b. to transmit obscene, abusive, sexually explicit, or threatening language;
c. to violate any local, state, or federal statute;
d. to vandalize, damage, or disable the property of another individual or organization;
e. to access another individual's materials, information, or files without permission;
f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission; and
g. to distribute or forward "chain letters" via email.

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Students may…

- Design and post web pages and other material from school resources.
- Use direct communications such as e-mail, online chat, or instant messaging with a teacher's permission.
- Use the resources for any educational purpose.

Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring: School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Enforcement of Policy:

- To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

- Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
- Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.
- A Bayard Public Schools staff member may override the technology protection measure that blocks or filters Internet access for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure that blocks or filters Internet access.
- Bayard Public Schools staff will monitor students' use of the Internet by either direct supervision or by monitoring Internet use history to ensure enforcement of policy.

COPPA Notification Statement

Dear parents/legal guardians of school-aged children under the age of 13,

Our district utilizes several computer software applications and web-based services, operated not by this district, but by third parties. These include Teach TCI, Big Ideas Math, Amplify Science, Google Apps for Education, Clever, Remind, MobyMax, Pearson, Khan Academy and similar educational programs. A list of the possible sites and programs used in our classrooms with the privacy policy for each can be found on our district website's Instructional Technology page. Web-based educational programs and services may be added during the upcoming academic year as needed.

In order for our students to use these programs and services, certain personal identifying information - generally the student's name and school email address - must be provided to the website operator. By law, the operator may only use this information for educational purposes. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits districts/schools such as ours to consent to the collection of personal information on behalf of all its students, thereby eliminating the need for individual parental consent given directly to the website operator.

For more information on COPPA, please visit http:www.ftc.gov/privacy/coppafaqs.shtm.

Inappropriate Network Usage: To the extent practical, steps shall be taken to promote the safety and security of users of Bayard Public Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring: It shall be the responsibility of all members of Bayard Public Schools staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Bayard Public Schools will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age

and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

Disclaimers:

- Bayard Public Schools and its individual schools, administrators, faculty, and staff thereof, make no warranties of any kind for the service provided and will not be held responsible for any damage suffered by users. This includes the loss of data resulting from delays, non-deliveries, and intrusion by computer virus, or service interruption.
- Use of any information obtained via network access is at the risk of the user, and Bayard Public Schools specifically denies any responsibility for the accuracy or quality of the information obtained.
- Bayard Public Schools cannot guarantee complete protection from inappropriate material. Furthermore, it is impossible for the district or content filter to reflect each individual or family's opinions of what constitutes "inappropriate material." If a student mistakenly accesses inappropriate information, he/she should immediately notify a district staff member.
- Bayard Public Schools is not liable for an individual's inappropriate use of district's electronic communications systems or violations of copyright restrictions or other laws, or other costs incurred by users through use of Bayard Public Schools' electronic communication systems.
- The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communication systems.

CIPA Definition of Terms:

Minor: The term "minor" means any individual who has not attained the age of 17 years.

Technology Protection Measure: The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as that term is defined in section 1460 of title 18, United States Code;
2. Child Pornography, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

Harmful to Minors: The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Sexual Act; Sexual Contact: The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Bayard Public Schools

Network Acceptable Use and Internet Safety Policy

Student's Agreement

By signing this form, I acknowledge receipt of, understand, and agree to abide by the rules and standards set forth in the Bayard Public Schools Network Acceptable Use and Internet Safety Policy. I understand that to gain access to the Bayard Public Schools computer network systems, I must return this form signed by me and my parent or legal guardian. I further understand that any violation of the Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, monetary liability may be incurred, school disciplinary and/or appropriate legal action may be taken. I understand that this agreement will be in effect for one school year and must be re-signed in subsequent years.

Teachers or media specialists who are exploring digital content with a class do not need special parental permission for such activity if the teacher or media specialist is in control of the navigation to known educational sites. A student accessing digital content at the constant direction of the teacher is not working independently. This circumstance does not require special parental permission. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

In addition, this form, when completed below and on file with the district, will constitute consent for our schools to provide personal identifying information for your child consisting of first name, last name, school email address and username (for educational use only) to the following web operators: Teach TCI, Big Ideas Math, Amplify Science, Google Apps for Education, Clever, Remind, MobyMax, Pearson, Khan Academy and to the operators of any additional web-based educational programs and services which our schools may add during the upcoming academic year.

(Printed) Student Name _____

Student Signature _____

Date _____

Bayard Public Schools

Network Acceptable Use and Internet Safety Policy

Parent or Legal Guardian's Agreement

I have read, understand, and agree with the Bayard Public Schools Network Acceptable Use and Internet Safety Policy. I understand that by signing this form I give permission for Bayard Public Schools to grant access to district electronic communication systems, including the Internet. I understand that this access is designed for educational purposes. I understand that Bayard Public Schools has taken reasonable precautions to eliminate access to inappropriate material and I will not hold the district or staff members responsible if inappropriate material is inadvertently accessed. I understand that this agreement will be in effect for one school year and must be re-signed in subsequent years.

Teachers or media specialists who are exploring digital content with a class do not need special parental permission for such activity if the teacher or media specialist is in control of the navigation to known educational sites. A student accessing digital content at the constant direction of the teacher is not working independently. This circumstance does not require special parental permission. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

In addition, this form, when completed below and on file with the district, will constitute consent for our schools to provide personal identifying information for your child consisting of first name, last name, school email address and username (for educational use only) to the following web operators: Teach TCI, Big Ideas Math, Amplify Science, Google Apps for Education, Clever, Remind, MobyMax, Pearson, Khan Academy and to the operators of any additional web-based educational programs and services which our schools may add during the upcoming academic year.

(Printed) Parent Name _____

Parent Signature _____

Date _____

STUDENT FEE WAIVER APPLICATION

BAYARD PUBLIC SCHOOLS
STUDENT FEE WAIVER APPLICATION

Students whose families meet the income guidelines for free and reduced price lunches are eligible to have expenses of certain fees, specialized equipment, and specialized attire and project materials waived as provided by district policy. All information provided in connection with this application will be kept confidential. This waiver does not carry over from year to year and must be completed annually.

ALL INFORMATION REQUESTED ON THIS FORM MUST BE COMPLETED FOR THE FEE WAIVER APPLICATION TO BE PROCESSED

PLEASE PRINT
Date Completed: _____

Name of Parent or Guardian:_____

Street Address:_____
City, State, _____
Zip Code:_____

Student Name(s)	School Attending	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your signature below is required for the release of information regarding the student or students' family financial eligibility for the programs checked above. Without your signature, this application cannot be processed.

Signature of parent or guardian:_____

Specific fees, equipment, attire or materials to which this wavier applies:
_____

Administrator's Signature:_____
Submit this form to Building Principal's Office

PARENT-SCHOOL LEARNING COMPACT

PARENT-SCHOOL LEARNING COMPACT
BAYARD ELEMENTARY SCHOOL 2022/2023 SCHOOL YEAR

Teacher:
It is important that students achieve. I agree to do the following:
1. Provide high-quality curriculum and instruction to enable children to meet state
2. Regularly communicate with parents on their child's progress.
3. Provide a safe, positive, and healthy learning environment for the children.
4. Demonstrate professional behavior and positive attitude.
Teacher Signature _____

Parent / Caring Adult:
I want my child to achieve; therefore I will encourage him/her by doing the following:
1. Communicate and work with teachers and school staff to support and challenge my child.
2. Make sure my child is at school every day and on time, unless he/she is ill.
3. See that my child has the necessary supplies needed throughout the school year.
4. Provide a quiet place and time to do schoolwork and encourage my child to complete school work.
Parent Signature _____

Student:
I know my education is important to me. It is important that I work to the best of my ability. I agree to do the following:
1. Be at school every day and on time unless I am sick.
2. Come to school each day prepared with supplies and an attitude to learn.
3. Be responsible for my own behavior.
4. Respect and cooperate with other students and adults.
5. Return completed schoolwork on time.
6. Read at home.
7. Show respect for myself, my school, and other people.
8. Obey the school rules.
Student Signature _____

Notice of Nondiscrimination:
It is the policy of Bayard Public Schools not to discriminate on the basis of gender, disability, race, color, religion, marital status, age or national origin in its education programs, administration, policies, employment or other district programs. The following person has been designated to handle inquiries regarding the nondiscrimination policies. Mr. Rodney Olson, Bayard Public Schools, 726 4th Avenue, Bayard Nebraska, 69334, 308-586-1325, rodney.olson@bayardtigers.org.

STUDENT COURSE PROJECT PURCHASE FORM

BAYARD PUBLIC SCHOOLS STUDENT COURSE PROJECT PURCHASE FORM

Amendments to the Public Elementary and Secondary **Student Fee Authorization Act prohibit the district from requiring students to furnish materials for standard course projects. In general, all course projects will remain the property of the district.** However, it is the district's policy to allow students to purchase their projects provided they have agreed to such a purchase prior to beginning work on the project.

ALL INFORMATION REQUESTED ON THIS FORM MUST BE COMPLETED PRIOR TO BEGINNING THE PROJECT TO ALLOW PURCHASE BY THE STUDENT .
PLEASE PRINT
To be completed by the instructor:
Course:_____
Expected Completion Date _____
Project _____
Estimated Cost:_____
Instructor's Signature:_____

I _____ agree to purchase this project and/or
Student's Name All project materials following the project's expected completion date:

Student's Signature: _____ I permit my student to purchase this project and/or all project materials following the project's expected completion date:

Parent/Guardian's Signature _____

PERMISSION SLIP

PARENTS/GUARDIANS:
Following is a permission slip to be filled out by parents or guardians of students who are planning to participate in Elementary, Jr. High, or High School sponsored activities, athletic or otherwise (music groups, FFA, Speech, One Acts, Cheerleading Squad, etc.) during the 2022-2023 school year. Please return the permission slip to the principal's office as soon as possible.

PERMISSION SLIP

I grant my permission to Bayard Public Schools' coaches, activity sponsors, and/or school sponsors to be responsible for taking my daughter/son, _____ , for medical help if need should arise, while traveling to, traveling from, and participating in school-sponsored activities during the 2022-2023 school year.

Name of Health Insurance Co. _____
Insurance Policy Number: _____
Person to contact in case of emergency: _____
Phone Number_____
Cell phone number_____

Please list e-mail address if available for contact through this method:
_____

Medical concerns coaches/sponsors should know:
Medications if any: _____

Parent's or Guardian's Signature _____ Date _____

Teacher (Elementary) _____Grade _____

EMERGENCY CONTACT INFORMATION

EMERGENCY CONTACT INFORMATION

Student(s) Last Name(s)_____
(for alphabetical filing purposes)

Student(s) First Name(s) and Grade Level(s):
_____

IMPORTANT Information In Case of an Emergency
*PLEASE FILL OUT ONE FORM PER FAMILY AND RETURN IT TO THE ELEMENTARY SCHOOL OFFICE (a copy will be made and given to the junior/senior high if applicable).
Home telephone number_____ Work telephone number_____ Place of employment_____ Work schedule_____ Cell telephone number _____ Email address _____ IN CASE I CAN NOT BE CONTACTED, PLEASE CALL _____; TELEPHONE NUBER_____.

**IT IS VERY IMPORTANT TO KEEP THE SCHOOL INFORMED OF TELEPHONE NUMBER CHANGES, EMPLOYMENT CHANGES, AND ADDRESS CHANGES, BECAUSE WE NEVER KNOW WHEN EMERGENCIES MAY ARISE. YOUR CHILD(REN)'S SAFETY IS OUR CONCERN.

THANK YOU FOR YOUR CONTINUED SUPPORT AND KEEPING BAYARD SCHOOLS INFORMED OF ANY CHANGES.

YOUR INFORMATION WILL BE KEPT CONFIDENTIAL IF THAT IS YOUR WISH.

Candace Ehler, Elementary Principal _____
Dr. Kelley Rice, High School Principal _____

NEBRASKA SCHOOL ACTIVITIES ASSOCIATION ("NSAA")

JUNIOR/SENIOR HIGH SCHOOL - NEBRASKA SCHOOL ACTIVITIES ASSOCIATION ("NSAA")

Student and Parent Consent Form
School Year: 2022-2023 School: Bayard Public Schools, Bayard, Nebraska
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 notification 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 to result in total disability, paralysis and death; and, (d) even with the best coaching, 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; and,
(4) Consent and agree to the Student being photographed, videotaped, 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 claim 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 (3) 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 – Track – Speech - Cross Country - Soccer – Volleyball - Music - Football - Softball - Wrestling - Debate - Journalism

DATED this ____ day of _____, _____.
Parent/Guardian Signature_____
Parent/Guardian Signature_____

SUBSTITUTE TEACHER HANDBOOK

Bayard Public Schools 2022-2023

Every Person, Every Day. It's a FACT!

Acknowledgement for Receipt of

Bayard Public Schools

"SUBSTITUTE TEACHER HANDBOOK"

I, _____ (your name) acknowledge that I was issued a copy of the Substitute Teacher Handbook for Bayard Public Schools for the school year 2022-2023. This handbook was issued to me before the first day of substitute teaching.

I was given an overview of the contents of the handbook by the Bayard Public Schools Administration. I am responsible for familiarizing myself with the contents of the Substitute Teacher Handbook and the Student/Parent Handbook(s) for my building(s). My signature on this form indicates that I have read and intend to comply with the contents of the Substitute Teacher Handbook.

_____ _____

Date **your signature**

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WELCOME

MESSAGE FROM THE SUPERINTENDENT

Dear Substitute Teacher,

I would like to take some time to express, in advance, my gratitude for your contributions to Bayard Public Schools as a substitute teacher.

Substitute teachers play a vital role in the functioning of our school. The work you do makes a significant contribution to our school and to our continuous work on providing a quality education to our students.

It is my sincere hope that you enjoy substitute teaching at Bayard Public Schools and that you will continue to share your talents with our students and our community throughout the school year.

If you have made any changes to phone numbers or other contact information, please contact Mrs. Heather Oliverius in the Central Office prior to the start of the school year. As in the past, Mrs. Cindy Korell will continue to be your contact for subbing in the secondary school. Mrs. Cortney Schuller will be your contact in the elementary school.

The rate of compensation for substitute teaching for the 2022-2023 school year will be $125 per day (pro-rated for partial days). In addition, we will continue to offer a complimentary meal to our substitute teachers.

I sincerely hope that you will continue to share your talents with our students during the upcoming school year. I look forward to working with you to provide the highest quality education for our students.

I believe that together we can create exceptional learning experiences for our students. Thank you for being a part of our school.

Sincerely,

Mr. Rodney Olson
Superintendent of Schools

GENERAL INFORMATION

PURPOSE

This handbook is prepared for the purpose of providing information on customs and policies pertaining to the Bayard Schools. It is intended for use by the substitute teachers as a guide in developing a well-coordinated instructional program. It is hoped the statements set forth in this handbook will improve understanding and cooperation among all school personnel in the coming school year.

It is the purpose of this handbook to establish uniformity of operation. It will be supplemented from time to time as board policy, superintendent policy or the principals' policies are changed.

The quality of educational achievement is directly related to the classroom teachers, including substitute teachers. Each teacher has been selected to provide for a certain phase of the child's needs as he/she grows in the educational program. As we coordinate our work and as each teacher grows professionally in his effectiveness as a superior teacher, so grows the Bayard Schools as a more effective school system.

WHEN TO ARRIVE

When possible, substitute teachers are asked to arrive at 7:45. If you were called late and cannot be at the school by then, please make sure the building secretary knows and can make plans for supervision of students until you are able to arrive. Students will be entering classrooms at 8:00, so please arrive early enough to get settled in, read through any supervision assignments, and be prepared to greet students when they arrive in your classroom.

WHEN TO DEPART

Unless there is a need for afterschool supervision, please plan to see the students out the door and safely to dismissal at the end of the day. Once the students have left, please complete any notes to the regular teacher and let the office secretary know you are leaving, either by stopping by the office on the way out of the building or by placing a message with the secretary through the school phone system. Once parents and students have cleared the parking lot, please feel free to leave, even if the regular teachers are required to stay longer.

PAYMENT

Payroll periods begin with the first workday of the month and end with the last workday of the month. Pay for the work period is made on the 20th following the previous month's last workday. As an example, the September payroll will reflect days worked in August.

EMERGENCY PROCEDURES

Each classroom has an Emergency Crisis Procedures folder and an orange "Safety Bucket." Please be sure to know the location of each of these items and take a few moments to review the contents in the event of an emergency.

STUDENT ILLNESS

If a student is sick, please contact the office and work with the secretary to determine whether to send the student to the nurse or to request assistance from the nurse in the classroom.

PHONE OPERATION

Please familiarize yourself with the operation of the telephones in each building where you work as a substitute. The building secretaries and principals can provide a brief overview.

COMPLIMENTARY BREAKFAST AND LUNCH

Substitute Teachers receive a complimentary "grab and go" breakfast and a lunch from the school nutrition program.

ATTENDANCE PROCEEDURES

Teachers are to take attendance within the first 10 minutes of each instructional period in the secondary school and at such times as assigned by the principal in the elementary school. Teachers are to contact the office immediately regarding any student who is absent and not previously marked as absent by the school office in the school's computerized attendance system. Teachers are responsible for ensuring that attendance records are accurate and regularly updated. For example, if a student comes to class after attendance has been taken then the student's attendance record needs to be updated to "tardy" instead of "absent". Additionally, teachers are required to read email announcements regarding students' attendance at activities so that student attendance properly reflects the students' attendance at school/activity functions as being "present."

BAD WEATHER/SCHOOL CLOSING

The school uses local radio stations KMOR, KNEB, KOLT, and KNEP-TV to inform staff, parents, and students of closing due to inclement weather. The school will make every effort to make this information available as soon as possible.

CLASSROOM MANAGEMENT

Teachers have the responsibility of managing their classrooms in a manner that allows students to effectively accomplish their learning tasks. Realizing there is a wide variety of teaching styles, learning styles, and subject content, classroom management should also vary. There are, however, some common procedures teachers of well-managed classrooms follow:

1. Be prepared for class. When the bell rings, the teacher is ready to begin class. A meaningful activity is planned for each class on each day.

2. Make assignments reasonable and clear.
3. Be a neat dresser, well groomed; be businesslike and friendly.
4. Do not allow students to address you by your first name or a nickname.
5. Communicate your classroom expectations to the students. Keep rules to a minimum.
6. Be consistent each day of the school year.
7. Avoid punishing the entire class for the actions of a few.
8. Avoid comments to students you would not make in the presence of their parents.
9. Avoid comments or actions that could humiliate a student.
10. Be willing to apologize.
11. Communicate with the parents---call them on the telephone or write a note when concerns arise. Use Progress Reports and Eligibility Reports appropriately.
12. Avoid arguments with students in front of a class. Even if you win, you've lost.
13. Be enthusiastic. If you don't want to be here, neither will the students.
14. Keep the level of your voice under control. Avoid yelling.
15. Be creative with assignments and instructions. Facilitate success.
16. Get to know your students, take an interest. Attend activities.
17. Physically manhandling students will not be supported, except when defending yourself, separating students in a confrontation, or preventing injury to a student.
18. Seating arrangements should be maintained in classrooms. Inspect desks daily for damage.
19. Detentions assigned by an individual teacher are the responsibility of that teacher. Do not assign detentions to students if you are unable to supervise the student during the assigned time.
20. Limit free time; maintain appropriate control of your classroom and area.

COMMUNICATION

Teachers at Bayard Public Schools are expected to utilize effective communication strategies and technological resources when appropriate to collaborate and engage with students, parents, families, and the community to create meaningful relationships that enhance the learning process.

In order to facilitate such communication between the school and homes, teachers are expected and directed to follow the communications plans and protocols developed at the school and district levels. Such communications plans will include directions for frequency, content, and method/mode of communication teachers will be expected to utilize.

COMMUNITY RELATIONS

The Board of Education, through the administration, demands dignity, neatness, and seriousness of purpose for its teachers. The teaching profession, as a whole, is frequently and unjustly judged by the attitude and conduct of a single teacher. Since all are judged by what only a few may do, it is imperative that each of us give considerable thought to our actions as they relate to community customs.

Teachers should regard the community in which they are employed as their home. You should be interested in its institutions, its worthwhile activities, and participate in those in which you have special interest and abilities. Good judgment should be used in all practices.

Poor public relations can ruin the finest faculty in a good school. It is imperative that we all use common sense and discretion in and out of school.

CONFIDENTIALITY AND CONFIDENTIALITY OF RECORDS

Employees should not discuss school matters outside the job nor discuss confidential or personal information about students or staff. Requests from anyone, including fellow building staff members, for personal information about students or staff should be referred to the principal. School staff shall maintain student records in compliance with state and federal law.

CUSTODIAL ASSISTANCE

Our custodians strive to keep the school neat, clean and functional. It is a difficult job, and we should all encourage students to conduct themselves in ways that contribute to an attractive and safe environment. If custodial assistance is needed, all requests must go through the building principal's office.

DISCIPLINE

As professional educators, teachers are expected to create reasonable classroom rules and consequences. Students should know what behaviors are expected, and these expectations should be firmly but fairly enforced. Discipline does not automatically mean punishment, but it does always mean encouraging a desired behavior. Threatening, yelling, criticism, sarcasm, etc. are questionable discipline techniques and often prove inadequate. The student's improper behavior should be the focus of the discipline and not the student's personality, family, dress, appearance, etc. Discipline that punishes all students for the wrong doing of a few is discouraged. Grades are not to be reduced as a form of discipline for poor behavior. The forms of discipline that you choose should be consistent, reasonable, and fair.

Discipline is a very important factor in the success of any teacher. Teachers may know their subject matter and the most current research, but these are of little value unless they are able to control the pupils in their classes.

Discipline is the responsibility of each individual teacher. The principal's role is to assist and advise in the event of flagrant or continued misbehavior. Flagrant misbehavior should be brought to the attention of the principal immediately. A student shall not be sent to the office without an explanation of the offense. If assistance is needed in the removal of a student, the teacher is to send someone to the principal's office immediately for assistance. Each student dictates different strategies, but effective teaching and adequate preparation prevent many behavioral problems from occurring. Teachers are encouraged to read and may be required to read "Tools for Teaching" by Fred Jones for additional guidance in proper classroom management.

Corporal punishment shall not be administered. Students causing excessive discipline problems may be recommended to the Superintendent for expulsion.

GUM AND CANDY

While gum is allowed in classrooms, it should be disposed of properly. Candy may be allowed on occasion when it is permitted by the teacher. Certain elementary grades and

secondary courses, such as band and choir may restrict the use of gum and candy for safety and equipment reasons.

HALL SUPERVISION

Every teacher is expected to step into the hall between classes to help maintain order. Students must be supervised at all times when they are on school premises because of possible accidents and subsequent liability. Teachers are to file all accidents no matter how large or small. Lawsuits can happen several years later. A written record could be great assistance in presenting requested testimony.

LETTERS TO PARENTS

Please have all general letters to parents cleared through the principal before releasing.

MUTUAL RESPECT

The Bayard Public Schools expects every staff member and student to be treated with respect and dignity.

PARKING AT THE ELEMENTARY SCHOOL

In order to provide a safe and invitational atmosphere to parents and visitors, staff members are to refrain from parking in the parking spaces located on the concrete on the south side of the elementary school. These spaces are to be reserved for parents and other visitors to the school.

PROFESSIONALISM AND CODE OF ETHICS

Professional deportment is expected from all personnel of Bayard Public Schools. This behavior is reflected in your dress and grooming, relationships with students and parents, and interaction with your peers. A positive school climate is critical to everyone's success. All holders of public school certificates must be familiar with the Standards of Conduct and Ethics as set forth in Title 92, Nebraska Administrative Code, Chapter 27.

PUBLICITY/PUBLICATIONS

Take pride in the school and be proud to tell about the positive elements of the school. Any items to be submitted to local papers or sent home to the parents should be appropriate and approved by the building principal. Any concerns should be presented to the principal in advance. The Secondary Principal shall serve as the editor of all student publications.

RADIOS AND OTHER COMMUNICATION DEVICES

In order to facilitate effective and timely communication, employees may be assigned to wear and use a handheld radio or similar communications device while on duty.

RECESS SUPERVISION

Supervision of students at recess or other non-instructional times is an expectation for teachers in the district. When supervising please engage in the practices described in the "Supervision of Students" section of this handbook.

RECORDS MANAGEMENT AND DISPOSITION – LITIGATION HOLDS OF ELECTRONIC MESSAGES

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.
As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

SANITATION, HEALTH, AND ROOM MAINTENANCE

Teachers are expected to engage in keeping a sanitary classroom. This includes directing students in the process of regularly sanitizing desks, counters, doorknobs, light switches, and other frequently touched surfaces, according to specific instructions given by the Building Principal or Superintendent, in addition to the regularly scheduled sanitation by the custodial staff.

Teachers may be expected to engage in monitoring student health including taking temperatures, recording health screening data, and reporting any health concerns to the school nurse or other designated individual, according to specific instructions given by the Building Principal or Superintendent.

Teachers are expected to serve as role models in meeting and complying with health practices and guidelines, including those enacted for public health purposes.
Before leaving the classroom each day, close windows, turn out all lights, and lock the room.
Elementary teachers, please make sure your air-conditioners are turned off when you leave.
When repairs are needed, notify the principal in order for arrangements to be made for the repair.

SCHOOL BOARD POLICIES

School Board policies are made available to the staff and to the public. Please direct any questions about Board policy to the Superintendent.

STUDENT CONDUCT

A student handbook will be used to familiarize students and parents or guardians with the school's practices and procedures. Students will be given a copy of the handbook, which will explain general regulations and requirements.

Students are expected to act, dress, and conduct themselves in the school building and at school sponsored events, in such a fashion that their behavior and dress will reflect favorably on the individual and on the school, will show consideration to fellow students, and will create a harmonious school atmosphere. All students must recognize their individual responsibilities and obligations, and discharge them in accordance with the school regulations.

All staff members are responsible for overseeing the conduct of students, both during school hours and at school sponsored events. In each instance in which an employee acts to help a student conduct him/herself properly, emphasis shall be placed upon the growth of the student and the ability to discipline him/herself.

STUDENT PASSES

Teachers should limit the amount of traffic in the hallways during class time. It is a distraction to other classes. Each student that leaves your class must have a pink pass. The student is to go directly to the designated destination and return. Please make an effort to reduce hall wandering. Students absent from your room are your responsibility. Limit restroom and drink privileges to one student leaving the room at a time. Pink passes are required for the students coming to the office for any reason.

SECTION 504 PLANS, IEP PLANS, STUDENT ASSISTANCE TEAM PLANS, DYSLEXIA PLANS, READING INTERVENTION PLANS, AND BEHAVIORAL/HEALTH PLANS

Students may have plans to receive individualized accommodations or modifications. The regular education teacher, principal, school counselor, and special education teachers can provide guidance and strategies for substitute teachers to work with students to implement such plans.

STAFF DRESS

Teachers should be conscious of the importance of appropriateness and neatness in dress and grooming. Set a positive example about the importance of school. Dress the part of a professional educator. Business Casual is the minimum dress requirement for teachers and staff. This includes polos, button down shirts, dress pants, khaki's, etc. The wearing of T-shirts is generally not considered to be professional and teachers are asked to save such apparel for times when they are off duty or when granted permission by the principal to promote certain educational causes, such as “#BeKind,” “TigerCARE,” and “I Love Public Schools” days. While there is considerable debate as to whether jeans are considered “Business Casual”, dark colored, tailored jeans are permissible. Avoid jeans with rips, holes, prints, and embroidery, or light wash. Leggings and yoga pants are not considered business casual and are not appropriate for the instructional staff in the school. Staff attire needs to be compliant with expectations for student dress.

STUDENT DRESS CODE

The school administration and teachers encourage everyone to behave and dress in a fashion reflecting good taste and in a style appropriate for a school day or school activity. An individual's dress, personal appearance, and cleanliness, like his/her behavior, should reflect sensitivity to and a respect for others.

Student dress and personal appearance that disrupts or distracts from the educational environment of the school, is offensive, in violation of any statute, or is a health or safety hazard is not acceptable and is not permitted.

Examples of inappropriate dress: midriff blouses; low cut blouses; hats; caps; headbands; chains or straps on pants; articles displaying obscene or vulgar writing or symbols; articles displaying tobacco, alcohol, or drug advertisement; jewelry with potentially harmful accessories; any clothing in reference to membership in gangs: bandanna; sagging clothes; or tagging with gang signs or letters. Any type of shorts worn to school will reach to the middle of the thigh. Shoes and socks must be worn.

Teachers will send students to the office, or notify the office, if a student's clothing or dress is questionable. The final decision will rest with the administration.

If students are participating in extra-curricular activities or school-sponsored activities, their dress or appearance will be the responsibility of the coach or sponsors.

STUDENT ERRANDS

Students are not to be sent on errands during the school hours unless by permission of the principal. Students are entrusted to our care, therefore, it is essential that we know where they are at all times. Notify the principal well in advance when you desire to go with your groups during school time on class trips.

STUDENTS - LEAVING THE ROOM

Teachers should honor excuses for leaving the room, but discourage and guard against leaving too often or unnecessarily. Only one student at a time should be out of the room and they should have a proper hall pass. Unless teachers are careful, some pupils will take advantage and misuse a well meant privilege. Teachers must use their best judgment in cases of illness or emergencies. **It is seldom necessary for a high school pupil to be excused.** Pupils who become ill are to be reported at once to the Principal's office and sent to the nurse. Do not send ill pupils home alone. Students will phone the principal's office upon arrival at home.

STUDENT HANDBOOK

All staff members should be familiar with and know the student handbook, encouraging students to know and follow its guidelines and regulations, too.

SUPERVISION OF STUDENTS

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to meet the following:

Proper Supervision

1. Report to all duty assignments on time.
2. Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
3. Be vigilant while supervising students. **Never leave your students unattended**; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students are doing.
4. If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs.
5. Be careful with touching students. Use of corporal punishment is prohibited at Bayard Public Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment), and that which professional educators determine appropriate for purposes of proper student relationships.
6. Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to the administration.

Proper Instructions

1. Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
2. Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
3. When you go over safety rules with students, note it in your written records (e.g., your lesson plan book or daily reports).
4. Review playground and classroom safety rules with students at least once each semester, and note when you do it in your written records. Also, if any students are absent when you review the rules; contact the student(s) to review the same information and also note that contact in your written records.

Contact the Principal for Assistance

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

1. Student fight
2. Student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office can not be immediately located, call 911 if the problem appears to be of immediate and serious concern
3. Reported incident or a suspicion that a student has a weapon or other dangerous item(s), drugs, alcohol, or other illegal substances
4. Presence of an intruder (a non-student or staff member who refuses to go to the office)

Student Searches

School staff members should notify the school principal of any situation in which a student is suspected of having an item in violation of school rules. Teachers are not to conduct searches of students or their belongings unless authorized to do so for a specific situation by the school administration.

Student Rights

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

TEACHERS' WORK ROOM

The work room is to be kept as neat as possible. Avoid discussing individual students in the teacher's workroom. Additionally, ensure that communications in the teacher's work room are positive and conducive to a productive and effective school climate. Parents and community members often form impressions of our schools based upon the professionalism exhibited in the school offices and in the teachers' work room and teachers' break room. Your assistance in this is greatly appreciated.

TELEPHONE

Teachers are welcome to use the school telephone. The school telephones are not to be used for personal long distance calls. School telephones are tax exempt and are to be used for official school business only. Teachers **will not** be called to the telephone during class time except in case of emergency.

VIDEOS

Although there are times when it is appropriate to use videos in the classroom, teachers must make sound educational decisions when showing videos to students. Teachers are expected to follow these basic guidelines:

- The teacher has viewed the material in advance and in its entirety.
- The material is related to the curriculum; teacher has articulated in the lesson plan the educational purpose for showing the film or video.
- The material is appropriate for the age of the students (including the movie rating, e.g.,

no "R-Rated videos."

- Written parental consent when the content or age appropriateness is unclear or undetermined.
- Comparable learning opportunities will be given to students when parents do not want their children to see a film or video.

VIDEO SURVEILLANCE

The Board of Education has authorized the use of video cameras on Bayard 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 and to further the educational process. 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. Teachers may videotape instruction and other classroom activities to make available to students who were absent or who would like to otherwise review such content.

VISITORS

All visitors are to be directed to the principal's office. This is for the preservation of classroom order as well as to protect students and staff.

Parental interest and concern should be welcomed. However, if a visitation becomes hostile, another teacher or an administrator should be present. Be prepared to support any issues you discuss with parents with sufficient documentation. Students and school employees are not to open any doors for non-school personnel, as visitors must enter through the main doors to the building and check-in at the office. School employees have the responsibility and the right to question visitors in the building.

WORK AREA SAFETY AND ACCIDENT REPORTING

All employees share in the responsibility for maintaining a safe and healthy school environment. All staff members, more specifically, the teaching staff shall avail themselves of every possible opportunity to instruct students in the safe use and handling of any school property or equipment that could cause injury to students or school personnel. Any unsafe or unhealthy conditions in the immediate work area, building, or on the school campus should be reported immediately to the school principal. In the event of an accident to an employee, student, or visitor, the safety and care of the injured individual should be of primary concern. A written report of the incident should be made to the principal within 24 hours, if not sooner. An incident which requires the attention of medical personnel and any other incident deemed important by the principal, should be reported to the superintendent of schools.

EYE AND FACE PROTECTIVE DEVICES

Instructors or sponsors of groups using laboratories, including science, art or shop areas will be responsible for seeing that individuals or groups working with the following materials or

in the following areas will wear the appropriate eye and/or face protection or other protective gear deemed appropriate:

(1) Every student and teacher in schools or other educational institutions shall be required to wear appropriate industrial-quality eye protective devices at all times while participating in or observing the following courses of instruction:

(a) Vocational, technical, industrial arts, chemical, or chemical-physical, involving exposure to:

(i) Hot molten metals or other molten materials;

(ii) Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;

(iii) Heat treatment, tempering, or kiln firing of any metal or other materials;

(iv) Gas or electric arc welding or other forms of welding processes;

(v) Repair or servicing of any vehicle; or

(vi) Caustic or explosive materials; and

(b) Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards not enumerated.

Such devices shall be furnished by the school or educational institution for all students, teachers, and visitors to shops and laboratories of such institutions. Teachers are directed to ensure that the proper devices are available and in use prior to any instruction or observation.

(2) For purposes of this section, unless the context otherwise requires, industrial-quality eye protective devices means devices which meet the standard of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z 87.1(1979) as approved by the American National Standards Institute, Inc.

DISTRICT INSTRUCTIONAL MODEL

The instructional model of Bayard Public Schools is the Explicit Direct Instruction (EDI) Model, which is also referred to as the DataWorks EDI Model or the Hollingsworth Model. Teachers are expected to effectively utilize the EDI model as a routine component of their instructional design and delivery.

Explicit Direct Instruction, usually shortened to EDI, is a strategic collection of instructional practices combined together to help teachers design and deliver well-crafted lessons that explicitly teach content, especially grade-level content, to all students. EDI is based on teacher-centered, direct instruction philosophy. EDI is an approach that encompasses the goal of improving learning for all students, especially for low-performing students. Well-crafted EDI lessons have a goal of 90% of students achieving 90% correct answers during Independent Practice. Extensive research studies and meta-analysis studies (analysis of multiple research studies) have come to the conclusion that: Teacher-centered direct instruction is particularly effective and efficient, especially for struggling students. Components of EDI include:

Checking for understanding
Setting lesson objectives
Activating prior knowledge
Developing students' skills by explaining, modeling, and demonstrating
Presenting content
Using guided practice

DISTRICT INSTRUCTIONAL MODEL: DESIGN AND DELIVERY COMPONENTS

An EDI lesson includes specific lesson design components and lesson delivery strategies. It includes continuous Checking for Understanding to verify that students are learning during the lesson. Well-crafted EDI lessons have a goal of at least 90% of students achieving at least 90% correct answers during Independent Practice. EDI lesson design components and lesson delivery strategies are independent of grade level and content. The lesson delivery strategies are not specific to any design component and are used throughout the lesson.

EDI Lesson Design Components

- **Learning Objective:** A statement describing what students will be able to do by the end of the lesson. It must match the Independent Practice.
- **Activate Prior Knowledge:** Purposefully moving something connected to the new lesson from students' long-term memories into their working memories so they can build upon existing knowledge.
- **Concept Development:** Teaching students the concepts contained in the Learning Objective.
- **Skill Development:** Teaching students the steps or processes used to execute the skills in the Learning Objective.
- **Lesson Importance:** Teaching students why the content in the lesson is important for them to learn.

- **Guided Practice:** Working problems with students at the same time, step-by-step, while checking that they execute each step correctly
- **Lesson Closure:** Having students work problems or answer questions to demonstrate that they have learned the concepts and skills in the Learning Objective before they are released to work on their own.
- **Independent Practice:** Having students successfully practice what they were just taught.
-

EDI Lesson Delivery Strategies

- Checking for Understanding – **TAPPLE**, Rephrase, Apply, Justify, Higher order questions
- Teaching strategies – Model, Explain, Demonstrate
  - Rule of Two: Teacher models the thinking to solve a problem, and the student immediately works on a similar problem. "I do, you do."
- Content Area Literacy
- Comprehensible Input (modified speech, clear academic tasks, multi-modality)
- Contextual clues (Contextualized definitions, gestures, visual aids, graphic organizers, word banks, etc.)
- Academic, content, and support vocabulary development

TAPPLE: Checking for Understanding

Continuous Checking for Understanding (CFU), implemented properly, is the backbone of effective instruction. Explicit Direct Instruction (EDI), is a very explicit method of Checking for Understanding that will make teaching even better as teachers monitor student learning in real time. The mnemonic, TAPPLE, will assist you in remembering the steps.

Teach First

In EDI, when Checking for Understanding, you always teach first. Remember, the purpose of CFU is to verify that your students are learning what you are teaching while you are teaching. By teaching before you ask a question, the students are equipped to respond. After teaching the content, your students should be able to answer the Checking for Understanding correctly.

Ask a Question

During Checking for Understanding, always ask specific questions about what you are teaching. Don't ask students if they understand the content. Often, students' opinions of their learning does not match reality.

Pause and Pair-Share

When you ask a Checking for Understanding question, always ask the question first, then pause for several seconds before selecting a student to respond. The pause, also known as wait time or think time, provides an opportunity to all students to think of an answer even if they aren't called upon. If you call on a student prior to asking the question, the other students are free to tune out. By presenting the question to the whole class, everyone stays engaged because no one knows who will be selected to give a response. Pair-share increases student engagement. It gives students a chance to practice and correct their answers.

Pick a Non-Volunteer

The only way you can truly find out if students are learning the information you're teaching is to randomly select non-volunteers to answer your CFU questions. When you call on volunteers, you are being validated by your brightest learners and could be getting a false impression that every student is learning.

Listen to the Response

Listening carefully, you will need to determine the level of student understanding. Based on this determination, you will be making an instructional decision. Ideally, students will always have the correct answer to your CFU questions, but sometimes they won't. What you do next depends on what you hear when the student responds. Is it correct, partially correct, or just plain wrong?

Effective Feedback

Based on the accuracy of the student's response, you can do one of three things: echo, elaborate, or explain. If the student is correct, you echo the correct response back. Restating the correct answer provides an affirmation to the student who just answered. When the response is tentative or partially correct, you should elaborate. Elaborating and/or paraphrasing will reinforce the correct answer to the student who was called on and will also benefit the rest of the class. Finally, if two students in a row cannot answer, then you will need to explain, or reteach.

- Every student orally answers every question.
- Automatic wait time is embedded.
- Listening and speaking is included.
- Student engagement improves.
- Students remember more.
- The student-talk to teach-talk ratio is increased.
- Students practice their answers.
- Language translation time is built in.
- Short attention spans are occupied.
- First re-teach is provided.
- Classroom management improves.
- Instruction is more interactive and interesting for the students.
- Academic socialization flourishes.
- Instructional aides can be utilized.
- It reduces affective filter.

EDI Lesson Norms

Lesson Norms are the research-based practices that will increase student engagement when the teacher trains students and uses these practices in their daily routines.
Use whiteboards to check that all students are learning.
Use complete sentences because this promotes rehearsal of the new language.

- Use **pair-share** because the brain that is not processing information is not learning.
- Use an **attention signal** to quickly refocus the students during the lesson.
- **Track** and **read** to help students recognize and read new words.
- **Repeat** for pronunciation and to help students remember.
- Use **gestures** to help store information in multiple pathways in the brain.

EDI and Substitute Teachers

Teachers are expected to have a procedure in place for the use of whiteboards and for randomly calling on non-volunteers (e.g., student names on popsicle sticks). The students need to be familiar with the procedures. Information regarding these procedures needs to be included with information for substitute teachers to ensure continuity in instructional delivery in the event of the absence of the teacher.

APPENDIX: SELECTED BOARD POLICIES

POLICY NO. 4105
Page 1

REPORTING Child Abuse OR NEGLECT

It is mandatory that every employee of Bayard Public Schools report child abuse and neglect as set forth in this policy.

A. Child Abuse or Neglect Defined

As used herein, "child abuse or neglect" means 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 minor 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.

The foregoing definition shall apply regardless of whether the perpetrator or perpetrators are student(s), school employee(s), the child's parent(s), or any other person.

B. Reporting

1. **Mandatory Employee Reporting to Law Enforcement**: If any school employee has reasonable cause to believe that a child has been subjected to child abuse or neglect or observes such child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect, then the employee shall immediately report such incident to the Bayard Police Department, the Morrill County Sheriff's Department, the Nebraska State Patrol, or the Nebraska Department of Health and Human Services.

2. **Substance of Report**: A report to a proper law enforcement agency or the Department of Health and Human Services may be made orally by telephone with the caller giving his or her name and address and shall be followed by a written report, and to the extent available shall contain the address and age of the abused or neglected child, the address of the person or persons having custody of the abused or neglected child, the nature and extent of the child abuse or neglect or the conditions and circumstances which would reasonably result in such child abuse or neglect, any evidence of previous child abuse or neglect including

the nature and extent, and any other information which in the opinion of the reporter may be helpful in establishing the cause of such child abuse or neglect and the identity of the perpetrator or perpetrators.

3. **Reporting to Principal**: After an employee makes an oral report as set forth above, the employee shall immediately notify a principal of the report. The employee shall then, within 24 hours, draft a written

report as required above and provide the written report to a principal. The principal shall include in the report any additional information known by the principal and submit the form to the proper law enforcement agency or the Department of Health and Human Services. The principal shall also provide a copy of the report to the Superintendent of Schools. If there is no principal available within 24 hours, then the employee shall provide his or her report directly to the proper law enforcement agency or the Department of Health and Human Services and provide a copy of the report to the Superintendent.

4. **Uncertainty**. ***Any uncertainty as to whether reasonable cause exists shall be resolved in favor of making a report to the proper law enforcement agency or the Department of Health and Human Services.*** An employee is not obligated to "prove" that child abuse or neglect has occurred or could occur. Having reasonable cause to believe could include having information as minor as an allegation. Employees should not take it upon themselves to investigate the case or contact the family of the child. Law enforcement and the Department of Health and Human Services are responsible for investigating.

5. **Record Keeping**. All employees shall keep written records of information obtained and reports made pursuant hereto.

6. **No Retaliation**. No employee shall be retaliated against for making a report hereunder.

7. **Immunity**. Any employee making a report under this policy is immune from civil or criminal liability, except for in the case of making maliciously false statements.

Legal Reference: Neb. Rev. Stat. 28-710 *et seq.*

Adopted: 8-11-86
Reviewed: 5-10-10
Revised: 1-9-12; 11-11-13

POLICY NO. 4107
Page 1

RESTRAINT AND SECLUSION

Restraint and seclusion (as further described in this policy) are behavioral and/or safety interventions and shall only be used in accordance with this policy.

1. General Guidelines

A. Restraint and/or seclusion should not be used as a first method of safety intervention, except in emergency situations. When used as a safety intervention, other de-escalation efforts such as voice commands should used prior to using restraint or seclusion.
B. Restraint and/or seclusion shall never be used as a form of discipline or for retaliation or convenience.
C. Restraint or seclusion should only be used when and to the extent reasonably necessary to maintain order or prevent a student from causing physical harm to himself or herself or others.
D. School personnel shall continuously monitor a student's status during periods of restraint or seclusion.
E. This policy does not apply to physical interventions which a student's health care provider has indicated are medically necessary for the treatment or protection of the student.
F. Nothing in this policy shall prevent a staff member from using restraint and seclusion as provided for in a student's IEP, 504 plan, or behavior intervention plan.
G. If student develops a pattern of behavior which requires or is anticipated to require a recurring pattern of restraint and/or seclusion, the school should conduct a functional behavioral assessment or call a meeting of the student's IEP team to develop or revise a plan to reduce or eliminate the need for restraint or seclusion.
H. Nothing in this policy shall allow a staff member to use restraint or seclusion which is unreasonable in duration and/or intensity considering the circumstances and school administration shall at all times maintain the authority to discipline a staff member if the administration deems unreasonable the staff member's use of restraint or seclusion.

2. Restraint

A. Physical Restraint. Physical restraint means the use of physical force to restrict significantly the student's movement. The following circumstances are examples when physical restraint is appropriate:

   A. To obtain possession of weapons or other dangerous objects.
   B. To prevent or break up a fight.
   C. As self-defense or in defense of others.
   D. To escort a student from one area to another in the interest of safety or to maintain order.
   E. To calm or comfort a student.
   F. To prevent self-injurious behavior.
   G. As reasonably necessary to prevent imminent, severe destruction to school or another person's property.

B. Mechanical Restraint.

   i. Mechanical restraint means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove. Mechanical restraint includes the tying down, taping, or strapping down of a student.

   ii. Mechanical restraints do not include adaptive or protective devices used as recommended by the student's health care provider or safety equipment used as intended by the general population (e.g. seatbelts).

   iii. Mechanical restraints should only be used in the case of an emergency to prevent imminent danger to the student or others when physical restraint or seclusion would not be effective or is not possible.

C. Chemical Restraint.

   i. Chemical restraint is the administration of medication for the purpose of restraint.

   ii. Chemical restraint does not include medication as prescribed by and administered in accordance with the student's health care provider.

   iii. Chemical restraints of students are not permissible under any circumstances.

3. Seclusion

A. Definition. Seclusion is the confinement of a student in a room or other space from which the student is physically prevented from or incapable of leaving. Behavior interventions and/or disciplinary methods which do not restrict the student's physical

movement or ability to leave are not considered to be seclusion. Examples of behavior interventions and/or disciplinary methods which are not considered seclusion are as follows:

i. Timeout: Timeout means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting.

ii. In-school suspension.

iii. Detention.

B. When Permissible. Seclusion is only appropriate when a student is displaying physical behavior that presents a risk of injury to the student or others and the threat could be diminished if the student is secluded in a safe environment. Seclusion should only be employed as a last resort after other methods of intervention have been attempted without success or would be inappropriate under the circumstances. Seclusion is inappropriate for students who are severely self-injurious or suicidal.

C. Duration. Seclusion should only be used as long as necessary to present the risk of injury.

D. Supervision/Observation. When a student is secluded a staff member or the school's resource officer shall continually monitor and supervise the student and shall immediately notify an administrator as to where and why the student is being secluded. The staff member monitoring the student in seclusion should document all observations.

E. Area of Seclusion. A student in seclusion must be able to exit the room or area if the supervising adult becomes incapacitated or leaves the area. The room or area used for seclusion must have adequate space, lighting, ventilation, heating/cooling for the safety of the student and must be free of objects that could be harmfully used by the student.

4. Documentation/Notices

A. Reporting. A Restraint or Seclusion Report must be completed for each incident of restraint or seclusion and shall include:

- Name of the student
- Name of the staff member(s) administering the restraint or seclusion;
- Date of the incident and the time the restraint or seclusion began and ended;
- Location of the restraint or seclusion;
- A description of the restraint or seclusion;
- A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion;

- A description of the behavior that prompted the use of restraint or seclusion;
- Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted; and
- Information documenting parent contact and notification.

B. Notice to Administrators. The building principal and Superintendent shall be notified of the restraint and seclusion incident as soon as possible.

C. Notice to Parents. The building principal, Superintendent, or their designee shall attempt notify the student's parent or guardian of the restraint or seclusion incident as soon as possible after it commences.

D. Written Report to Parents. Within a reasonable period of time not to exceed 30 days after the incident, building principal or Superintendent shall also provide the parent or guardian with a written incident report. This report must include the following:

i. the date, time of day, location, duration, and description of the incident and interventions;
ii. the events or events that led up to the incident;
iii. the nature and extent of any injury to the student; and
iv. the name of a school employee the parent or guardian can contact regarding the incident.

5. Training.

A. Distribution of Policy. This policy shall be distributed to staff members on an annual basis.

B. Staff Training. Staff members who are reasonably anticipated to use restraint and/or seclusion on a regular basis shall be trained in the proper and safe use of restraint and seclusion.

Adopted: 3-12-12
Revised: 10-9-17

DRUG FREE SCHOOL AND COMMUNITY POLICY

Bayard Public School District is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive work force. To this end, the District unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs and alcohol.

It is unlawful and, therefore, absolutely prohibited for any employee of the District to engage in the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of the school's activities.

DEFINITIONS

As used in this policy, prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of the school's activities shall mean, but not be limited to the following:

1. The unlawful possession, use, or distribution of any substance which is declared by the State of Nebraska or any other applicable law to be an illicit substance.

2. The possession, use, or distribution of alcohol on school premises or as a part of the school's activities.

As used herein, the term "school premises" shall mean any property owned, or in the other manner under the control of the Board of Education of the District.

As used herein, the phrase "as a part of the school's activities" shall mean any activity or enterprise carried out in whole or in part under the auspices of the District when supervising students or students are present.

PROCEDURES

1. All employees and each new employee will receive a copy of this policy.

2. Each employee will acknowledge receipt of this policy and will sign such form acknowledging receipt and acknowledging the District's policy of absolutely prohibiting conduct as set forth in this policy (Policy #4109), and further acknowledging that serious sanctions can and will be taken against and employee,

including termination of employment and referral for prosecution for any failure to comply with the above stated standards of conduct and further acknowledging that such compliance is mandatory, and further acknowledging that this policy is adopted pursuant to P.L. 101-226, C.F.R., Part 86, and other applicable statutes, and will further acknowledge that failure to comply with such federal requirements may be the District's receipt of federal funds in jeopardy

DRUG FREE SCHOOL AND COMMUNITY POLICY

3. In the event the employee does not understand the terms and conditions of this policy, it shall be the duty of the employee to ask for such points of clarification of the Superintendent of Schools or his/her designee at the time this policy is distributed to the employee. If no questions is directed by an employee to the Superintendent of Schools or his/her designee it shall be the legal position of the District to presume that the employee has understood and will abide by this policy.

4. In the event of any non-compliance by any employee with this policy, it shall be the duty of the Superintendent of Schools or his/her designee to inform any employee not in compliance about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to employees within fifty (50) miles of the administrative offices of the District. If no such programs are available within 50 miles, then such other programs as may exist in the State of Nebraska shall be made known to such employee. The Superintendent or his/her designee shall maintain a list of such available services and shall from time to time update such list.

5. Sanctions which may be taken against an employee for non-compliance with this policy may be any one or more of the following:
    a. An oral reprimand.
    b. A written reprimand.
    c. Suspension with pay.
    d. Suspension without pay.
    e. Termination of employment.
    f. Cancellation of employment.
    g. Non-renewal of employment.
    h. Referral to appropriate authorities for criminal prosecution.
    i. Mandatory enrollment in in-patient care or otherwise as a term and condition to any continuing employment by the District.
    j. Mandatory enrollment in any training programs that are may be provided by the District or others relating to any of the activities prohibited by this policy.

6. Disciplinary action sought to be imposed by the Superintendent or his/her designee shall be carried out in accordance with the established policies of the District. However, nothing in this policy shall be construed to vest any right in any employee beyond that required by law and the manner in which each case shall be handled in the sole discretion of the Superintendent or his/her Designee subject to the Superintendent's approval, provided only that such action shall be carried out within the bounds of applicable law.

DRUG FREE SCHOOL AND COMMUNITY POLICY

7. Conviction of an employee of the District of any criminal statute relating to the unlawful use, possession, or distribution, of any controlled substance or alcohol, may result in disciplinary action being taken against such employee. When such conviction shall come to the attention of the Superintendent or other official of the District, an employee convicted as above described may be disciplined in any manner provided by statute, the contract of the employee, any existing policy of the District or any other applicable body of law. As used herein "applicable body of law" shall mean, but shall not be limited to, state and federal statutes, state and federal regulations, and any applicable case law.

8. As an alternative to discipline or as a concurrent requirement to the disciplinary action less severe than the maximum disciplinary action that may be carried out against an employee as referred to in the immediately preceding paragraph, the District, by and through its Superintendent or his/her designee may require the employee to successfully finish a drug abuse program. As used herein, the term "drug abuse program" shall mean a drug abuse program sponsored by an approved private or governmental institution. The Superintendent or his/her designee has written documentation satisfactory to the Superintendent or his designee that the employee has successfully finished such program. If aftercare is recommended by such institution, then the Superintendent or his/her designee in his/her sole discretion may require the employee to enroll such aftercare program and to participate in a manner satisfactory to the provider of such aftercare program. The Superintendent or his/her designee may require an employee to participate in aftercare in the same manner and under the same terms as may be required by the Superintendent or his/her designee. The Superintendent or his/her designee may require ongoing reporting of such participation as a term and condition of continuing employment by such employee at the District.

Adopted: 8-13-90

POLICY NO. 4111

SEXUAL/ETHNIC HARASSMENT POLICY

The Bayard Public School's Board of Education strongly endorses, and will comply with the provisions of Title VII of the Civil Rights Act of 1972, as amended; Title IX of the Education Amendments of 1972; and the Nebraska Equal Opportunity and Education Act. Therefore, it is the policy of the Bayard Public Schools to prohibit any and all discrimination based on race, color, sex, or national origin.

Sexual/ethnic harassment of any employee, certified or non-certificated, or student by any individual under the jurisdiction of the Bayard Public Schools is, therefore, strictly prohibited. Persons determined to have engaged in either "Quid Pro Quo" sexual harassment of "Hostile Environment" sexual/ethnic harassment shall be subject to disciplinary sanctions as set forth herein.

Regarding school district employees, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature shall constitute "Quid Pro Quo" sexual harassment when:

1. Submission to sexual 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 that individual.
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.

It is also prohibited for any school district employee or student to verbalize on school district property any racial, ethnic, or gender harassing jokes or stories, or to bring or store on school property any sexual, racial, or ethnic epitaphs or jokes. School district employees and students are also prohibited from defacing any school district property with any racial, ethnic or sexual epitaphs or jokes.

If an individual's conduct, epitaphs, or jokes are so excessive, severe, or pervasive so as to create a threatening or uncomfortable working environment, and it adversely affects the ability of

another employee to accomplish their work, that employee(s) shall have created and can be responsible for creating a "Hostile Environment" when:

1. The individual harassed belongs to a protected class;
2. The individual was subjected to unwelcome sexual/ethnic harassment;
3. The harassment was based upon sex, race, or national origin; or
4. The harassment affected a term, condition, or privilege of employment.

SEXUAL/ETHNIC HARASSMENT POLICY

Regarding students, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual/ethnic nature shall constitute sexual/ethnic harassment when:

1. Submission of such conduct is made either explicitly or implied a term or condition of an individual's enrollment, participation, or affiliation with a course, activity, or other school sanctioned program.
2. Submission to or rejection of such conduct by individuals is used as a basis for any decision that may affect the educational standing of that individual.
3. Such conduct has the purpose or effect of unreasonable interfering with an individual's educational performance or creating an intimidating, hostile or offensive environment.

RESPONSIBILITY

All Bayard Public School employees and students shall have the responsibility of keeping school administrators informed, through the most confidential and direct means possible, of any alleged acts and/or complaints of sexual/ethnic harassment. It is the responsibility of each school district administrator, principal, department head and supervisor to provide a working and academic environment free of sexual/ethnic harassment or sexual/ethnic intimidation. The school district will take prompt action to investigate and act upon all reported instances of alleged sexual/ethnic harassment.

All complaints and allegations of either sexual or ethnic harassment will be thoroughly investigated by a member of the Bayard Public School administrative team. That team shall consist of: Administrators-Principals and Assistant Principals, and the Superintendent.

The Bayard Public Schools will utilize a three phase process to investigate all allegations of sexual or ethnic harassment:

PHASE I: COMPLAINT

Any individual who believes that he or she has been either sexually or ethnically harassed, or any individual having knowledge of any incident of alleged sexual or ethnic harassment (hereinafter referred to as "complainant"), should notify a member of the administrative team. Such notification shall be by the most direct means possible and will be considered confidential. The complaint should be made as soon as possible after the alleged incident.

SEXUAL/ETHNIC HARASSMENT POLICY

The administrative team member who receives a report of alleged sexual/ethnic harassment shall notify the Superintendent, unless the superintendent is alleged to be the school district employee engaged in sexual/ethnic harassment. If the complaint is made against the superintendent, the information is to be brought to the attention of the President of the Board of Education. He/she shall, in turn, contact the school district's attorney to conduct an investigation of the allegation.

If the complaint is made by a student, his or her parent(s) or legal guardian(s) shall be notified immediately in writing, by certified mail, by the individual assigned to conduct the investigation. If the person accused of sexual/ethnic harassment is a student, that student's parent(s) or legal guardian(s) will be notified both telephonically and in writing, by certified mail, of the alleged complaint, and they shall be present when the accused student is interviewed.

PHASE II: INVESTIGATION

Every effort shall be made to maintain full confidentially throughout the entire investigation. The investigation phase will be directed towards securing signed statements about the complaint itself. Minimally, it shall include the name(s) of the complainant(s) and person(s) accused of sexual/ethnic harassment; the date(s), time(s), locations(s), description of the incident(s), witness(es), and the respective signed statement(s).

Additionally, signed statement(s) by the person(s) accused of sexual/ethnic harassment shall be obtained where possible. The person(s) accused of sexual/ethnic harassment will be advised of due process rights at the time of being informed of the allegation. The intent of this phase is to investigate all of the facts and to corroborate evidence either for or against the complaint.

PHASE III: ACTION TAKEN

In determining whether conduct constitutes sexual/ethnic harassment, the individual conducting the investigation will examine the record as a whole and the totality of the circumstances, such as the nature of the alleged sexual advancements and the context in which

the alleged incident occurred. The determination will be on a case-by-case basis. The individual conducting the investigation will review all information with the superintendent. The superintendent may take whatever disciplinary action is deemed appropriate. In any case where the disciplinary action of a school employee or student is subject to the due process procedures set forth in law, they will be followed as required.

SEXUAL/ETHNIC HARASSMENT POLICY

If the Superintendent is the alleged individual, the school district's attorney will provide the evidence to the Board of Education, and they will determine the action to be taken.

The Superintendent will inform all parties of any disciplinary action taken by the Superintendent. The record of the investigation will be kept in a confidential file. If the complaint involves the Superintendent, the file will be kept in the office of the school attorney. A simple statement indicating that a complaint has been filed and the action taken, if any, will be placed in the individual's personnel/student file. However, where the complaint is found to be without merit, the complaint will be placed in a separate sexual/ethnic harassment file, which shall be confidential and not placed in the individual's personnel/student file.

If deemed necessary, the academic or employment situation of the complainant may be changed to provide for a non-intimidating or non-hostile atmosphere. These changes may occur but are not limited to: a transfer of work situations, change of instructor, and, if pertinent, waiver of academic requirements. Decisions concerning such action must consider that the complainant is not to be inadvertently or otherwise punished because he or she has allegedly been sexual/ethnically harassed.

Any employee who is found to have engaged in sexual/ethnic harassment of a subordinate, co-worker, or student will be subject to disciplinary sanctions, which may included, but are not limited to: written reprimand, probation, demotion, transfer, required professional counseling, or termination of employment. Where required by law any disciplinary action taken shall be subject to the due process procedures set forth in Sections 79-12, 107 to 79-12, 121, as amended.

A student who is found to have engaged in sexual/ethnic harassment against either and employee or another student, will be subject to disciplinary sanctions, which may include, but is not limited to: written reprimand, disciplinary probation, suspension, and/or expulsion. Where required by law any disciplinary action taken shall be subject to the due process procedures set forth in the Student Suspension or Expulsion Act, Sections 79-4, 170 to 79-4, 205, as amended.

If the complainant or accused is not satisfied with final action taken by the Superintendent, they may request that the Board of Education review the decision and action taken by placing it on the regular Board of Education meeting agenda as a personnel/student matter. Such a request will be held in executive session unless the accused individual chooses otherwise. The decision by the Board of Education will be the final administrative act. Likewise, any person accused of sexual/ethnic harassment may appeal the Superintendent's disciplinary action taken by filing a grievance through the established grievance procedures of the Bayard Public Schools as specified in Board Policy.

Adopted: 1-11-93

POLICY NO. 4111-A
Page 1

HARASSMENT BY EMPLOYEES

Harassment of employees, student, volunteers or visitors will not be tolerated in the school district. School district includes school district facilities, school district property, or property within the jurisdiction of the school district; while on school-owned or school-operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the district.

Harassment includes, but is not limited to, racial, religious, national origin, marital status, disability and sexual harassment. Harassment by board members, administrators, employees, parents, vendors, and others doing business with the school district is prohibited. Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, or participation in school programs or activities;
- submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual's employment or education; or
- such conduct has the purposes or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or learning environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- verbal or written harassment or abuse, or unwelcome communication implying sexual motives or intentions;
- pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications;
- unwelcoming touching;
- unwelcome and offensive public sexual display of affection
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's job, promotions, recommendations, etc.

HARASSMENT BY EMPLOYEES

Harassment on the basis of race, creed, color, religion, national origin, martial status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble individuals when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs, activities or employment;
- submission to or rejection of such conduct by an individual is used as the basis for decision affecting the individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or
- creating an intimidating, offensive or hostile learning or work environment.

Harassment as set forth above may include, but is not limited to the following:

- verbal, physical or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, achievements, etc.;
- demeaning jokes, stories, or activities directed at an individual.

Employees, students, volunteers or visitors who believe they have suffered harassment shall report such matters to the building principal for harassment complaints. However, claims regarding harassment may also be reported to the superintendent for harassment complaints.

Upon receiving a complaint, the investigator shall confer with the complainant to obtain an understanding and a statement of the facts. It shall be the responsibility of the investigator to promptly and reasonably investigate claims of harassment and to pass the findings on to the superintendent who shall complete such further investigation as deemed necessary and take such final action as appropriate. Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against an employee or student because they have filed a harassment complaint, assisted or participated in a harassment investigation, proceeding, or hearing regarding a harassment charge or because they have opposed language or conduct that violates this policy. This policy should be used when an employee is the alleged harasser or the alleged victim. It is strongly recommended the investigator and alternate investigator be of opposite sexes.

HARASSMENT BY EMPLOYEES

It shall also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy. The superintendent or superintendent's designee shall also be responsible for organizing training programs to educate employees, students and others involved with the school district about harassment and the school district's policy prohibiting harassment. The training shall include how to recognize harassment and what to do in case an individual is harassed. The employee training will be documented in personnel files to ensure a record of training for each employee.

Legal Reference: 42 U.S.C. ** 2000e et seq. (1994).
29 C.F.R. Pt. 1604.11 (1996).

HARASSMENT INVESTIGATING AND REPORTING

In keeping with the language of the harassment policy, this procedure sample gives final responsibility to the superintendent.

Harassment of employees and students will not be tolerated in the school district.

Harassment is a violation of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Individuals who feel that they have been harassed by employees, board members,

administrators, parents, vendors or others doing business with the school district should communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual needs assistance communicating with the harasser, he/she should ask a teacher, counselor or principal to help.

HARASSMENT BY EMPLOYEES

Complaint Procedure

An employee or student who believes that they have been harassed shall notify the superintendent the designated investigator. The alternate investigator is the building principal. The investigator may request that the employee or student complete the Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. Information received during the investigation shall be kept confidential to the extent possible.

The superintendent, or the investigator with the approval of the superintendent, has the authority to initiate a harassment investigation in the absence of a written complaint.

Investigation Procedure

The investigator shall reasonably and promptly commence the investigation upon receipt of the complaint. The investigator shall interview the complaint and the alleged harasser. The alleged harasser may file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator shall report to the superintendent. The investigator will outline the findings of the investigation to the superintendent.

Resolution of the Complaint

The superintendent will complete the next step in the investigation reasonably and promptly upon receipt of the investigator's report. Following the investigator's report, the superintendent may investigate further, if deemed necessary, and make a determination of the appropriate next step which may include discipline, up to and including, discharge.

Prior to the determination of the appropriate remedial action, the superintendent may, at the superintendent's discretion, interview the complainant and the alleged harasser. The superintendent shall file a written report closing the case and documenting any disciplinary or other action taken in response to the complaint. The complainant, the alleged harasser and the investigator shall receive notice as to the conclusion of the investigation.

Points to Remember in the Investigation

- Evidence uncovered in the investigation is confidential.

- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including discharge.

HARASSMENT BY EMPLOYEES

Conflicts

If the investigator is the alleged harasser or a witness to the incident, the alternate investigator shall be the investigator.

If the alleged harasser is the superintendent, the alternate investigator shall take the superintendent'' place in the investigation process. The alternate investigator shall report the findings to the board.

Approved: 8-12-02

HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

_____

Description of misconduct:_____

_____

_____

Name of witnesses (if any): _____

_____

_____

Evidence of harassment, i.e., letters, photos, etc. (attach evidence if possible): _____

_____

_____

Any other information: _____

_____

_____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature:_____ Date:_____

WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of instance witnessed: _____

_____

_____

_____

_____

_____

Any other information: _____

_____

_____

_____

I agree that all of the information of this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

POLICY NO. 4115

EMPLOYEE USE OF ELECTRONIC COMMUNICATIONS DEVICES

The Board recognizes that employees may carry electronic communications devices and hereby adopts this policy.

District-Issued Communications Devices

The District may elect to issue certain communications devices to employees in order to increase the efficiency of District operations. Issuance and use of District equipment shall be subject to rules promulgated by the Superintendent.

Personally Owned Communications Devices

Employees may carry and use personally owned cellular telephones or pagers/beepers on school property subject to rules and regulations promulgated by the Superintendent.

Visible possession of all cell phones is prohibited in any area where there is an expectation of privacy.

Adopted: 4-10-2006

POLICY NO. 4023

POLICY NO. 4119

PROFESSIONAL BOUNDARIES BETWEEN EMPLOYEES AND STUDENTS

All employees (which for purposes of this policy includes student teachers and interns) are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions which the board deems unacceptable and will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging, social networking sites, or any other type of personal communication system to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).

- Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.

- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.

- Making any sexual advance - verbal, written, or physical - towards a student.

- Showing sexually inappropriate materials or objects to a student.

- Discussing with a student sexual topics that are not related to a specific curriculum.

- Telling sexual jokes to a student.

- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
-
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student’s or employee’s personal matters when it is not appropriate outside of the instructional setting.
- “Grooming,” which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are

students in the District. A staff member seeking an exception must receive advance approval from his or her administrator. If a staff member is unable to communicate with an administrator in advance (such as in the event of an emergency), the staff member must notify the administrator as soon as possible, but not later than 24 hours immediately following the event.

Any person who suspects a District employee of engaging in any prohibited conduct under this policy, including grooming, should contact the Superintendent or other administrator immediately.

An employee who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline.

A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

Each school year, all employees shall sign a certification verifying that this policy was received and understood.

Legal Reference: LB 1080 (2020)

Adopted: 10-12-09

Revised: 1-11-21

Reviewed: 5-10-10

POLICY NO. 5114

Network Acceptable Use and Internet Safety Policy

Bayard Public Schools recognizes the value of computer and other electric resources to improve student learning and enhance the administration and operation of its schools. To this end, the Bayard Public Schools encourages the responsible use of computers; computer networks (including the Internet), and other electronic resources in support of the mission and goals of the Bayard Public Schools.

It is the policy of Bayard Public Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA).

It is the policy of the Bayard Public Schools to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, Bayard Public Schools recognizes its legal and ethical obligation to protect the well-being of students in its charge.

The following uses of school-provided electronic resources, including Internet and e-mail, are not permitted:

a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;

b. to transmit obscene, abusive, sexually explicit, or threatening language;

c. to violate any local, state, or federal statute;

d. to vandalize, damage, or disable the property of another individual or organization;

e. to access another individual's materials, information, or files without permission;

f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission; and

g. to distribute or forward "chain letters" via email.

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Students may…

- Design and post web pages and other material from school resources.
- Use direct communications such as e-mail, online chat, or instant messaging with a teacher's permission.
- Use the resources for any educational purpose.

Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring: School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Enforcement of Policy:

- To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.
- Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
- Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.
- A Bayard Public Schools staff member may override the technology protection measure that blocks or filters Internet access for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure that blocks or filters Internet access.

- Bayard Public Schools staff will monitor students' use of the Internet by either direct supervision or by monitoring Internet use history to ensure enforcement of policy.

COPPA Notification Statement

Dear parents/legal guardians of school-aged children under the age of 13,

Our district utilizes several computer software applications and web-based services, operated not by this district, but by third parties. These include Teach TCI, Big Ideas Math, Amplify Science, Google Apps for Education, Clever, Remind, MobyMax, Pearson, Khan Academy and similar educational programs. A list of the possible sites and programs used in our classrooms with the privacy policy for each can be found on our district website's Instructional Technology page. Web-based educational programs and services may be added during the upcoming academic year as needed.

In order for our students to use these programs and services, certain personal identifying information - generally the student's name and school email address - must be provided to the website operator. By law, the operator may only use this information for educational purposes. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits districts/schools such as ours to consent to the collection of personal information on behalf of all its students, thereby eliminating the need for individual parental consent given directly to the website operator.

For more information on COPPA, please visit http:www.ftc.gov/privacy/coppafaqs.shtm.

Inappropriate Network Usage: To the extent practical, steps shall be taken to promote the safety and security of users of Bayard Public Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring: It shall be the responsibility of all members of Bayard Public Schools staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Bayard Public Schools will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and

cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

Disclaimers:

- Bayard Public Schools and its individual schools, administrators, faculty, and staff thereof, make no warranties of any kind for the service provided and will not be held responsible for any damage suffered by users. This includes the loss of data resulting from delays, non-deliveries, and intrusion by computer virus, or service interruption.
- Use of any information obtained via network access is at the risk of the user, and Bayard Public Schools specifically denies any responsibility for the accuracy or quality of the information obtained.
- Bayard Public Schools cannot guarantee complete protection from inappropriate material. Furthermore, it is impossible for the district or content filter to reflect each individual or family's opinions of what constitutes "inappropriate material." If a student mistakenly accesses inappropriate information, he/she should immediately notify a district staff member.
- Bayard Public Schools is not liable for an individual's inappropriate use of district's electronic communications systems or violations of copyright restrictions or other laws, or other costs incurred by users through use of Bayard Public Schools' electronic communication systems.
- The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communication systems.

CIPA Definition of Terms:

Minor: The term "minor" means any individual who has not attained the age of 17 years.

Technology Protection Measure: The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **Obscene,** as that term is defined in section 1460 of title 18, United States Code;
2. **Child Pornography,** as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

Harmful to Minors: The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Sexual Act; Sexual Contact: The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Bayard Public Schools

Network Acceptable Use and Internet Safety Policy

Employee's Agreement

By signing this form, I acknowledge receipt of, understand, and agree to abide by the rules and standards set forth in the Bayard Public Schools Network Acceptable Use and Internet Safety Policy. I understand that to gain or retain access to the Bayard Public Schools computer network systems, I must sign and submit this form as directed. I further understand that any violation of the Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, monetary liability may be incurred, school disciplinary and/or appropriate legal action may be taken. I as a staff member agree to abide by the rules and standards addressed in this policy as it pertains to me and to help ensure that students also abide by these rules and standards as well. I understand that this agreement will be in effect for the duration of my employment with the district or until the policy is revised.

(Printed) Staff Member Name _____

Staff Member Signature _____

Date _____

Bayard Public Schools

Network Acceptable Use and Internet Safety Policy

Student's Agreement

By signing this form, I acknowledge receipt of, understand, and agree to abide by the rules and standards set forth in the Bayard Public Schools Network Acceptable Use and Internet Safety Policy. I understand that to gain access to the Bayard Public Schools computer network systems, I must return this form signed by me and my parent or legal guardian. I further understand that any violation of the Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, monetary liability may be incurred, school disciplinary and/or appropriate legal action may be taken. I understand that this agreement will be in effect for one school year and must be re-signed in subsequent years.

Teachers or media specialists who are exploring digital content with a class do not need special parental permission for such activity if the teacher or media specialist is in control of the navigation to known educational sites. A student accessing digital content at the constant direction of the teacher is not working independently. This circumstance does not require special parental permission. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

In addition, this form, when completed below and on file with the district, will constitute consent for our schools to provide personal identifying information for your child consisting of first name, last name, school email address and username (for educational use only) to the following web operators: Teach TCI, Big Ideas Math, Amplify Science, Google Apps for Education, Clever, Remind, MobyMax, Pearson, Khan Academy and to the operators of any additional web-based educational programs and services which our schools may add during the upcoming academic year.

(Printed) Student Name _____

Student Signature _____

Date _____

Bayard Public Schools

Network Acceptable Use and Internet Safety Policy

Parent or Legal Guardian's Agreement

I have read, understand, and agree with the Bayard Public Schools Network Acceptable Use and Internet Safety Policy. I understand that by signing this form I give permission for Bayard Public Schools to grant access to district electronic communication systems, including the Internet. I understand that this access is designed for educational purposes. I understand that Bayard Public Schools has taken reasonable precautions to eliminate access to inappropriate material and I will not hold the district or staff members responsible if inappropriate material is inadvertently accessed. I understand that this agreement will be in effect for one school year and must be re-signed in subsequent years.

Teachers or media specialists who are exploring digital content with a class do not need special parental permission for such activity if the teacher or media specialist is in control of the navigation to known educational sites. A student accessing digital content at the constant direction of the teacher is not working independently. This circumstance does not require special parental permission. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

In addition, this form, when completed below and on file with the district, will constitute consent for our schools to provide personal identifying information for your child consisting of first name, last name, school email address and username (for educational use only) to the following web operators: Teach TCI, Big Ideas Math, Amplify Science, Google Apps for Education, Clever, Remind, MobyMax, Pearson, Khan Academy and to the operators of any additional web-based educational programs and services which our schools may add during the upcoming academic year.

(Printed) Parent Name _____

Parent Signature _____

Date _____

Adopted: 2-10-97

Reviewed: 7-12-10

Revised: 6-11-12, 6-8-20

Proposed Changes to Handbooks

Proposed Changes to the 2022-2023 Coaches Handbook

Updated dates and names only

Proposed Changes to the 2022-2023 Parent Student Activities Handbook

Updated dates and names

Page 11: Added softball to High school activities list

Page 25: Updated the wording of use of academic intervention for students failing 1 or more classes or students with missing work to help support new Grading Practices in Accordance with Recommendations from the Teaching Staff.

> *All students failing 1 (one) or more classes or that have missing assignments will be asked to attend academic intervention beginning at 3:30. The student will work on missing or failing work at the discretion of that teacher. The student must present the coach a pass to be allowed back into practice which is a notification from the teacher of the status of the student's grade(s) or work completed. It is best practice for the student to communicate they will be late due to working with a teacher prior to the start of practice.*

Page 33: Updated the appropriate procedures for discussing concerns with the coaches to include a proper chain of command initiated by the student-athlete, 24-hour contact rule, and an appropriate procedure if a student-athlete/parent feels the concerns were not addressed after the complete chain of command has been followed.

The chain of command is an integral part of our system. The following is the chain of command students, athletes, and parents will follow when wanting to address concerns with coaches/activities sponsors.

> *a.) Student talks to the coach about concerns.*
> *b.) Student talks to the AD about concerns.*
> *c.) The parent calls to set up an appointment with the coach.*
> *d.) The parent calls to set up an appointment with the AD, coach, parent, student involved, and other administrators if necessary to discuss the situation.*
>
> ***Do not confront a coach before or after a contest or practice as these can be emotional times for all parties involved and do not promote resolution.***

2.) The 24 rule will be followed. All contact between coaches, players, and parents with

concerns will occur at least 24 hours after the concern. Do not confront a coach before, during, or after a contest or practice as these can be emotional times for all parties involved and will not promote resolution. ***Follow the chain of command to help ensure a positive resolution for all concerned after the 24-hour time frame.***

3.) What should a parent player do if they feel a resolution has not been accomplished after the chain of command has been exhausted?

Set up a meeting with the superintendent, parent, and student to discuss concerns. If more action is needed this will be discussed at that meeting.

BAYARD PUBLIC SCHOOLS

ACTIVITIES HANDBOOK and END OF SEASON INFORMATION PACKET

FOR COACHES and SPONSORS

2022-2023 School Year

MISSION STATEMENT

The mission of Bayard Public Schools is to partner with parents to provide a successful educational experience and diverse opportunities.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individual who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877- 8339. Additionally, program information may be made available in languages other than English.

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

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

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

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

This institution is an equal opportunity provider.

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BAYARD PUBLIC SCHOOLS ACTIVITIES PROGRAM

Philosophy – Activities Are an Educational Experience

Over the course of a season, many people will closely scrutinize the conduct of the Bayard Public Schools participants and coaches. Knowing this, it is important for each person involved in athletics or activities to display appropriate conduct by demonstrating the following concepts.

During the competition: Participants and coaches will not use profanity, illegal tactics or display unsportsmanlike conduct. Participants and coaches will maintain self control at all times; respect the effort and decision of the contest officials; show respect for opponents and injured team members; accept both victory and defeat with pride and compassion. Above all, those involved in activities will remember that high school sports are a part of the educational process. **SPORTSMANSHIP IS AS ESSENTIAL AS THE GAME ITSELF!**

TEAMWORK is an essential part of the Bayard Public Schools Activities Program. All coaches need to work together to encourage participation – not only in their activity – but in other sports that could provide a positive experience to the student. No one activity is more important than any other – or more important than the total Bayard Public Schools Activities Program.

It takes the cooperation and effort of all involved in the Bayard Public Schools Activities Program to build activities programs that can provide students with positive experiences and remain competitive in the various activities. Successful activities programs are built with the cooperation of coaches at all levels; junior high, junior varsity, and varsity.

Purpose

The basic purpose of an activities program and its operation is to help each student be or become the very best that he or she is capable of being or becoming. In order to accomplish this purpose the coaches of this program must work with the students and their parents.

A successful activities program will work toward accomplishing the following goals:

1. Contribute toward the academic, social, physical, and emotional maturity of the student-athlete.
2. Develop an awareness of the vital importance that **ATTITUDE** plays toward success in any endeavor.
3. Encourage the student to achieve his or her greatest potential in the activities and academic areas.
4. Help the student become aware of concerns in regard to mannerisms, behavior, dress, and general appearance.
5. Teach, develop, and exhibit high moral and ethical values.
6. Teach the pursuit and practice of excellence in competition.
7. Always try to achieve high goals and be the very best he or she can possibly be.

MISSION STATEMENT

The mission of Bayard Public Schools is to partner with parents to provide a successful educational experience and diverse opportunities.

VISION STATEMENT

Bayard Public Schools will effectively provide and adapt its programs to meet the needs of its students, today and in the future.

CORE COVENANTS

BAYARD PUBLIC SCHOOLS

Focused on the Student
- Positive Interactions and Relationships
- Focus On Student Potential
- Diverse Opportunities
- Unconditional Acceptance

Attitude of Excellence
- Act With Integrity
- Expect To Be Great
- Accept Daily Challenges & Setbacks
- Think “Big Picture”

Community
- Support Each Other
- Set Aside Self For Benefit Of The Group
- Respect Everyone
- Be A Wing, Not A Weight

Tiger Way!

Every Person, Every Day. It’s a **FACT**!

ACADEMIC SEAL OF BAYARD PUBLIC SCHOOLS

At the center of the seal is an image of Chimney Rock. This historic landmark was used by the first Americans and, later, by the pioneers as a guide on their epic journeys. Chimney Rock continues to inspire countless travelers and residents alike. Chimney Rock enhances our sense of place and instills pride, as the landmark prominently stands above the fertile North Platte River Valley.

The phrase, ***Every Person, Every Day*****,** which is derived from the Core Covenants of Bayard Public Schools, reminds us of the dignity and value of every member of our school community. Every person matters for the future of our school and community, and every day is an opportunity to make a contribution to our greater well-being. Surrounding the central ring are academic pillars and six icons describing our enduring strengths, values, and aspirations.

Academics: At the top of the seal is a Book of Knowledge, symbolizing academics as our highest institutional value and first priority.

Athletics and Arts: Flanking the Book of Knowledge on the left is the school's Tiger mascot, representing athletics and the fiercely competitive nature of our student-athletes. Flanking the Book of Knowledge on the right is an artists' palette and musical notes, representing the arts and the creative talents of our student performers. Athletics and arts support and enhance the academic and personal development of our students.

Community: The efforts of the school are supported by the entire community. Regular interactions between the faculty, staff, students, parents, and patrons are essential to a vibrant community and a strong school.

Opportunity: Two keys and a lock represent the importance of opportunity. Education provides a key to unlocking many opportunities for our students. Equally important, providing our students with many opportunities is key to their development.

Agriculture: Our community and economy are supported by an agricultural base. The plow symbolizes agriculture and the strong agrarian work ethic of our community and our students.

Coaching and Developing the Team

1. Identify students for participation in the sport or activity and encourage students to participate.
2. Conduct a pre-season/activity meeting with parents and participants and provide them with information about team procedures, the parent-student activity handbook, forms required to be completed for participation, training and conduct rules, practice requirements, and lettering or other recognition standards.

3. The head coach of each sport has the final decision on how to conduct practices, make fair and consistent decisions regarding team selection, level of participation (varsity, JV, etc.), and playing time. The head coach has the final decision on what students will be retained on the team and which ones will not be retained. If not to be retained the student must be told the reason for the decision.

High School Building Hours

Unless special activities or an early morning class make it necessary, students should not be in the building before 7:40 AM and this is the time the grab and go breakfast will be available. Students entering the building prior to 7:40 AM for a special meeting are to remain in their meeting room until 7:40 Students who are not involved in special activities or meetings with a staff member are directed to leave the building immediately following their last assigned class. Students who are not required to attend intervention, but ride the bus or are waiting for practice are directed to refrain from being present in areas without supervision by school personnel. Students may work in classrooms or the library as long as supervision is present. Practices, rehearsals, or meetings in B.H.S., WITHOUT A SPONSOR BEING PRESENT, are not permitted.

Bayard Jr./Sr. High School Bell Schedule

Zero Hour:	7:11 – 7:57
1st period:	8:00 – 8:48
2nd period:	8:51 – 9:37
3rd period:	9:40 – 10:26
4th period:	10:29 – 11:15
5th period:	11:18 – 12:34
Lunch A:	11:15 – 11:45
5th A	11:48 – 12:34
5th B	11:18—12:04
Lunch B:	12:04 – 12:34
6th period:	12:37 – 1:23
7th period:	1:26 – 2:12
8th period: Leadership Development	2:15 – 2:42
9th period:	2:45 – 3:31

Pride and Care of Bayard Public Schools

The Bayard Schools are some of the finest facilities in the region for which the community and each student can rightfully be proud. Careful use of the building and grounds is essential to maintaining their beauty and effectiveness. Please remember that everyone pays taxes to support and maintain our schools. Refrain from doing anything to increase maintenance expenses, and discourage others who would vandalize or knowingly damage your school.

If you cause any damage to the building (broken windows, etc.) please report it promptly so that it may be repaired. Breaking of equipment or damage to the building will result in a parent conference and/or payment for damages. Where the minor does not make restitution, the parents or legal guardian shall be held liable. Willful damage or destruction of school property will result in school discipline and/or referral to law enforcement agencies.

Participation

It is the goal of the Bayard Public Schools Activities Program to offer the opportunity of participation to every student who has the ability and desire to do so. Interscholastic activities foster competition and cooperation. It also represents an area of great potential for teaching dedication, perseverance, courage, poise and for the pursuit of excellence, all traits that are essential ingredients in achieving a happy, successful life.

However, no student is obligated to take part in activities nor is participation in activities required for graduation. It is to be stressed that participation in the activities program is a **PRIVILEGE.**

The Bayard Public Schools Athletic Program is comprised of three seasons, Fall, Winter, and Spring. Fall sports include Girls Golf, Girls Cross Country, Girls Volleyball, Boys Cross Country, and Boys Football. Winter sports include Girls Basketball, Wrestling, and Boys Basketball. Spring sports include Girls Track & Field, Boys Golf and Boys Track & Field.

A student-athlete may not drop from a team after the first regular season contest and participate in another sport during the same season.

Procedure for being removed from the ineligibility list

To be removed from the ineligibility list, the student must go to their instructors and have the instructor indicate their current grade, and sign the ineligibility list removal form. Students can remove themselves from the ineligibility list when they have fewer than two failing grades in their classes and have a signed ineligibility list form submitted. To be removed from the ineligibility list for the remainder of the week the student must have the form signed and submitted to the activities director or designee prior to participation in any scheduled events for that week. The student is responsible for setting up the times to meet with his/her instructors and for following through on the appointments that are made.

Leaving the school during the school day

If, for some reason, a student must leave the school during the day, he/she must have permission of the principal or designated official and must sign out in the office before he/she leaves. Students who must leave school for any reason must check out of the office before leaving. Students leaving must be cleared in advance by a note or phone call from the student's parent or guardian. In the event that school personnel are unable to contact a parent or guardian the school principal or superintendent will make an *in loco parentis* decision about whether or not a student will be permitted to leave school.

Junior/Senior High Absentees and Tardies

All students in grades 7-12 will be allowed up to nine (9) excused absences per semester.
After the 9th absence, credit will be deducted as follows:
0-9 days absent 0 credits deducted per course
10-15 absences 1 credit deducted per course
16-20 absences 2 credits deducted per course

21-25 absences 3 credits deducted per course
26-30 absences 4 credits deducted per course
31 + absences 5 credits deducted per course
To receive full credit for a class in which a student has been absent in excess of nine periods, the student will be given the opportunity to make up the time missed. Teachers will provide make-up (or extra credit work) to be done during the make-up period. The student will be supervised during the make-up time by the school principal or by an assigned detention teacher. The student must serve the same number of make-up minutes (per missed class) as the class was originally scheduled to meet, in order to receive full credit for making up a period. Scheduling of the make-up time will be done by the school principal. The make-up time may be scheduled before school, after school, or on weekends, but it MUST be served during the same semester as the absent day it is being served to make up. Absences for school-sponsored activities are not to be included in the nine-day absence policy.
The administration reserves the right to subtract from the number of absences those occasions which a student is hospitalized, prescribed bed rest by a physician, or gone due to a family emergency. (Family emergencies may include but not limited to accidents, funerals, etc.) The school administration will require written documentation from a hospital or a physician for absences due to prescribed bed rest.

Alcohol Tests

It is a violation of Board Policy and school rules for a student to use or be under the influence of alcohol while 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.
The Superintendent of Schools or his or her designee may require students to consent and submit to a breath test to determine the presence of alcohol or similar alcohol sensor (a “Test”) as a prerequisite for admittance to any voluntary school event or activity if the Superintendent determines that such practice is necessary for the safety of students at such event or will prevent interference with school purposes. If the Test reveals that a student is under the influence of alcohol or the student refuses to submit to the Test, then the student may be denied admittance to the event (in addition to being subject to further discipline as allowed by law, school rules, and Board Policy).
The Superintendent of Schools or his or her designee may require a student to submit to a
Test at any time while 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 if the Superintendent or his or her designee reasonably suspects that the student is under the influence of alcohol.

Random Drug Testing Policy for Students Involved in Extracurricular Activities

The Board of Education for Bayard Public Schools values students’ participation in extracurricular activities. Such students, as role models for other students, are a key to our goal to provide the best possible educational program for our students. To achieve our goal and to maximize the skills and talents of our students, it is important that each student understands the dangers of drug and alcohol use. All students who participate in extracurricular activities in Bayard Public Schools must participate in our mandatory drug testing programs.

Coaches/sponsors will distribute information and signature forms at the start of each season. Parents/guardians of students in grades 7 through 12 who do not participate in extracurricular activities may choose to opt their students into the program.

Hazing -- For Activities this procedure and its consequences are in effect year round.

Hazing by classes, clubs, athletic teams or other student organizations are prohibited. No student, teacher, administrator or other school district employee, contractor or volunteer shall plan, direct, encourage, aid or engage in hazing. No student, teacher, administrator or other school district employee, contractor or volunteer shall permit, condone or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act. This policy applies to hazing behavior that occurs on or off school property, during and after school hours and covers periods when school is not in session. The school district will act to investigate and/or report to law enforcement all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator or other school district employee, contractor or volunteer who is found to have violated this policy.

For purposes of this section, hazing means 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.

Such hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with 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 which endangers the physical or mental health or safety of any person.

Sportsmanship violation:

Players will:

Show respect for teammates, coaches, opponents and officials.

Use no foul language, trash talk, negative gestures or actions to provoke a negative response. Unsportsmanlike conduct resulting in a penalty or not will be dealt with by reprimand and counseling by the coach or appropriate other school officials. Actions of this nature may lead to benching, suspension and/or withdrawal of athletic leadership positions such as being a team captain further loss of privileges and school disciplinary intervention if the rules/policies are violated.

Coaches will:

- Be consistent
- Attempt to instruct in a positive manner and use appropriate language at all times.
- Maintain their player's behavior on and around their respected competition areas.
- Not tolerate unsportsmanlike behavior or actions by players, assistants or volunteer coaches.
- Show courtesy to visiting teams, coaches, and officials.
- Dress appropriately, head coaches will need to coordinate with their assistants to make sure the entire coaching staff is representing BPS in a similar fashion during competitions.

Junior/Senior High Dances

When attending school-sponsored dances, students may dress casually, unless otherwise designated. Students that elect to leave the dance, once it has started, will not be allowed to return. School sponsored dances will be under the supervision of school employees or activity sponsors.
Students that wish to bring dates from outside the Bayard School system may do so but must obtain permission from the principal. Students attending high school dances shall be no younger than a high school freshman or not above the age of 20. This applies to students from other schools as well as from Bayard. Persons who are not regularly enrolled in a high school or graduates of high school will not be approved by the principal.

Administrative Directives

The following directives apply to all coaches in all sports.

1. In case of emergency call 911 and ask for help! Call immediately!!!
    a. Each HEAD COACH will need complete an EMERGENCY ACTION PLAN for their activity. This EAP needs to highlight what each ADULT will be responsible for in the event of an emergency.

2. Maintain and submit orderly practice plans, highlighting techniques and safety measures being taught.

3. Conduct peer observations

4. Video all varsity competitions, so that they can be loaded onto Hudl.

5. Provide a volunteer or statistician to keep stats and scoreboards during competitions.

6. Activity sponsors at Bayard Public Schools are expected to utilize effective communication strategies and technological resources when appropriate to collaborate and engage with students, parents, families, and the community to create meaningful relationships that enhance the learning process.

7. In order to facilitate such communication between the school and homes, activity sponsors are expected and directed to follow the communications plans and protocols developed at the school and district levels. Such communications plans will include directions for frequency, content, and method/mode of communication teachers will be expected to utilize.

8. A student/athlete must have a completed physical on file with the principal's office to be allowed to participate in practices. The physical must include a signature from a parent or guardian, the student/athlete's signature, and a physician's signature and clinic name.

9. All activities participants must have a completed Emergency Medical Treatment Waiver Form on file with the principal's office before competing in interscholastic competition. A copy will be forwarded to the individual coach to keep on hand for all practices, scrimmages, and contests. A coach must have a copy for each student/athlete or manager that travels with the team. The Emergency Medical Treatment Waiver Form must include the name of the student/athlete's insurance carrier.

10. Students must have their own insurance to participate in activities to provide them coverage in the case of injury.

11. Report all injuries to the school activities director as soon as they occur. Fill out a student accident form and forward copies to the principal's office, activities director, superintendent's office, and each head coach should keep a copy.

12. Have a medical kit and the students' emergency information at all practices, scrimmages, and contests.

13. Be especially aware of heat and exhaustion during practices. Allow time in the practice schedule to allow participants the opportunity to hydrate their bodies.

14. Students involved in NSAA sponsored activities must meet minimum academic and attendance requirements from the previous semester and/or during the current school year. The Nebraska School Activities Association (NSAA) requires the student/athlete to be passing a minimum of 20 credits from the previous semester. These must be credits that apply toward graduation requirements.

15. Coaches must cover activity rules, school policies on attendance and eligibility, concussions, and the Drug and Alcohol Policy with each member of the team and the parents/guardians.

    a. A copy of the information will be given to the activities director, as well as a sheet that each member of the team and the parents/guardians signs acknowledging that they have heard and understand the rules covered by the coach. Again the head coach should keep a copy of this information.
    b. RWMC trainers will assist in student and parent/guardian training on concussions and base-line testing. They also will train at a minimum of two head coaches on how to administer the base-line testing.
    c. All athletes will be base-lined tested grades 7-12.
    d. An athlete cannot participate in any sport until the training and baseline testing has taken place.

16. Seasonal practice schedules must be given to the activities director prior to the start of the season to avoid scheduling conflicts with other sports and other organizations requesting to use the facilities.

17. If another sport is going on at the same time as yours and the gym must be shared, the head coaches must work out their practice schedules together. *A schedule of those practices must be on file with the activities director.*

18. Eligibility lists must be posted with the NSAA before the first contests; therefore, the coach needs to be emailed to the activities *director no later than the conclusion of the first week of practice.*

The excel document must include; alphabetical listing of student/athlete last name, first name, date of birth and semester in school (not grade level).

19. Coaches must discuss varsity-lettering criteria with the team and give a copy of the criteria to the activities director. It should be specific criteria and the coaches' final decision.

20. The student/athlete should be allowed to participate in one sport and other extracurricular activities at the same time if the coaches can work it out. Activities are for the students, not the coaches or parents.

21. Emphasize that uniforms and equipment are being loaned and must be returned or accounted for when participation ends, or the student pays for them (uniforms and equipment). *All equipment needs to be* returned to coaches no later than 2 weeks after the end of any sport season. If the uniforms and/or equipment are not returned on time, contact should be made with the parents/guardians, and then if that disciplinary action will be considered by the activities director in conjunction with the head coach of the activity and the secondary principal.

    a. The cost of replacement will be charges for lost or damages items.
    b. The student will be prevented from participating in the next season until items are returned or paid for in the superintendent's office.

22. All coaches must email a typed completed roster of all athletes, managers, coaches and others that are taking part in a specific sport or activity to the activity director at least one week before the first contest. Include uniform number, name, height (if applicable), weight (if applicable), grade, and other relevant information.

23. In order to participate, managers, statisticians, and other student assistants must travel with the team (see number 31).

24. The head coach or the head coach's designated person will report all scores to the media for home and away contests.

25. All coaches are to impress on the student/athlete that they represent Bayard Public Schools and should act and dress in an appropriate manner.

26. All coaches are to be **positive** at all times and encourage these young people. Remember that even though you have been through this before, they have not.

27. The head coach is to make sure that all your transportation forms are checked for accuracy on dates, times, and places of contests.

28. If you need more training room supplies or equipment, notify the activities director as soon as possible. Please do not wait until the last minute.

29. The coaches should handle blood spills with rubber gloves during practices and games. Proper methods of handling body waste fluids need to be reviewed, and proper and sufficient amounts of supplies kept on hand.

30. Be sure to notify athlete/parents/office staff when you will be practicing and at what times. Athletes and parents should also be notified of departure times for away contests and approximate return times.

31. The head coach is responsible for giving notification of practices over holiday breaks to the activities director one week ahead of time for approval. The office staff and custodians will be made aware of the use of the facilities by the activities director.

32. *Coaches are responsible for being the last person out of the building after practice, home games and away contests.*

    a. Make sure that all students are out of the building and that all doors are locked and lights turned off.
    b. If students are waiting for a ride they need to do so in the foyer of the new gym (north doors on the west side), NOT BY THE SUPERINTENDENTS OFFICE.
    c. Coaches are responsible for the supervision of their athletes within the school.
    d. Remind students to stay out of unauthorized areas.
    e. Remind students to leave the building as soon as possible.

33. Coaches are responsible for accurate inventory, year end reports and records in their assigned activity. Be sure to organize and keep current inventories, information, and records.

34. Unless prior approval is given by the activities director, all coaches/sponsors must always ride the transportation conveyance with the students.

35. A parent or guardian wishing to take their student/athlete with them following a contest must give written and verbal notification to the coach/sponsor in charge. The parent is to fill out the colored form which the student should get from the office, or head coach. The form is given to the coach preferably before the bus leaves school, but is up to the discretion of each head coach. The head coach should keep these forms until the end of the current school year.

36. Coaches are expected to be at the school and in the place where the practice or team meeting is to occur ten minutes before their scheduled practice, meeting times, etc. for the students. This is to make sure that the students are supervised upon their arrival. Locker room supervision before and after practice is essential.

37. Coaches sponsoring open gym, weight room, track or other facilities are responsible for supervision, taking care of all equipment, turning off lights, and securing the facility. Open gym will not be held at a time that conflicts with an in season practice during the months that school is in session.

38. Transportation to and from activities is for sponsors/coaches and participants only. Family members, friends, community members, etc. are prohibited.

Practice Procedures

One coach is to be responsible for their squad at all times. This includes the classrooms, halls, locker room, and gym areas for supervision until all squad members have left and all facilities are locked.

Scheduling:

On Wednesday, all students must be out of the building by 6:00 p.m. for all activities.

Sunday Practice: No practices shall be scheduled on Sundays, unless necessary for post season competition.

There will be no practices for any sport or activity on days when school has been dismissed or is not in session due to inclement weather.

Each Head Coach/Sponsor will give each student a list of any additional regulations that apply to a specific sport or activity.

Practices are not to start until 4:00 on a normal day, no team meetings etc. during homeroom even if most or all students are available, unless approved by both the principal and activities director.

Activity pages on the school website

Each Activity sponsor is encouraged to work with the web page coordinator to maintain a webpage containing activity-appropriate and relevant information such as contact information, parent meeting materials, handbooks for the activity, student/parent expectations, links to the school activity calendar(s), and requirements for earning a letter in the activity. Posting of student information, student work, and images of students must be approved through the activity director and must be in accordance with board policy and any state and federal regulations.

Fundraisers and Activity Accounts

In order to ensure that the resources of the community are not strained as a result of multiple fundraisers occurring at simultaneously, all student organization fundraisers (other than the concession stand) must be approved by the organization's sponsor, the activities director, building principal, bookkeeper, and superintendent. When an organization wishes to engage in a fundraising activity the sponsor will need to complete a Fundraiser Request Sheet and submit the form to the Activities Director. Fundraising activities should not begin until the request has been approved by the superintendent.
Funds earned in the name of a school organization belong to the organization rather than to the individual student. When students engage in fundraising as a member of a school organization (such as activities, groups, teams, or clubs) the proceeds from the fundraising shall remain with the organization

regardless of the continued participation status of the student in such organization. If organizations are disbanded all funds remaining with the organization will be transferred to the activity travel account. ***Cash and checks which are collected are to be accounted for by the sponsor and remitted to the school bookkeeper each business day. All cash and checks must be remitted to the bookkeeper within 24 hours of the completion of any fundraiser.

Evaluation Process

The purpose of the evaluation process is to aid each coach in identification of areas that may need improvement. The evaluations will be completed at the end of the season for a particular sport and activity. If there is a coaching issue that arises during the season that needs attention – the issue will be resolved as quickly as possible by the Activities director, secondary principal, superintendent, and the coach involved.

Head coaches/sponsors will complete a performance evaluation for each assistant coach in the activity. These evaluations will be turned in to the activities director with their end of season packet. The form for these evaluations is located in this handbook. The evaluations will be discussed with each assistant coach. These discussions will involve the assistant coach and either the head coach, activities director, secondary principal, superintendent or a combination of these persons.

Head coaches/sponsors will be evaluated by any or all of the following: the secondary principal, activities director, and superintendent. These evaluations will then be compiled into one evaluation and discussed with the head coach. The form for these evaluations is located in this handbook.

The evaluation process will pertain to all junior high and high school coaches and activity sponsors.

Bayard Public Schools Coach Job Description

It is the policy of Bayard Public Schools to not discriminate on the basis of sex, handicap or disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

A. Job Title: Coach

B. Education Level: High school diploma or equivalent. Bachelor's degree preferred for head coaches at varsity and junior varsity levels and for assistant coaches at varsity level.

C. Certification: Head or assistant coach for NSAA sanctioned activities must possess a valid Nebraska Teaching Certificate or Nebraska Administrative and Supervisory Certificate or a Provisional Trades Certificate and/or Special Services Certificate endorsed in: coaching, first aid, CPR training, and concussion awareness, plus a driver's license for activities in which the coach is responsible for transporting students in a 10 or less passenger vehicle.

D. Preferences:

- On-staff certificated employee.
- Previous coaching experience in the assigned sport or activity.
- Experience as a participant in the assigned sport or activity.

E. Reports To: Activities Director, if a head coach or the head coach if is an assistant coach

F. Performance Responsibilities:

The function of a coach is to educate students through participation in extracurricular activities.

- Competitive success is desirable.
- The primary objectives, however, are to:
    - Enhance the student participants' academic achievement
    - Promote the physical, mental, moral, social and emotional well-being of the student participants
    - Promote appreciation of discipline and good sportsmanship
    - Promote an extracurricular activity program that represents the school community in a positive manner.

Coaches are to be an exemplary role model and maintain the highest standard of conduct at all times.

Maintaining Rule Compliance:

- Adhere to all district policies, rules, regulations, and supervisor directives.
- Adhere to the Coach's Code of Ethics.
- Ensure that students meet and maintain eligibility to participate as determined by the rules of the NSAA, as applicable, and the school.
- The coach's level of responsibility in this regard is to be arranged between the coach and the Activities Director; provided that the coach is required to respond to any known or suspected ineligibility situations.

Coaching and Developing the Team

1. Identify students for participation in the sport or activity and encourage students to participate.
2. Conduct a pre-season/activity meeting with parents and participants and provide them with information about team procedures, the parent-student activity handbook, forms required to be completed for participation, training and conduct rules, practice requirements, and lettering or other recognition standards.
3. Conduct practices and make fair and consistent decisions regarding team selection, level of participation (varsity, JV, etc.), and playing time.
4. Head coaches and other coaches with supervisory responsibility assign specific duties to team staff (assistant coaches, equipment managers, volunteers, etc.). Provide guidance and direction to the team staff. Motivate the team staff to achieve the objectives of the activity, monitor their performance, and report on their performance to the Activities Director for purposes of evaluations.
5. Plan, organize, and conduct practice sessions that will efficiently develop individual skills and team performance without interfering with academic and other commitments of the participants and that will actively involve all participants.
6. Plan and direct physical conditioning programs that will enable athletes to achieve maximum performance.
7. Instruct individuals or groups in sport or activity rules, strategies, and performance principles such as specific ways of moving the body, hands, and/or feet in order to achieve desired results, and explain and demonstrate the use of sports and training equipment.
8. Provide training direction, positive encouragement, and motivation in order to prepare students for games or competitive events.
9. Encourage and build mutual trust, respect and cooperation among team members.
10. Adjust coaching techniques based on the strengths and weaknesses of participants.
11. Analyze the strengths and weaknesses of opposing teams in order to develop game strategies.
12. Coach games and competitive activities with the objective of competitive success tailored to making the experience enjoyable and rewarding to the students. Maintain composure, keeping emotions, anger, and aggressive behavior in check, even in very difficult situations, so as to demonstrate good sportsmanship.
13. Select students for recognition (letters) and attend end of season or activity event to present the recognition awards.

Student Safety

1. Provide for the reasonable care and safety of students under the coach's supervision.
2. Supervise or ensure the supervision of student participants during activities, including in the locker room, the playing/practice area, and during team travel.
3. Explain and enforce safety rules and regulations.
4. Monitor students' use of equipment in order to ensure safe and proper use.
5. Oversee the safety conditions of the facility or area in which assigned sport or activity is conducted at all times that students are present.
6. Report damaged equipment to the Activities Director and do not allow use of equipment that is in a condition that may cause injury.
7. Exercise care in dealing with injuries and particularly those that are of a serious nature. Provide emergency response within the area of the coach's level of competency. Secure medical assistance in emergency situations.

8. Evaluate students' skills and condition in order to determine their fitness to participate or the level in which they may participate.
9. Maintain a record of injuries and submit accident reports to the trainer or Activities Director.
10. Communicate to students and parents that use of performance enhancing drugs are not permitted and report any suspected use to the Activities Director.
11. Report suspected child abuse or neglect to the Activities Director or Principal.

Student Behavior

1. Establish and distribute to students and parents written coach rules for behavior that are consistent with the rules of the school.
2. Be consistent in requiring students to follow rules and standards of the school, the coach, and the sport or activity.
3. Encourage good sportsmanship, fair play, and high academic achievement.
4. Ensure a positive environment free of hazing, harassment, bullying and intimidating language and behaviors.

Record Keeping

1. Maintain accurate individual and team statistics, records, and results of the season.
2. Maintain an accurate and current team roster and submits copies to the Activities Director.
3. Maintain confidentiality of information concerning colleagues, students, and parents in accordance with law and District rules.

School Property

1. Provide for proper care, maintenance and reasonable security of all District property in the coach's control.
2. Select, acquire, store, and issue equipment and other materials as necessary.
3. Make recommendations to the Activities Director in matters of scheduling and budgeting.
4. Responsibly maintain funds within the coach's control, use such funds for the purposes intended and in the manner directed, and submit financial reports as directed by the Activities Director.
5. Ensure that all windows, doors, and gates are locked in any area that has been used when the area is not going to be immediately used by others and custodians or others are not on site or not responsible for lock-up at that time.
6. Submit an accurate inventory of equipment and supplies for the coach's activity at the end of the season.

Coaching Development

1. Keep abreast of changing rules, techniques, technologies, and philosophies relevant to the sport or activity.
2. Participate in coaching skill development to maintain competence and to perform duties.

General

1. Develop and maintain a positive rapport with students and parents. Seek out assistance of the Activities Director for parent conflict resolution.
2. Develop and maintain a positive and professional working relationship with other staff and administration.
3. Develop and maintain a positive rapport with others outside the school community, such as coaches from other schools and media.

4. Perform other tasks as assigned by administrator; or in the case of assistant coaches, by the head coach.

G. Working Conditions:

The working conditions will vary depending on the sport or activity. Some sports require being outside for extended periods in inclement weather, with extreme heat or cold. Some indoor sports are held in areas where the climate controls are not always ideal.

H. Essential Functions: The essential functions of the Coach position include:

1. regular, dependable and punctual attendance
2. the ability to perform the identified performance responsibilities, which requires effective teaching and communication skills
3. the ability to demonstrate physical activities or bring in someone who can help the students (i.e. having the students read their speech to the superintendent and have the superintendent work with the student to improve the speech)
4. the ability to perform the duties necessary to coach the activity assigned

Code of Conduct for Coaches and Sponsors

Extracurricular activity participation should be fun and be a significant part of a sound educational program. Coaches have a duty to assure that their programs impart important life skills and promote the development of good character. Essential elements of character building are embodied in the concept of sportsmanship and six core values: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. Further, ethical principles established by the NDE related to commitment to the school employer, student, community, and profession are equally applicable to coaching duties. The expectations of persons designated as "sponsors" of extracurricular activity programs are exactly the same as coaches; so all references to coaches apply equally to sponsors. References to parents also include "guardians."

TRUSTWORTHINESS

Be worthy of trust in all you do. Teach students the importance of integrity, honesty, reliability and loyalty.

- *Integrity* — Model high ideals of ethics and sportsmanship.
- *Honesty* — Don't lie, cheat, steal or engage in or permit dishonest conduct.
- *Reliability* — Fulfill commitments; do what you say you will do. Be on time. Complete the season for which you have been assigned or hired.
- *Loyalty* — Be loyal to your school and team. Put the team above personal glory.
- *Candid* — Be candid with students and their parents about the student's likely level of participation, of getting an athletic scholarship or playing professionally.

RESPECT

Treat all people with respect and require the same of students.

- *Class* —Encourage students to help up fallen opponents, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.
- *Taunting* — Don't engage in or allow trash talking, taunting, boastful celebrations, or other actions that demean individuals or the program.
- *Respect for Officials* — Treat game officials with respect. Assure that neither you nor your players publicly criticize an official in a manner that discredits the game, impugns the honor or the integrity of any official or subjects the referees to ridicule or hostility.
- *Respect for Parents*— Treat parents with respect. Be clear about your expectations, goals and policies and maintain open lines of communication.
- *Profanity* — Don't engage in or permit profanity or obscene gestures during practices, extracurricular activity events, team travel, or in any other situation where the behavior could reflect badly on the school, the extracurricular activity program, or your position as a role model.
- *Positive Coaching* — Use positive coaching methods to make the experience enjoyable and increase self-esteem. Refrain from physical or psychological intimidation, verbal abuse, and demeaning conduct. Use incentives and disincentives consistent with sportsmanship and character-building goals.
- *Effort and Teamwork* — Encourage students to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness.
- *Professional Relationships* — Maintain appropriate, professional relationships with students and others involved in extracurricular activities. Respect proper coach-student boundaries. Sexual or romantic contact with students is strictly forbidden as is verbal or physical conduct of a sexual nature directed to or in view of students. Avoid conflicts of interest including financial or personal relationships that could be construed as exploitive of students or affect your impartiality.

RESPONSIBILITY

- *Life Skills* —Teach students positive life skills that will help them become well-rounded and responsible.
- *Advocacy of Education* — Advocate the importance of education beyond athletic eligibility standards. Assure that extracurricular activities do not unduly interfere with the ability and motivation of students to achieve their academic potential.
- *Good Character* — Foster the development of good character by teaching, enforcing, advocating and modeling high standards of ethics and sportsmanship. Look for opportunities to state and reinforce positive messages.
- *Role-Modeling* — Be a worthy role-model. Be mindful of the high visibility and great influence you have as a coach. Conduct yourself in private and coaching situations in a manner that exemplifies all you want your students to be. Refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of students or in other situations where your conduct could undermine your positive impact as a role model. Don't gamble or associate with professional gamblers.
- *Competence* — Strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first-aid and safety.
- *Knowledge of Rules* — Maintain a thorough knowledge of current game and competition rules and assure that your students know and understand the rules. Be familiar with applicable NSAA and school rules and regulations on eligibility, recruiting, seasons, practice time, and out-of season activities.

- *Self-Control* — Control your ego and emotions; avoid displays of anger and frustration; don't retaliate.

- *Enforcing Rules* — Enforce the codes of conduct consistently even when the consequences are high. Report rule violations or misconduct.

- *Access* — Help make extracurricular activity experiences available to students of diverse backgrounds. Do not treat students differently (worse) based on race, nationality, disability, gender, religion or on any other protected category.

FAIRNESS

Be fair in competitive situations, team selection, discipline and all other matters. Be open-minded and willing to listen and learn.

CARING

- *Safe Competition* — Put safety and health considerations above the desire to win. Never permit students to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others.

- *Safety and Health* — Establish standards and regulations that put the health of students above other considerations. Be informed about basic first aid principles and the physical capacities and limitations of the students. Educate students about the dangers and prohibit the use of unhealthy and illegal substances including alcohol, tobacco and recreational or performance-enhancing drugs and nutritional supplements. Be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight.

- *Caring Environment* — Demonstrate concern for students as individuals. Maintain an environment that is physically and emotionally safe.

CITIZENSHIP

- *Honoring the Spirit of Rules* — Observe and require students to observe the spirit and the letter of all rules including the rules of the game and those relating to extracurricular activity participation.

- *Promoting Sportsmanship* — Promote sportsmanship over gamesmanship. Resist temptations to gain competitive advantage through strategies (such as devious rules violations, alteration of equipment or the field of play, or tactics designed primarily to induce injury or fear of injury) that violate the rules, disrespect the highest traditions of the sport or change the nature of competition by negating or diminishing the impact of the core skills that define the sport. Establish and regularly practice pre- and post-game rituals and traditions that reinforce the principles of sportsmanship. Specially acknowledge acts of good sportsmanship.

Commitment to the School

Coaches shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity. In fulfillment of the coach's responsibilities, the coach:

- Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.

- Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.

- Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.

- Shall not make any fraudulent statement or fail to disclose a material fact for which the coach is responsible.

- Shall not exploit relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.

- Shall not sexually harass students, parents or school patrons, employees, or board members.

- Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.

- Shall report to the Superintendent or supervisors any known violation of the ethical principles of the Code of Conduct.

- Shall seek no reprisal against any individual who has reported a violation of this rule.

Commitment to the Student

Mindful that the coach's position exists for the purpose of serving the best interests of the school district's students and patrons, the coach shall perform coaching job duties with genuine interest, concern, and consideration for the student. The coach shall work to stimulate the formulation of worthy goals. In fulfillment of the obligation to the student, the coach:

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

Commitment to the Public

The responsibility inherent in working with students requires dedication to the principles of our democratic heritage. The coach bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public. In fulfillment of the obligation to the public, the coach:

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

Commitment to Employment Agreement

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

- Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
- Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- Shall give prompt notice to the school of any change in availability of service.
- Shall conduct job related business through designated procedures, when available, that have been approved by the school.
- Shall not assign to unqualified personnel tasks for which the coach is responsible.
- Shall permit no commercial or personal exploitation of his or her position.
- Shall use time on duty and leave time for the purpose for which intended.

Commitment to Competent Performance

Coaches must possess the abilities and skills necessary to accomplish the designated task. Therefore, coaches will:

- Keep records for which the coach is responsible in accordance with law, NSAA rules and school policies.
- Supervise others in accordance with law and school policies.
- Recognize the role and function of community agencies and groups as they relate to the school and to the coach's position, including but not limited to booster or parent organizations.
- Utilize and protect available materials and equipment necessary to accomplish the designated task.
- Adhere to and enforce administrative policies of the school.
- Use channels of communication when interacting with administrators, community agencies, and groups, in accordance with school policy.

- Create an atmosphere which fosters interest and enthusiasm.
- In communicating, use language which reflects an understanding of the ability of the individual or group; assure that the designated task is understood; and use feedback techniques which are relevant to the designated task; consider the entire context of the statements of others when making judgments about what others have said; and encourage each individual to state his ideas clearly.
- Resolve discipline problems in accordance with law and school policies.
- Maintain consistency in the application of policy and practice.
- Develop and maintain positive standards of conduct.

I have read and understand the requirements of this Code of Conduct and agree to follow it.

_____

Coach Signature Date

BAYARD PUBLIC SCHOOLS
HEAD COACH PERFORMANCE EVALUATION

ACTIVITY_____

NAME _____ DATE _____

Rating Scale: 1 – Adequate 0 – Needs Improvement NA – Not Applicable

PROFESSIONALISM

1	Works cooperatively with the Activities Director on all aspects of the program.	1	0	NA
2	Participates in in-service meetings, clinics, and other activities to improve coaching knowledge and performance.	1	0	NA
3	Follows all procedures, policies, and rules set forth by the NSAA, district and coaches/ sponsors handbook, and expects coaches/sponsors and team members to do the same.	1	0	NA
4	Works cooperatively with the media reporting scores/results and stats on time	1	0	NA
5	Maintains proper conduct at activities towards team members, officials, coaches/ sponsors, and others.	1	0	NA
6	Is appropriately dressed for contest or appearance while representing the school.	1	0	NA
7	Works cooperatively with coaches/sponsors of other sports in and out of season to the betterment of all students.	1	0	NA
8	Keeps the Activities Director and Principal informed of any or all problems concerning the overall program.	1	0	NA
9	Does not let extra duties assignment interfere with classroom responsibilities.	1	0	NA
10	Sets a positive example at all times for fellow coaches/sponsors and team members.	1	0	NA

Comments: _____

_____

_____

INTERPERSONAL SKILLS

1	Develops a positive rapport with the activities staff and school personnel.	1	0	NA
2	Develops a positive rapport and open line of communication with parents.	1	0	NA
3	Communicates effectively with all members of the activities staff and those coaches/ sponsors involved in the junior high program.	1	0	NA
4	Communicates with those custodial members or groundskeepers that directly affect the program.	1	0	NA
5	Maturely accepts criticism and/or recognition.	1	0	NA
6	Displays a positive attitude among everyone involved with activities as much as possible	1	0	NA

Comments: _____

_____

_____

ADMINISTRATIVE/ORGANIZATIONAL SKILLS

1	Follows budgetary guidelines and helps plan and implement yearly budgets	1	0	NA
2	Follows organized procedures for checking equipment in and out, inventory and proper maintenance.	1	0	NA
3	Has developed a written staff organizational chart that defines responsibilities for each assistant coach.	1	0	NA
4	Has developed a student and parent/guardian handbook which defines responsibilities, requirements, and expectations throughout the season.	1	0	NA
5	Has developed a written playbook or list of drills for team members – if applicable to the specific sport.	1	0	NA
6	Has a written practice plan for all coaches each day.	1	0	NA
7	Has insured eligibility of team members and required physical forms and insurance waivers to be completed BEFORE practices start.	1	0	NA
8	Holds a pre-season meeting with parents and discusses handbook information.	1	0	NA
9	Has a written procedure for athletic lettering on file in the Activities Director's office and also included in a team member/parent handbook.	1	0	NA
10	Provides Activities Director with updated team rosters when any changes are made.	1	0	NA
11	Provides effective supervision of all areas involving team members.	1	0	NA
12	Provides firm, fair and consistent team discipline.	1	0	NA
13	Works effectively to help team members move on to college opportunities through phone calls, films and letters.	1	0	NA
14	Takes care of post-season matters: banquet, inventories, reports, etc.	1	0	NA

Comments: _____

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COACHING PERFORMANCE

1	Holds well organized practices that includes the following on a daily basis if applicable: a. Skill development through drills b. Competition drills c. Scrimmages d. Time allotments for offense, defense, and misc. e. Time limits for practice	1	0	NA
2	Knowledgeable of fundamental skills.	1	0	NA
3	Knowledgeable of advanced skills.	1	0	NA
4	Knowledgeable of rules, regulations, and new trends in the sport.	1	0	NA
5	Delegates authority/responsibility to all assistants.	1	0	NA
6	Encourages assistants to show innovation and leadership.	1	0	NA
7	Develops respect by example in appearance, manner, behavior, language, and conduct during practices and contests.	1	0	NA
8	Provides leadership and motivation that produces maximum effort by athletes.	1	0	NA
9	Demands commitment and dedication from staff and athletes.	1	0	NA

10	Provides time in the weight room during the season for athletes.	1	0	NA
11	Demonstrates enthusiasm, dedication, and puts in the required time commitment to be successful.	1	0	NA
12	Works to recruit athletes/participants in school that are not out for a sport or activity.	1	0	NA
13	Has developed an off-season weight lifting program and clinics for younger team members.	1	0	NA

Comments: _____

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_____

AREAS OF STRENGTH

_____

_____

_____

AREAS NEEDING IMPROVEMENT

_____

_____

_____

Signature of Head Coach _____

Signature of Activities Director_____

Signature of Evaluator_____

Date_____

Please return after you have reviewed and you will receive a copy for your files.

BAYARD PUBLIC SCHOOLS
ASSISTANT COACH PERFORMANCE EVALUATION

ACTIVITY_____

NAME _____ DATE _____

Rating Scale: 1 – Adequate 0 – Needs Improvement NA – Not Applicable

PROFESSIONALISM

1	Demonstrates loyalty to the head coach/sponsor and the program.	1	0	NA
2	Participates in in-service meetings, clinics, and other activities to improve coaching knowledge and performance.	1	0	NA
3	Follows all procedures, policies, and rules set forth by the NSAA, district and coaches handbook, and expects coaches and team members to do the same.	1	0	NA
4	Works cooperatively with the media reporting scores and stats on time if directed by the head coach to do this job.	1	0	NA
5	Maintains proper sideline conduct at activities towards team members, officials, coaches, and others.	1	0	NA
6	Is appropriately dressed for contest or appearance while representing the school.	1	0	NA
7	Works cooperatively with coaches/sponsors of other activities in and out of season to the betterment of all students.	1	0	NA
8	Keeps the head coach/sponsor informed of any or all problems concerning the overall program.	1	0	NA
9	Does not let extra duties' assignments interfere with classroom responsibilities.	1	0	NA
10	Sets a positive example at all times for fellow coaches/sponsors and team members.	1	0	NA

Comments: _____

_____

_____

INTERPERSONAL SKILLS

1	Develops a positive rapport with the activities staff and school personnel.	1	0	NA
2	Develops a positive rapport and open line of communication with parents.	1	0	NA
3	Communicates effectively with all members of the activities staff and team members	1	0	NA
4	Maturely accepts criticism and/or recognition.	1	0	NA
5	Displays a positive attitude among everyone involved with the activity as much as possible.	1	0	NA

Comments: _____

_____

_____

ADMINISTRATIVE/ORGANIZATIONAL SKILLS

1	Follows all responsibilities set forth by the head coach/sponsor.	1	0	NA
2	Provides effective supervision of all areas involving team members.	1	0	NA
3	Provides firm, fair, and consistent team discipline.	1	0	NA
4	Helps with post-season plans: banquet, inventories, reports, etc.	1	0	NA

Comments: _____

_____

_____

COACHING PERFORMANCE

1	Assists with practice and demonstrates knowledge of the following: a. Skill development through drills b. Competition drills c. Scrimmages d. Time allotments for offense, defense, and misc. e. Time limits for practice	1	0	NA
2	Knowledgeable of fundamental skills.	1	0	NA
3	Knowledgeable of advanced skills.	1	0	NA
4	Knowledgeable of rules, regulations, and new trends in the activity.	1	0	NA
5	Develops respect by example in appearance, manner, behavior, language, and conduct during practices and contests.	1	0	NA
6	Provides leadership and motivation that produces maximum effort by athletes.	1	0	NA
7	Helps the head coach/sponsor develop commitment and dedication from staff and students	1	0	NA
8	Provides supervision in all areas involving team members.	1	0	NA
9	Demonstrates enthusiasm, dedication, and puts in the required time commitment to be successful.	1	0	NA
10	Works with the head coach/sponsor on off-season programs and clinics within the activity for younger participants.	1	0	NA

Comments: _____

_____

_____

AREAS OF STRENGTH

_____

_____

_____

AREAS NEEDING IMPROVEMENT

_____

_____

_____

Signature of Assistant Coach_____

Signature of Head Coach _____

Signature of Activities Director_____

Signature of Evaluator_____

Date_____

Please return after you have reviewed and you will receive a copy for your files

HEAD COACHES END OF SEASON CHECK SHEET

The following are items to be included in the end of year packet. This packet needs to be turned in to the Activities Director – **no later than 2 weeks after the completion of your season.**

1. Inventory of all equipment for your sport.
2. Copy of Assistant Coaches Evaluations
3. List of athletes that lettered in your sport during the 2011-2012 season.
4. List of awards that athletes or coaches received during the season – all conference, all state – etc. (Note – if the award is received after turning in the packet – please notify the Activities Director of the award and the participant who received the award.)
5. Record of game scores for the season.
6. Anticipated equipment or uniforms that you may want to order for the next season.
7. Suggestions or ideas that you have that could help to improve your activity for the next season.

VARSITY LETTER WINNER LIST

SPORT OR ACTIVITY_____

SCHOOL YEAR _____

NAME	GRADE	POSITION	COMMENTS

`			

HONORS AND AWARDS

SPORT OR ACTIVITY_____

SCHOOL YEAR _____

TEAM CHAMPIONSHIPS, AWARDS, AND HONORS

_____

_____

_____

_____

_____

INDIVIDUAL HONORS AND AWARDS

NAME	HONOR OR AWARD	PRESENTED BY	COMMENTS

SEASON RECORD

(May be printed off the NSAA site and place securely on this page)

SPORT OR ACTIVITY_____

SCHOOL YEAR _____

OPPONENT	SCORE	COMMENT

EQUIPMENT AND UNIFORM NEEDS

SPORT OR ACTIVITY_____

SCHOOL YEAR _____

ITEM	QUANITY	COST	TOTAL

SUGGESTIONS FOR IMPROVEMENT

SPORT OR ACTIVITY_____

SCHOOL YEAR _____

BAYARD PUBLIC SCHOOLS
ASSISTANT COACH PERFORMANCE EVALUATION

ACTIVITY_____

NAME _____ DATE _____

Rating Scale: 1 – Adequate 0 – Needs Improvement NA – Not Applicable

PROFESSIONALISM

1	Demonstrates loyalty to the head coach/sponsor and the program.	1	0	NA
2	Participates in in-service meetings, clinics, and other activities to improve coaching knowledge and performance.	1	0	NA
3	Follows all procedures, policies, and rules set forth by the NSAA, district and coaches handbook, and expects coaches and team members to do the same.	1	0	NA
4	Works cooperatively with the media reporting scores and stats on time if directed by the head coach to do this job.	1	0	NA
5	Maintains proper sideline conduct at activities towards team members, officials, coaches, and others.	1	0	NA
6	Is appropriately dressed for contest or appearance while representing the school.	1	0	NA
7	Works cooperatively with coaches/sponsors of other activities in and out of season to the betterment of all students.	1	0	NA
8	Keeps the head coach/sponsor informed of any or all problems concerning the overall program.	1	0	NA
9	Does not let extra duties' assignments interfere with classroom responsibilities.	1	0	NA
10	Sets a positive example at all times for fellow coaches/sponsors and team members.	1	0	NA

Comments: _____

_____

_____

INTERPERSONAL SKILLS

1	Develops a positive rapport with the activities staff and school personnel.	1	0	NA
2	Develops a positive rapport and open line of communication with parents.	1	0	NA
3	Communicates effectively with all members of the activities staff and team members	1	0	NA
4	Maturely accepts criticism and/or recognition.	1	0	NA
5	Displays a positive attitude among everyone involved with the activity as much as possible.	1	0	NA

Comments: _____

_____

_____

ADMINISTRATIVE/ORGANIZATIONAL SKILLS

1	Follows all responsibilities set forth by the head coach/sponsor.	1	0	NA
2	Provides effective supervision of all areas involving team members.	1	0	NA
3	Provides firm, fair, and consistent team discipline.	1	0	NA
4	Helps with post-season plans: banquet, inventories, reports, etc.	1	0	NA

Comments: _____

_____

_____

COACHING PERFORMANCE

1	Assists with practice and demonstrates knowledge of the following: a. Skill development through drills b. Competition drills c. Scrimmages d. Time allotments for offense, defense, and misc. e. Time limits for practice	1	0	NA
2	Knowledgeable of fundamental skills.	1	0	NA
3	Knowledgeable of advanced skills.	1	0	NA
4	Knowledgeable of rules, regulations, and new trends in the activity.	1	0	NA
5	Develops respect by example in appearance, manner, behavior, language, and conduct during practices and contests.	1	0	NA
6	Provides leadership and motivation that produces maximum effort by athletes.	1	0	NA
7	Helps the head coach/sponsor develop commitment and dedication from staff and students	1	0	NA
8	Provides supervision in all areas involving team members.	1	0	NA
9	Demonstrates enthusiasm, dedication, and puts in the required time commitment to be successful.	1	0	NA
10	Works with the head coach/sponsor on off-season programs and clinics within the activity for younger participants.	1	0	NA

Comments: _____

_____

_____

AREAS OF STRENGTH

_____

_____

_____

AREAS NEEDING IMPROVEMENT

_____

_____

Signature of Assistant Coach_____

Signature of Head Coach _____

Signature of Activities Director_____

Signature of Evaluator_____

Date_____

Please return after you have reviewed and you will receive a copy for your files.

GUIDELINES FOR ALCOHOL TESTING

Students exhibiting signs of having consumed alcohol, including, but not limited to glassy eyes, slurred speech, unsteadiness on the feet or emission of an alcoholic odor may be requested to take a breathalyzer test (or similar alcohol sensor) administered by a school employee or law enforcement. The attached Alcohol Observation Checklist may be used. If a student tests positive for alcohol, he or she will receive one additional opportunity to take the test. Students who test positive for alcohol (a .02 reading on the breathalyzer test) or students who refuse to take a breathalyzer test upon reasonable suspicion that they have consumed alcohol, will be subject to all school rules and discipline relating to the use and/or possession of alcohol.

Protocol for Use of Alcohol Test

1. The breathalyzer (or similar alcohol sensor) should be administered by a school employee or law enforcement.
2. There should always be two people present when the test is administered (either another school administrator or a teacher).
3. The test should be administered in a private area, away from other students.

Alcohol Observation Checklist

Observation of Student

Name: _____ Date: _____ Time: _____ Event/Location: _____

Check all that apply:

1. **Walking**

Normal stumbling staggering falling unsteady

2. **Speech**

normal shouting slurred incoherent whispering

3. **Demeanor**

normal sleepy crying fighting overexcited agitated

4. **Eyes**

normal bloodshot glassy watery dilated

5. **Personal Conduct**

normal profanity hostile erratic

6. **Breath**

normal alcoholic odor faint alcoholic odor

7. **Other Observations:**

Questions:

Are you feeling ill? Yes No If yes, please describe

Are you taking any medication? Yes No

If yes, would care to tell us what it is?

Have you consumed alcohol today? Yes No

How did you get here?

Disposition/conclusion

Next action:

Contact parents: Yes No

Contact Law Enforcement: Yes No

Breathalyzer test results attached: Yes No

Staff member's name:

Witness:

2022-2023 School Year

BAYARD PUBLIC SCHOOLS

Student-Parent Activities Handbook

MISSION STATEMENT

The mission of Bayard Public Schools is to partner with parents to provide a successful educational experience and diverse opportunities.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individual who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877- 8339. Additionally, program information may be made available in languages other than English.

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

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

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

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

This institution is an equal opportunity provider.

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MISSION STATEMENT

The mission of Bayard Public Schools is to partner with parents to provide a successful educational experience and diverse opportunities.

VISION STATEMENT

Bayard Public Schools will effectively provide and adapt its programs to meet the needs of its students, today and in the future.

CORE COVENANTS

BAYARD PUBLIC SCHOOLS

Focused on the Student
- Positive Interactions and Relationships
- Focus On Student Potential
- Diverse Opportunities
- Unconditional Acceptance

Attitude of Excellence
- Act With Integrity
- Expect To Be Great
- Accept Daily Challenges & Setbacks
- Think “Big Picture”

Community
- Support Each Other
- Set Aside Self For Benefit Of The Group
- Respect Everyone
- Be A Wing, Not A Weight

Tiger Way!

Every Person, Every Day. It’s a **FACT**!

ACADEMIC SEAL OF BAYARD PUBLIC SCHOOLS

At the center of the seal is an image of Chimney Rock. This historic landmark was used by the first Americans and, later, by the pioneers as a guide on their epic journeys. Chimney Rock continues to inspire countless travelers and residents alike. Chimney Rock enhances our sense of place and instills pride, as the landmark prominently stands above the fertile North Platte River Valley.

The phrase, ***Every Person, Every Day*****,** which is derived from the Core Covenants of Bayard Public Schools, reminds us of the dignity and value of every member of our school community. Every person matters for the future of our school and community, and every day is an opportunity to make a contribution to our greater well-being.

Surrounding the central ring are academic pillars and six icons describing our enduring strengths, values, and aspirations.

Academics: At the top of the seal is a Book of Knowledge, symbolizing academics as our highest institutional value and first priority.

Athletics and Arts: Flanking the Book of Knowledge on the left is the school's Tiger mascot, representing athletics and the fiercely competitive nature of our student-athletes. Flanking the Book of Knowledge on the right is an artists' palette and musical notes, representing the arts and the creative talents of our student performers. Athletics and arts support and enhance the academic and personal development of our students.

Community: The efforts of the school are supported by the entire community. Regular interactions between the faculty, staff, students, parents, and patrons are essential to a vibrant community and a strong school.

Opportunity: Two keys and a lock represent the importance of opportunity. Education provides a key to unlocking many opportunities for our students. Equally important, providing our students with many opportunities is key to their development.

Agriculture: Our community and economy are supported by an agricultural base. The plow symbolizes agriculture and the strong agrarian work ethic of our community and our students.

Student-Parent Activities Handbook

Extracurricular Activity Philosophy

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provides experiences that will help students physically, mentally and emotionally.
The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens. Most extracurricular school activities involve association with other students and travel to other communities. The impressions we leave will have a direct bearing on the reputation we establish while taking part in these activities. The ability to use facilities and not disturb their appearance or remove equipment that does not belong to us is essential for successful activity programs. The primary purpose of attending school is to receive an education. Participation in extracurricular activities is a privilege dependent upon each student's acceptable behavior and his/her satisfactory progress toward fulfilling their education requirements. The Administration has the responsibility and authority to withhold any student from activities whose behavior casts a poor reflection on the school. Students may be declared ineligible to participate either as a participant or a spectator in any or all activities of Bayard Public Schools.

Student Expectations

1. Bayard students respect the rights and property of others and are courteous and polite in action and language.
2. Bayard students display good sportsmanship in representing the school and community.
3. Bayard students strive for honesty and accept responsibility for both their successes and their failures.
4. Bayard students strive for high academic achievement in such a manner that it brings respect to themselves and the school.
5. Bayard students avoid alcohol and drugs.

Players will:

Show respect for teammates, coaches, opponents and officials.
Use no foul language, trash talk, negative gestures or actions to provoke a negative response. Unsportsmanlike conduct resulting in a penalty or not will be dealt with by reprimand and counseling by the coach or appropriate other school officials. Actions of this nature may lead to benching, suspension and/or withdrawal of athletic leadership positions such as being a team captain further loss of privileges and school disciplinary intervention if the rules/policies are violated.

High School Building Hours

Unless special activities or an early morning class make it necessary, students should not be in the building before 7:40 AM and this is the time the grab and go breakfast will be available. Students entering the building prior to 7:40 AM for a special meeting are to remain in their meeting room until 7:40 Students who are not involved in special activities or meetings with a staff member are directed to leave the building immediately following their last assigned class. Students who are not required to attend intervention, but ride the bus or are waiting for practice are directed to refrain from being present in areas without supervision by school personnel. Students may work in classrooms or the library as long as supervision is present. Practices, rehearsals, or meetings in B.H.S., WITHOUT A SPONSOR BEING PRESENT, are not permitted.

Bayard Jr./Sr. High School Bell Schedule

Zero Hour: 7:11 – 7:57
1st period: 8:00 – 8:48
2nd period: 8:51 – 9:37
3rd period: 9:40 – 10:26
4th period: 10:29 – 11:15
5th period: 11:18 – 12:34
- Lunch A: 11:15 – 11:45
- 5th A 11:48 – 12:34
- 5th B 11:18—12:04
- Lunch B: 12:04 – 12:34

6th period: 12:37 – 1:23
7th period: 1:26 – 2:12
8th period: Leadership Development 2:15 – 2:42
9th period: 2:45 – 3:31

Pride and Care of Bayard Public Schools

The Bayard Schools are some of the finest facilities in the region for which the community and each student can rightfully be proud. Careful use of the building and grounds is essential to maintaining their beauty and effectiveness. Please remember that everyone pays taxes to support and maintain our schools. Refrain from doing anything to increase maintenance expenses, and discourage others who would vandalize or knowingly damage your school.
If you cause any damage to the building (broken windows, etc.) please report it promptly so that it may be repaired. Breaking of equipment or damage to the building will result in a parent conference and/or payment for damages. Where the minor does not make restitution, the parents or legal guardian shall be held liable. Willful damage or destruction of school property will result in school discipline and/or referral to law enforcement agencies.

Leaving the school during the school day

If, for some reason, a student must leave the school during the day, he/she must have permission of the principal or designated official and must sign out in the office before he/she leaves. Students who must leave school for any reason must check out of the office before leaving. Students leaving must be cleared in advance by a note or phone call from the student's parent or guardian. In the event that school personnel are unable to contact a parent or guardian the school principal or superintendent will make an *in loco parentis* decision about whether or not a student will be permitted to leave school.

Junior High/Senior High Absentees and Tardies

All students in grades 7-12 will be allowed up to nine (9) excused absences per semester.
After the 9th absence, credit will be deducted as follows:
0-9 days absent 0 credits deducted per course
10-15 absences 1 credit deducted per course
16-20 absences 2 credits deducted per course
21-25 absences 3 credits deducted per course
26-30 absences 4 credits deducted per course
31 + absences 5 credits deducted per course
To receive full credit for a class in which a student has been absent in excess of nine periods, the student will be given the opportunity to make up the time missed. Teachers will provide make-up (or extra credit work) to be done during the make-up period. The student will be supervised during the make-up time by the school principal or by an assigned detention teacher. The student must serve the same number of make-up minutes (per missed class) as the class was originally scheduled to meet, in order to receive full credit for making up a period. Scheduling of the make up time will be done by the school principal. The make-up time may be scheduled before school, after school, or on weekends, but it MUST be served during the same semester as the absent day it is being served to make up. Absences for school-sponsored activities are not to be included in the nine-day absence policy.
The administration reserves the right to subtract from the number of absences those occasions which a student is hospitalized, prescribed bed rest by a physician, or gone due to a family

emergency. (Family emergencies may include but not limited to accidents, funerals, etc.) The school administration will require written documentation from a hospital or a physician for absences due to prescribed bed rest.

Alcohol Tests

It is a violation of Board Policy and school rules for a student to use or be under the influence of alcohol while 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. The Superintendent of Schools or his or her designee may require students to consent and submit to a breath test to determine the presence of alcohol or similar alcohol sensor (a "Test") as a prerequisite for admittance to any voluntary school event or activity if the Superintendent determines that such practice is necessary for the safety of students at such event or will prevent interference with school purposes. If the Test reveals that a student is under the influence of alcohol or the student refuses to submit to the Test, then the student may be denied admittance to the event (in addition to being subject to further discipline as allowed by law, school rules, and Board Policy).
The Superintendent of Schools or his or her designee may require a student to submit to a Test at any time while 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 if the Superintendent or his or her designee reasonably suspects that the student is under the influence of alcohol.

Random Drug Testing for students involved in Extracurricular Activities

The Board of Education for Bayard Public Schools values students' participation in extracurricular activities. Such students, as role models for other students, are a key to our goal to provide the best possible educational program for our students. To achieve our goal and to maximize the skills and talents of our students, it is important that each student understands the dangers of drug and alcohol use. All students who participate in extracurricular activities in Bayard Public Schools must participate in our mandatory drug testing programs.
Coaches/sponsors will distribute information and signature forms at the start of each season. Parents/guardians of students in grades 7 through 12 who do not participate in extracurricular activities may choose to opt their students into the program.

Junior/Senior High Dances

When attending school-sponsored dances, students may dress casually, unless otherwise designated: however, blue jeans, muscle shirts, etc. are not acceptable attire. Students that elect to leave the dance, once it has started, will not be allowed to return. School sponsored dances will be under the supervision of school employees or activity sponsors.
Students that wish to bring dates from outside the Bayard School system may do so but must obtain permission from the principal. Students attending high school dances shall be no younger

than a high school freshman or not above the age of 20. This applies to students from other schools as well as from Bayard. Persons who are not regularly enrolled in a high school or graduates of high school will not be approved by the principal.

ACTIVITIES

HIGH SCHOOL ACTIVITIES

Digital Media---Yearbook and Newspaper
Football
Quiz Bowl
Boys and Girls Basketball
One-Act Plays
Boys and Girls Golf
Boys and Girls Track
Speech
Boys and Girls Cross Country
Volleyball
FFA
Boys and Girls Wrestling
~~Spanish Club (Not available currently, but may be in years to come)~~
DI
National Honor Society
Student Council
Cheerleading
eSports
HOSA
Educators Rising
Skills USA
Softball

JUNIOR HIGH ACTIVITIES

Quiz Bowl
DI
Boys and Girls Basketball
Football
Boys and Girls Cross Country
Boys and Girls Track
Volleyball
Boys and Girls Wrestling

HIGH SCHOOL MUSIC

Concert Band
Pep Band
Jazz Choir and Band
Marching Band
Mixed Choir

21st Century Singers

JUNIOR HIGH MUSIC
Concert Band
Show Choir
Marching Band

SCHOOL ACTIVITIES

The class and/or activity sponsors shall be responsible for the approval or disapproval and scheduling of the social activities of classes and organizations within the scope of the regulations, with the final decision resting with the administration.
School activities shall close at 12:00 midnight. Junior-Senior Prom shall close at 1:00 a.m. Exception to these times will be by administrators' discretion.

Practice Scheduling

Practices are not to start until 4:00 on a normal day, no team meetings etc. during homeroom even if most or all students are available, unless approved by both the principal and activities director.
On Wednesday, all students must be out of the building by 6:00 p.m. for all activities. All students will be encouraged to leave school grounds prior to 6:00 p.m. Sunday Practice: No practices shall be scheduled on Sundays, unless necessary for post season games.
There will be no practices for any sport or activity on days when school has been dismissed or is not in session due to inclement weather.
Each Head Coach/Sponsor will give each student a list of any additional regulations that apply to a specific sport or activity.

Student Activity Trips

Student activity trips will be divided into three classes:
CLASS I - Activities that are sponsored by the Nebraska Schools Activity Association and that are earned by qualifying at a local or district level competition. The District will provide financial support for these trips.
CLASS II - Trips that are earned or taken by groups or individuals that are related to classroom experience, the District will provide some financial support for these trips. (Examples are FFA and FCCLA)
CLASS III - Trips taken by groups when their activity is not related to NSAA sponsored activities or classroom related. These trips will only be taken during the summer, and only one group per year will be allowed to go. The District will provide no financial support for these trips.
Individuals who desire to take part in individual activities at the state or national level must adhere to NSAA regulations. The District will provide no financial support for these trips.

Fundraisers and Activity Accounts

In order to ensure that the resources of the community are not strained as a result of multiple fundraisers occurring at simultaneously, all student organization fundraisers (other than the concession stand) must be approved by the organization's sponsor, the activities director, building principal, bookkeeper, and superintendent. When an organization wishes to engage in a fundraising activity the sponsor will need to complete a Fundraiser Request Sheet and submit the form to the Activities Director. Fundraising activities should not begin until the request has been approved by the superintendent.

Funds earned in the name of a school organization belong to the organization rather than to the individual student. When students engage in fundraising as a member of a school organization (such as activities, groups, teams, or clubs) the proceeds from the fundraising shall remain with the organization regardless of the continued participation status of the student in such organization. If organizations are disbanded all funds remaining with the organization will be transferred to the activity travel account.

***Cash and checks which are collected are to be accounted for by the sponsor and remitted to the school bookkeeper each business day. All cash and checks must be remitted to the bookkeeper within 24 hours of the completion of any fundraiser.

Safety

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

A parent or guardian wishing to take their student/athlete with them following a contest must give written and verbal notification to the coach/sponsor in charge. The parent is to fill out the colored form which the student should get from the office, or head coach. The form is given to the coach preferably before the bus leaves school, but is up to the discretion of each head coach. The head coach should keep these forms until the end of the current school year.

Concussions: Return to Learn Protocol

Students who sustain a concussion and return 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 administration of Bayard Public Schools adopts the NDE Guidance entitled "Bridging the Gap from Concussion to the Classroom," and accompanying Appendix, as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

Junior/Senior High Athletic Insurance

All pupils participating in interschool athletics (including practice) shall have athletic insurance. They may purchase school-sponsored insurance or sign a verification form, informing the school district that they have their own insurance carrier or a signed waiver from the parents relieving the school of all responsibility

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 and safekeeping. 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.

Extracurricular Activity Code of Conduct: Purpose of the Code of Conduct

Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

Foul language has no place at the music contest, on the athletic field, in the dressing room, or on the school campus. The use of foul language will not be tolerated. Noncooperation in this matter will result in parental conferences and continued use of bad language will result in disciplinary action.

A student automatically assumes a leadership role when you take part in extracurricular school activities. The student body and citizens of Bayard know you. You are in the center stage with the spotlight on you. All judge you.

There is to be no hazing or initiation of other students, as this is the one easy way to break up the group and team unity that is essential for success.

Participation in Extracurricular Activities

It is the goal of the Bayard Athletic Program to offer the opportunity of participation to every student who has the ability and desire to do so. Interscholastic athletics fosters competition and cooperation. It also represents an area of great potential for teaching dedication, perseverance, courage, poise and for the pursuit of excellence, all traits that are essential ingredients in achieving a happy, successful life.
However, no student is obligated to take part in athletics nor is participation in athletics required for graduation. It is to be stressed that participation in the athletic program is a **PRIVILEGE**.
The Bayard Athletic Program is comprised of three seasons, fall, winter, and spring. Fall sports include Girls Golf, Girls Cross Country, Girls Volleyball, Boys Cross Country, Girls Softball, and Boys Football. Winter sports include Girls Basketball, Wrestling, and Boys Basketball. Spring sports include Girls Track & Field, Boys Golf, and Boys Track & Field.
A student-athlete may not drop from a team after the first regular season contest and participate in another sport during the same season. No student will be allowed to join an athletic team after the first regular season contest, unless they are a student who has moved into the Bayard School District from another district and meets all of the eligibility requirements.

Coaching and Developing the Team

1. Identify students for participation in the sport or activity and encourage students to participate.
2. Conduct a pre-season/activity meeting with parents and participants and provide them with information about team procedures, the parent-student activity handbook, forms required to be completed for participation, training and conduct rules, practice requirements, and lettering or other recognition standards.
3. The head coach of each sport has the final decision on how to conduct practices, make fair and consistent decisions regarding team selection, level of participation (varsity, JV, etc.), and playing time. The head coach has the final decision on what students will be retained on the team and which ones will not be retained. If not to be retained the student must be told the reason for the decision.

Scope of the Code of Conduct

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school. Extracurricular activities include but are not limited to: all sports, vocal, band, speech and drama, One-Act, FFA, FCCLA, and Spanish Club (Not available currently, but may be in years to come), Student Council, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school

dances and royalty for such activities. A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.
The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline

Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of,

obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.

6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in an manner that is unlawful or contrary to school activity rules.

7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. (Note: Refer to "Drug and Alcohol Violations" for further information).

8. Public indecency.

9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.

10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.

11. Repeated violation of any of the school rules.

12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.

13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.

14. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

15. Willfully violating the behavioral expectations for those students riding Bayard Public School buses or vehicles used for activity purposes.

16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.

17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.

18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.

19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the

coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.

20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility. All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

Hazing -- For Activities this procedure and its consequences are in effect year round.

Hazing by classes, clubs, athletic teams or other student organizations are prohibited. No student, teacher, administrator or other school district employee, contractor or volunteer shall plan, direct, encourage, aid or engage in hazing. No student, teacher, administrator or other school district employee, contractor or volunteer shall permit, condone or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act. This policy applies to hazing behavior that occurs on or off school property, during and after school hours and covers periods when school is not in session. The school district will act to investigate and/or report to law enforcement all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator or other school district employee, contractor or volunteer who is found to have violated this policy. For purposes of this section, hazing means 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. Such hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with 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 which endangers the physical or mental health or safety of any person.

Drug and Alcohol Violations

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

(1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student

has not touched or consumed the alcohol; and

(2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol. In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

Consequences

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration. The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.
Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

<u>Tobacco, Alcohol, Drugs and Controlled Substances</u>

Any Bayard School student engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, drug paraphernalia, controlled substances, inhalants or being under the influence of any of the above; will be subject to the following disciplinary actions, providing the incident has been reported in one of the following ways:

1. ADMISSION by the participant involved.
2. WRITTEN STATEMENT of the violation from a certified staff member or coach.
3. WRITTEN STATEMENT of the violation from a parent/guardian of the participant.
4. CHARGED WITH OR CITED by law enforcement personnel or accepting a diversion program in lieu of charges being filed.

Note: The term "under the influence" for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student. Also, it includes being impaired by

reason of the abuse of any material used as a stimulant. In addition, "possession" of alcohol or drugs will 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 that the student was in "possession" of the items as well). The following disciplinary actions for violations occurring while not on school property are based on self-reporting. The student must self-report any violations/possible violations within a 48-hour period from the time of violation to the administration, athletic director, or coach. If a student fails to self- report such violation and it is later learned that the violation took place, the discipline for the action will be doubled.

Self-Reporting

A student who violates must self-report. A failure to self-report will lead to a longer suspension or other discipline. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct. All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

Violations occurring while not on school property

Violations not occurring on school property will result in the following discipline. The student shall not be allowed to participate in, but must still practice for the activity with the team or group, and shall not attend any school sponsored activity for fourteen (14) calendar days from the date of written notification and must complete a minimum of eight (8) hours of professional alcohol and or drug education and counseling. (The education course and or counseling will be the parents or students expense).
The eight (8) hours of professional education/counseling must be completed before the student can again begin participation in the activities program. Suspensions for violations occurring during the summer shall commence with the beginning of the next school year.

Violations occurring while on school property

Violations occurring on school property or while attending or participating in school related activities will result in the student being suspended from school for five (5) school days. After the suspension, the student shall not be allowed to participate in, but must still practice for the activity with the team or group, and shall not attend any school sponsored activity for fourteen

(14) calendar days from the date of written notification and must complete a minimum of eight (8) hours of professional alcohol and or drug education and counseling. (The education course and or counseling will be the parents or students expense.) The eight (8) hours of professional education/counseling must be completed before the student can again begin participation in the activities program.

If the disciplinary actions from any violation of this policy, are not completed during the current school term the following will apply. The number of days that remain to complete the suspension from activities will be completed during the next school term. The 8 hours of professional alcohol and or drug education must also be completed before the student can begin participation in the activities program the following year. Forfeiture of the right to hold honorary positions will not be carried forward to the next school term. In the case of violations occurring on school property, days suspended from school will not carry forward to the next school year. A second violation of these rules and regulations during any one year period, whether occurring on or off school property, will result in the student being ineligible to compete in or participate in or attend any extracurricular activity for **12 months is in effect beginning with the date of the first violation.** These consequences will carry over from one school year to the next. Any student who is suspended under this policy will forfeit their right to hold any of the following honorary positions during the year in which the suspension occurred. This includes: homecoming king or queen, winter royalty king or queen, prom king or queen, Citizenship Award, Book of Knowledge, Class Yoke, School Spirit Award, Athletic Letter Award, current standing in the National Honor Society, prom server, class officer, student council officer, and nomination for any post season athletic awards including all conference, all district, all regional, and all state. Any transfer student, who is under suspension at their previous school for alcohol and/or drug policy violations, may be required to complete their period of suspension prior to becoming eligible at Bayard Public Schools at the discretion of the superintendent.

Notice of the suspension hereunder shall be given to the student and the student's parents and the student and his or her parent shall have an opportunity to present his or her version, however, the suspension shall take effect upon the delivery of the notice of suspension to the student. This policy is in effect 12 months of the year, including both the school term and the summer months. The 12 months is in effect beginning with the date of the first violation. These consequences will carry over from one school year to the next.

<u>When Suspensions Begin</u>

All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

Determining a Violation Has Occurred

A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.

2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court. 3. When a student admits to violating one of the standards of the Code of Conduct. 4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable. 5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Procedures for Extracurricular Discipline

The following procedures are established for suspensions from participation in extracurricular activities

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.

2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.

a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct.

Names of informants may be kept confidential where determined to be appropriate.

b. The suspension may be imposed prior to the meeting if the meeting cannot reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.

3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed.

The student and parents or guardian will be informed of the opportunity to request a hearing.

4. Informal Hearing Before Superintendent. The student or student's parent/guardian may

request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision. a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.

b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.

c. If a hearing is requested:

i. The hearing will be held within ten calendar days of receipt of the request;
subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.

ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.

iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.

d. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.

5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Alcohol Tests

It is a violation of Board Policy and school rules for a student to use or be under the influence of alcohol while 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. The Superintendent of Schools or his or her designee may require students to consent and submit to a breath test to determine the presence of alcohol or similar alcohol sensor (a "Test") as a prerequisite for admittance to any voluntary school event or activity if the Superintendent determines that such practice is necessary for the safety of students at such event or will prevent interference with school purposes. If the Test reveals that a student is under the influence of alcohol or the student refuses to submit to the Test, then the student may be denied admittance to the event (in addition to being subject to further discipline as allowed by law, school rules, and Board Policy).

The Superintendent of Schools or his or her designee may require a student to submit to a Test at any time while 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 if the Superintendent or his or her designee reasonably suspects that the student is under the influence of alcohol.

Attendance

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. Participants in any activity must have good attendance and should never be truant from classes. Students may not practice or participate in any activity if they have an unexcused absence during the school day. Students may participate in a school related activity or practice so long as the absence was excused by 3:00 p.m. that day. However, students who are absent due to illness during periods 5, 6, 7, 8, or 9 or the two periods prior to departure for an away contest earlier than 3 pm, may not practice, participate in an activity that day or travel to participate in the activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

Conflicts in Extracurricular Activities

An individual student who attempts to participate in several extracurricular activities will, undoubtedly, be in a position of a conflict of obligations.

The activity department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities and to this end, will attempt to schedule events in a manner so as to minimize conflicts.

Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about becoming a member of too many activities where conflicts are bound to happen. It also means notifying the faculty sponsors involved immediately when a conflict does arise.

When conflicts do arise, the sponsors will get together and work out a solution so the student

does not feel caught in the middle. If a solution cannot be found, the Activity Director or Principal will have to make the decision based on the following:

1. The relative importance of each event;
2. The importance of each event to the student;
3. The relative contribution the student can make;
4. How long each event has been scheduled;
5. Talk with parents.

Once the decision has been made and the student has followed that decision, he/she will not be penalized in any way by the faculty sponsor. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he/she should withdraw from that activity.

Academic Standards

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

Eligibility for Activities – HIGH SCHOOL AND JUNIOR HIGH STUDENTS

I. Any student 7 - 12 who is on the failing list in 2 (two) or more subjects will be declared ineligible to participate in any extra-curricular activity in which he or she is involved. The ineligibility list will be distributed to staff and sponsors on the first day of school each week. It is the responsibility of the staff and sponsors to notify students of their ineligible status. The student can remove himself/herself from the ineligibility list when work is completed and an Ineligibility list Removal Form is handed into the Activities Director's Office.

A. Bayard Junior/Senior High School has incorporated that all assignments and homework are due on assigned dates unless illness, school sponsored activity or prearranged changes have been reached between the student and instructor. All students failing 1 (one) or more classes or that have missing assignments will be asked to attend academic intervention beginning at 3:30. The student will work on missing or failing work at the discretion of that teacher. The student must present the coach a pass to be allowed back into practice which is a notification from the teacher of the status of the student's grade(s) or work completed. It is best practice for the student to communicate they will be late due to working with a teacher prior to the start of practice.

B. **Procedure for being removed from the ineligibility list:** To be removed from the ineligibility list, the student must go to their instructors and have the instructor indicate their current grade, and sign the ineligibility list removal form. Students can remove themselves from the ineligibility list when they have fewer than two failing grades in their classes and have a signed ineligibility list form submitted. **To be removed from the**

ineligibility list for the remainder of the week the student must have the form signed and submitted to the activities director or designee. The student is responsible for setting up the times to meet with his/her instructors and for following through on the appointments that are made.

C. The eligibility list will not be used as a disciplinary tool.

II. The activities that a student may be declared ineligible for are the following:

1. NSAA sponsored or sanctioned activity.

2. All other school sponsored activities including, but not inclusive to band, choir, FFA, FCCLA, quiz bowl, scholastic contest, speech and drama, Destination Imagination, and junior high activities, excluding music and FFA when the activity is part of the classroom grade. The music and FFA sponsors will clarify for students in writing what activities are covered by the eligibility policy. III. Activities: Students who will be absent from school for an activity must get the assignments that will be missed prior to leaving for the activity.

1. Procedure: Each activity sponsor will be responsible to give his/her students the activity forms which must be filled out and signed by all the student's instructors. 2. The student must return these forms to his/her sponsor signed by all instructors or, he/she will not be allowed to go to the activity.

IV. Participants in any activity must have good attendance and should never be truant from classes. Students may not practice or participate in any activity if they have an unexcused absence during the school day. Students may participate in a school related activity or practice so long as the absence was excused by 3:00 p.m. that day. However, students who are absent due to illness during periods 5, 6, 7, 8, or 9 or the two periods prior to departure, may not practice, participate in an activity that day or travel to participate in the activity.

NEBRASKA STATE ACTIVITY ASSOCIATION 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 an undergraduate.

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 current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of 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 enrolled in at least twenty hours per week 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 credit in school the **immediate**

preceding semester.

2.6.2.1 Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural 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, eight, 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 parents moved 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 has been attending the same high school since initial enrollment in grade nine, he/she may remain at that high school and retain eligibility, or he/she is eligible at a high school located in the school district where his/her parents established their domicile.

2.6.10 If the 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 Transfer students who have their Enrollment Option applications signed and filed prior to March 15 shall be eligible immediately in the fall. Those students who do not have their Enrollment Option applications signed and filed prior to March 15 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

2.7.8 Other non-enrollment option 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 2017-2018 school year prior to March 15, 2016 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 entry form, no later than March 15, 2016. The student would, however, 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 March 15, 2016, 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. The fall sports season begins August 15, 2016, (August 8th for most football, girls golf, boys tennis and softball teams) and ends with the state meets in the fall sports. The winter sports season begins November 14, 2016, and ends with the state meets in the winter sports. The spring sports season begins February 27, 2016 and ends with the state meets in the spring sports.

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 exception 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.

NEBRASKA SCHOOL ACTIVITIES ASSOCIATION

COMPLIANCE WITH THE RULES WILL PREVENT YOUR TEAM, SCHOOL OR COMMUNITY FROM BEING PENALIZED

Students must meet the following requirements before they will begin practice:

a. Successfully complete a physical examination, which must be returned to the Principal's Office.

b. The student/athlete or his/her parents must pay for the personal physical *and turn in a physical form to the High School office.*

c. Return to the Principal's Office the forms attached to this handbook or the Student-Parent Handbook the sheet found attached to this Handbook, which includes:

1. Parental/Guardian permission to participate in approved sports.
2. Parental/Guardian agreement to Athletic Guidelines.
3. Parental/Guardian permission for trips and the securing of medical aid. 4. Parental/Guardian signature regarding athletic insurance
5. Warning statement.
6. Athletes agreement to Athletic Guidelines.

II. No practice or School Activity VARSITY OR NON VARSITY will be scheduled on Sundays unless a CONFERENCE, district or state contest is scheduled on the following Monday, and permission has been approved by the activities director.

III. If an athlete suffers an INJURY which requires a doctor's attention, he/she must have a WRITTEN medical release from examining doctor before being permitted to resume practicing or participating in any athletic contest.

IV. All athletes are expected to attend all contests and practice sessions unless excused by the Head Coach.

V. At no time should an athlete wear equipment checked out to him except for practices and contests.

V***I. Parents/Guardians must attend the Concussion Training and Coaches' Meetings before the student can practice for a support.***

"Team Selection" and "Playing Time"

"Team selection" and "playing time" decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each

individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

The NSAA has adopted a 5-day moratorium in December During these 5 days, the following rules are to be followed by all levels of activities: • All high school facilities will be locked down and no athletes will be allowed in for any reasons, including watching film, shooting around, or conditioning. • There shall be no attempt, on or off school premises, by any member of the coaching staff or a volunteer/parent to hold a competition or practice involving any age-level of athlete.

School Dances

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

General Rules of Student Conduct at Dances

In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students of Bayard Public Schools and their guests may attend.

a. Students currently attending Bayard High School or another Nebraska high school who have not been restricted from attending extracurricularactivities at Bayard High School or their own school are generally considered appropriate dates or invited guests.

b. Persons who are younger than Freshman or older than 20 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.

c. When attending school-sponsored dances, students may dress casually, unless otherwise designated: however, blue jeans, muscle shirts, etc. are not acceptable attire. Students that elect to leave the dance, once it has started, will not be allowed to return. School sponsored dances will be under the supervision of school employees or activity sponsors. Students that wish to bring dates

from outside the Bayard School system may do so but must obtain permission from the principal. Students attending high school dances shall be no younger than a high school freshman or not above the age of 20. **This applies to students from other schools as well as from Bayard. Persons who are not regularly enrolled in a high school or graduates of high school will not be approved by the principal.**

d. Some school dances may be restricted to students attending specified grades levels at Bayard Public Schools. For any dances at the middle school level, only students attending Bayard Public Schools in the grade(s) for which the dance is being held may attend.

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. Rules for dances may restrict students and their guests from leaving dance until the dance ends without written parental permission on a form provided.

h. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.

2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using these or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.
Students and their dates may be required to submit to a Breathalyzer prior to gaining entrance. Those who choose not to submit to a Breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

3. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

Eligibility for Selection as Royalty

Nomination and selection as royalty for school sponsored dances is an honor awarded by students to those of their peers that exemplify the highest standards of integrity and achievement. Students nominated for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the "royalty" for the Homecoming and Prom or any other school sponsored dance or activity shall meet that general standard as determined by the administration.

JUNIOR/SENIOR PROM

A Junior/Senior Prom may be permitted with the following reservations:

1. Decorations must be modest in scope and expense, and the plan approved by the High School Principal in advance.
2. All decorations must be absolutely fireproof.
3. The prom shall be open to juniors and seniors of Bayard High School and their dates. 4. Students attending prom shall be no younger than a high school freshman or no older than 20 years of age.
5. The prom shall be held within the Bayard Public School facilities or a different site with approval by the Administration. The request should be made sixty days prior to the prom.

ROYALTY

HOMECOMING ROYALTY

Boys' fall sports teams nominate five senior girls for this honor that are a member of a girls' fall sports team or cheer squad in good standing. The girls' fall sports teams nominate five senior boys who are a member of a fall boys' sports team in good standing. The king and queen are then chosen by secret vote of the entire student body, ninth through twelfth grades inclusive. Crowning is done following the Homecoming football game.

WINTER ROYALTY

FFA, FCCLA, NHS, Spanish Club, Student Council, Speech Team, Quiz Bowl, One Act, DI, boys' winter sports teams,
and girls' winter sports teams each nominate one senior boy and one senior girl candidate in good standing. The king and queen are then chosen by secret vote of the entire student body, ninth through twelfth grades inclusive.

PROM ROYALTY

The juniors nominate five senior boys and five senior girls for king and queen. The king and queen are then chosen by secret vote of the juniors and seniors. They are crowned during the dance.

Relationships between Parents and Coaches/Sponsors

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

Parents' Role in Interscholastic Athletics and
Other Extracurricular Activities

Communicating with your children

- Make sure that your children know that win or lose, scared or heroic, you love them,
- appreciate their efforts and are not disappointed in them. This will allow them to do their

- best without fear of failure. Be the person in their life they can look to for constant
- positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive
- attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be
- flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to
- improve their skills and attitudes. Help them develop the feeling for competing, for trying
- hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If
- they are comfortable with you win or lose, then they are on their way to maximum ○ enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two ○ different authority figures, he or she will likely become disenchanted. ○ Don't compare the skill, courage, or attitude of your child with other members of the ○ team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes,
- ethics, and knowledge are such that you are happy to have your child under his or her
- leadership.

🎬 Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

Communicating with the coach

- Communication you should expect from your child's coach includes:
- Philosophy of the coach
- Expectations the coach has for your child
- Locations and times of all practices and contests
- Team requirements
- Procedure should your child be injured
- Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
- Concerns expressed directly to the coach
- Notification of any schedule conflicts well in advance
- Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
- The treatment of your child, mentally, and physically
- Ways to help your child improve
- Concerns about your child's behavior
- Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.

Appropriate procedures for discussing concerns with the coaches:

1.) The chain of command is an integral part of our system. The following is the chain of command students, athletes, and parents will follow when wanting to address concerns with coaches/activities sponsors.
    a.) Student talks to the coach about concerns.
    b.) Student talks to the AD about concerns.
    c.) The parent calls to set up an appointment with the coach.
    d.) The parent calls to set up an appointment with the AD, coach, parent, student involved, and other administrators if necessary to discuss the situation.

    Follow the chain of command to help ensure a positive resolution for all concerned after the 24-hour time frame. Do not confront a coach before or after a contest or practice as these can be emotional times for all parties involved and do not promote resolution.

2.) The 24 rule will be followed. All contact between coaches, players, and parents with concerns will occur at least 24 hours after the concern. Do not confront a coach before, during, or after a contest or practice as these can be emotional times for all parties involved and will not promote resolution.

3.) What should a parent player do if they feel a resolution has not been accomplished after the chain of command has been exhausted?
    Set up a meeting with the superintendent, parent, and student to discuss concerns. If more action is needed this will be discussed at that meeting.

Issues not appropriate to discuss with coaches:

- Playing time
- Team strategy
- Play calling
- Other student-athletes (except for reporting activity code violations)

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 noisemakers of any kind are not proper for indoor events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders from other schools and student-athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility. 13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
14. Refrain from the use of alcohol and drugs on the site of the contest.
15. ***PLEASE BE AN ATHLETE OR FAN!!!!***

ACTIVITY PAGES ON THE SCHOOL WEBSITE

Each Activity sponsor is encouraged to work with the web page coordinator to maintain a webpage containing activity-appropriate and relevant information such as contact information, parent meeting materials, handbooks for the activity, student/parent expectations, links to the school activity calendar(s), and requirements for earning a letter in the activity. Posting of student information, student work, and images of students must be approved through the activity director and must be in accordance with board policy and any state and federal regulations.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Bayard Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Bayard Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Bayard Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

School's Website, Tiger TV, and newspapers (sports pages for example) Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listing – unless parents have advised the LEA

that they do not want their student's information disclosed without their prior written consent.
If you do not want Bayard Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within two (2) weeks of enrollment. Bayard Public
Schools have designated the following information as directory
information: Student's name
Participation in officially recognized activities and sports
Address
Telephone listing
Weight and height of members of athletic teams
Electronic mail address
Photograph
Degrees, honors, and awards received
Date and place of birth
Major field of study
Dates of attendance
Grade level
Most recent educational agency or institution attended
The Family Educational Rights and Privacy Act (FERPA) afford 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 is 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 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 his or her 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.

Bayard Public Schools POLICY NO. 5004 STUDENT DIRECTORY INFORMATION

Student directory information is designed to be used internally within the school district. Directory information shall be defined in the annual notice. It may include the student's name, address, telephone number, date and place of birth, major field of student, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and other likeness, and other similar information. Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

It shall be the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

Legal Reference: 20 U.S.C 1232g (1994).

343 C.F.R. Pt. 99, 300.560 - .574 (1996)

Adopted: 2-14-05

Reviewed: 6-14-10

BAYARD SCHOOL SONG

We're here to boost you, Bayard High, here's to you.
The school we love the best of all.
Our colors proudly waving never fall,
We'll carry on and fight, fight, fight, forever more.
And when the victory you have won again, We
will salute your loyal men.
We'll rally 'round your colors, Bayard High,
And always FIGHT, FIGHT, FIGHT.

RECEIPT OF BAYARD PUBLIC SCHOOLS

2022-2023 STUDENT-PARENT ACTIVITY HANDBOOK

We acknowledge receipt of the 2022-2023 Student-Parent Activity Handbook. Please sign all of the sections on this page and then remove the page from the handbook and return it to the principal's office within **ONE WEEK** of receiving this handbook. We agree to abide by the extracurricular activity code of conduct set forth in the handbook and the other rules and regulations set forth in the handbook. We agree to read the handbook. In the event we have a question on the meaning of any of the material in the handbook, we understand that we can request a conference with the Principal or the Activities Director to get an explanation.

Student's Signature _____

Date: _____

Parent or Legal Guardian's Signature_____

Date: _____

BAYARD PUBLIC SCHOOLS

MISSION STATEMENT

The mission of Bayard Public Schools is to partner with parents to provide a successful educational experience and diverse opportunities.

VISION STATEMENT

Bayard Public Schools will effectively provide and adapt its programs to meet the needs of its students, today and in the future.

CORE COVENANTS

Focused on the Student
- Positive Interactions and Relationships
- Focus On Student Potential
- Diverse Opportunities
- Unconditional Acceptance

Attitude of Excellence
- Act With Integrity
- Expect To Be Great
- Accept Daily Challenges & Setbacks
- Think "Big Picture"

Community
- Support Each Other
- Set Aside Self For Benefit Of The Group
- Respect Everyone
- Be A Wing, Not A Weight

Tiger Way!

Every Person, Every Day. It's a **FACT**!

STUDENT EXPECTATIONS

1. Bayard students respect the rights and property of others and are courteous and polite in action and language.
2. Bayard students display good sportsmanship in representing the school and community.
3. Bayard students strive for honesty and accept responsibility for both their successes and their failures.
4. Bayard students strive for high academic achievement in such a manner that it brings respect to themselves and the school.
5. Bayard students avoid alcohol and drugs.

POLICY NO. 1413 – COMBINED DISTRICT AND SCHOOL TITLE I PARENTAL AND FAMILY ENGAGEMENT POLICY

Bayard Public Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015.

In General

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.

- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.

- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.

- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.

- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their

children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.

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

- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

Adopted: 6-12-95

Reviewed: 1-11-10, 8-14-17, 6-10-19, 6-14-21

Revised: 11-14-16, 3-9-20

POLICY NO. 5121 - STUDENT FEES

The Board of Education adopts the following student fees policy in accordance with the Nebraska Public Elementary and Secondary Student Fee Authorization Act.

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

A. Definitions.

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

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

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

B. Listing of Fees Charged by this District.

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

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

2. *Safety Equipment and Attire.*

The District will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such

equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. *Personal or Consumable Items.*

Teachers may not require students to supply various personal or consumable items for use in courses. However, they may state that students are requested but not required to bring the following items for use in school. The school must supply any items required for course work but not brought by students. The district may set reasonable general guidelines on the use of consumables to avoid abuse and unnecessary waste of district resources. The district may require students to provide such personal and consumable items for extra curricular activities such as reeds for musical instruments, protective mouthpieces, and blank audio or video tapes.

4. *Materials Required for Course Projects.*

Students in some courses produce a project that becomes their property at the end of the course. In those circumstances, students must either furnish or pay for the reasonable cost of any materials required for the course project; otherwise the project remains in the ownership of the school district.

5. *Extracurricular Activities.*

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

6. *Post-secondary Education Costs.*

Some students enroll in post-secondary courses while still enrolled in the District's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive both high school and post-secondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the District shall offer the course without charge for tuition, transportation, books or other fees, except tuition and other fees associated with obtaining credits from a post-secondary educational institution.

7. *Transportation Costs.*

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

8. Copies of Student Files or Reports.

The District will charge a fee for making copies of a student's files or records for the parents or guardians of such students. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the student's files or records without the payment of a fee, and no fee shall be charged to search for or retrieve any student's files or records.

9. Participation in Before-and-After-School or Pre-kindergarten Services.

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

10. Participation in Summer School or Night School.

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

11. Charges for Food Consumed by Students.

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

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities and (2) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waiver provided in this section. The District is not obligated to provide any particular type or quality of equipment or other materials to eligible students.

D. Distribution of Policy.

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

Adopted: 6-10-02
Revised: 2-14-05; 8-8-11
Reviewed: 8-8-05; 8-14-06; 8-13-07; 8-11-08; 7-12-10

CERTIFICATION

On the 9th day of June, 2003, the Board of Education of Bayard Public Schools held a public hearing on a proposed student fee policy. The hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2002-2003 school year. This student fee policy was than adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Public Meetings Law.

Adopted: 6-10-02

Revised: 2-14-05

Reviewed: 8-8-05; 8-14-06; 8-13-07; 8-11-08; 7-12-10; 8-8-11

STUDENT FEE WAIVER PROCEDURES

The Board recognizes that while certain fees, specialized equipment, specialized attire, or project materials are appropriate and authorized, some students and their families are not financially able to afford them. The school district will grant waivers upon request to the students of families eligible for free or reduced priced meals under the federal Child Nutrition program.

Waivers must be requested prior to the waiver deadlines as listed below. Waivers will not be approved retroactively for fees previously paid or specialized items, attire or project materials purchased by students. Only those fees and items eligible for waivers as required by state statute shall be waived.

The following deadlines will apply to requests for waivers:

1. Extracurricular Activity Participating Fees – The end of the first week of practice for a particular sport or activity.

2. Extracurricular Activity Specialized Equipment and Attire – The end of the first week of practice for a particular sport or activity.

Parents or students eligible for waivers shall make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually. Denial of a waiver may be appealed to the superintendent, but eligibility is strictly dependent upon meeting financial guidelines established by the Child Nutrition program.

The school district will treat the application and waiver process, as any other student record and student confidentiality and access provisions will be followed.

The school district will annually notify parents and students of the waiver. The student fee policy and guidelines will be published annually in the Student Handbook

REGULATIONS FOR PROVIDING REQUIRED SPECIALIZED EQUIPMENT OR ATTIRE IN EXTRACURRICULAR ACTIVITIES

The following extracurricular activities require specialized equipment or specialized attire to be provided by participating students. Students qualifying for free or reduced price meals are eligible to apply for waivers under school policy.

ACTIVITY	DESCRIPTION
All Classes	No class dues will be assessed. All class money for class activities will be earned through fundraising activities. If you want to take part in the class activities you must work the fundraising projects.
Band	Instruments; meals during competition; band uniform cleaning fee; registrations fees (All-State, High Plains, etc.).
Choir	Registration fees (All-State, High Plains, etc.); meals at contests; folder for music (2-pocket); choir trip.
Elementary Music	Miscellaneous costumes and props for Elementary shows.
Magic Rhythm	Performance outfit (girls – dresses, briefs, shoes and nylons. boys – shirt, pants, vest, tie, cummerbund, socks and shoes); meals on competition days.
21st Century	Performance outfit (girls – dresses, briefs, shoes and nylons. boys – shirt, pants, vest, black socks and shoes); white shirts for caroling; meals on competition days; miscellaneous costumes and props for annual show; 21st trip.
JR. High Swing Choir	T-shirt; meals for competitions.
FFA	Meals for trips, FFA jackets.
Jr. Class Play	Costumes.
Library	OVER DUE charge $.25 per item per day starting the second week material is over due. They have a one-week grace period to return or renew material. LOST library material – pay the replacement cost of the item. If item is found money is refunded. DAMAGED library material – if material is severely damaged there will be a replacement cost charge. REPAIR of textbooks will be charged by the instructor.

National Honor Society Each member is required to collect 5 pledges or donations for the bowl-a-thon fundraiser. Each member pays for the games they bowl (2-3 games).

One-Act Plays Costumes.

Quiz Bowl Meals at competition.

Senior Class Class t-shirt; donating items for concessions, prom, etc.; flower for graduation if class funds are not available.

Spanish Club $3 fee for annual dinner; Spanish Dictionary is optional – some are provided in class for the students' use. In the event of a Foreign Language Fair at Chadron State College, student may be required to pay an enrollment fee (usually only charged, if needed to pay for materials) – sack lunches will be provided by the school.

Speech Meals at competition.

Cheerleading Cheerleading uniform – cheerleader will conduct fundraisers to help with the cost of uniform. You must help with these activities in order to be a cheerleader.

Basketball (Boys/Girls) Basketball shoes (JH/High School).

Football Football shoes.

Golf (Boys/Girls) Golf clubs, bag, tees, balls.

Track (Boys/Girls) Track shoes (running spikes, field event shoes, jumping event shoes, etc.); t-shirts/sweatshirts; gloves and cap; and meals on competition days.

Volleyball Meals on competition days and black spandex shorts.

Wrestling Shoes.

X-Country T-shirt (optional), jacket (optional), shoes- spikes (optional), socks, running tights, one size fits all gloves, head bands (ear covers) and meals on competition days.

JR High Football Football shoes (optional) may wear tennis shoes.

JR High Track (Boys/Girls) Track shoes and meals on competition days.

This list is not all inclusive. Activities and items may be added during the year.

STUDENT FEE ASSESSMENTS

The following fees, charges or fines will be assessed during the school year for students

involved in the activities described.

Students may apply for waivers of some fees under district waiver guidelines. The student fee policy and guidelines will be published annually in the Student Handbook.

ACTIVITY	COST
Lunch	Price established for the year.
Band Uniform Cleaning Fees	$10.00
FFA, FCCLA	As set by the organization.
Cheerleading Clinic	As set by sponsoring group.
Miscellaneous Fees:	
Lost textbooks and library books.	Cost to replace.
Damaged textbooks and library books.	Cost to repair or replace.
Lost school or athletic equipment.	Cost to replace.
Broken or destroyed school or athletic equipment.	Cost to repair or replace.

SUGGESTED PERSONAL OR CONSUMABLE ITEMS

Teachers may suggest students to supply various personal or consumable items for use in school. The following list provides an example of the types of items that may be considered personal or consumable. Teachers shall furnish the principal with a list of all items suggested prior to the beginning of the school year. This will allow students and parent's time to purchase them.

Pencils	Markers (no neon or glitter)
Colored Pencils	Highlighters
Pens	Activity Calendars
Paper	Compass
Graph Paper	Protractor
Tablets	Calculator (Tillman's class TI-36X or 30X IIS)

Notebooks
White Out
Organizers
Planners
Scissors
Erasers
Glue Stick
Blank Computer Disks
Blank Audio or Video Tapes
Reeds for Musical Instruments
Make-up kits for Drama
Protective Mouthpiece for Sports
Elmer's Glue (other types may create usage difficulties)

BAYARD PUBLIC SCHOOLS

STUDENT FEE WAIVER APPLICATION

Students whose families meet the income guidelines for free and reduced price lunches are eligible to have expenses of certain fees, specialized equipment, and specialized attire and project materials waived as provided by district policy. All information provided in connection with this application will be kept confidential. This waiver does not carry over from year to year and must be completed annually.

ALL INFORMATION REQUESTED ON THIS FORM MUST BE COMPLETED FOR THE FEE WAIVER APPLICATION TO BE PROCESSED

PLEASE PRINT

Date Completed:_____

Name of Parent or Guardian:_____

Street Address:_____

City, State, Zip Code:_____

Student Name(s)	School Attending	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your signature below is required for the release of information regarding the student or students' family financial eligibility for the programs checked above. Without your signature, this application cannot be processed.

Signature of parent or guardian:_____

****

Specific fees, equipment, attire or materials to which this wavier applies: _____

_____

Administrator's Signature:_____

Submit this form to Mr. Dennis Dubry at the Elementary Principals Office

STUDENT COURSE PROJECT PURCHASE FORM

Amendments to the Public Elementary and Secondary Student Fee Authorization Act prohibit the district from requiring students to furnish materials for standard course projects. In general, all course projects will remain the property of the district. However, it is the district's policy to allow students to purchase their projects provided they have agreed to such a purchase prior to beginning work on the project.

ALL INFORMATION REQUESTED ON THIS FORM MUST BE COMPLETED PRIOR TO BEGINNING THE PROJECT TO ALLOW PURCHASE BY THE STUDENT.

PLEASE PRINT

To be completed by the instructor:

Course:_____

Expected Completion Date_____

Project

_____

Estimated Cost:_____

Instructor's Signature:_____

I _____ agree to purchase this project and/or all project

Student's Name

Materials following the project's expected completion date:

Student's Signature: _____

I permit my student to purchase this project and/or all project materials following the project's expected czmpletion date:

Parent/Guardian's Signature _____

Adopted: 6-10-02

Revised: 2-14-05

Reviewed: 8-8-05, 8-14-06, 8-13-07, 8-11-08; 7-12-10; 8-8-11

POLICY NO. 5416 - SCHOOL WELLNESS POLICY

The Bayard Public School (BPS) District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Bayard Public School District that practical and reasonable efforts will be made to comply with the following:

- The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, our district will participate in available federal school meal programs.
- The district will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

TO ACHIEVE THESE POLICY GOALS:

I. Wellness Team (School Health Advisory Committee)

The school district will create, strengthen, or work within the existing wellness team to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. The team will also serve as resources for implementing these policies. (The wellness team consists of a group of individuals representing the school and community, and should include parents, students, representatives of the school food authority, members of the school board, school administrators, teachers, health professionals, and members of the public.)

II. Nutritional Quality of Foods and Beverages Sold and Served on Campus

School Meals

Meals served through the National School Food Program will meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations. When practical and

available in a form that can be efficiently prepared, local foods will be used in the school lunch program.

Free and Reduced-priced Meals

BPS will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

Food Vending Machines

Any food vending will be in compliance with the Nebraska Department of Education School Nutrition Program guidelines.

Fundraising Activities

To support children's health and school nutrition-education efforts, BPS will encourage fundraising activities that will promote physical activity and/or involve food that is in compliance with USDA regulations.

Snacks

Snacks served during the school day will have an emphasis on serving fruits and vegetables as the primary snacks and water or milk as the primary beverage. BPS will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations.

Rewards

If using foods or beverages as rewards for academic performance or good behavior, BPS will encourage staff members to use foods or beverages that are in compliance with USDA regulations. BPS will not withhold food or beverages (including food served through school meals) as a punishment.

Celebrations

BPS will limit celebrations that involve food during the school day. The district will keep a list of ideas for healthy celebrations/parties.

III. Nutrition and Physical Activity Promotion and Food Marketing

Nutrition Education and Promotion

Bayard Public School District aims to teach, encourage, and support healthy eating by students. Schools may provide nutrition education and engage in nutrition promotion as follows:

- Encourage nutrition education and nutrition promotion not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- Administrators may inform teachers about opportunities to attend training on nutrition and the importance of role modeling healthful habits for students;
- Teachers will have access to nutrition resources via Nebraska Action for Healthy Kids website and the Nebraska Department of Education Nutrition Services website.

Family & Community

Parents may, from time to time, be invited to join students for school meals. Family members and community members are encouraged to become actively involved in programs that provide nutrition education.

Staff Wellness

Bayard Public School District highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. This wellness team will develop, promote, and oversee a multifaceted plan to promote staff health and wellness. The plan should be based on input solicited from school staff and should outline ways to encourage healthy eating, exercise, and other elements of a healthy lifestyle among school staff. BPS staff members are encouraged to serve as healthy role models for students.

IV. Physical Activity Opportunities and Physical Education

Physical Education (P.E.)

- All students in grades K-6, including students with disabilities, special health-care needs, and in alternative educational settings, will be provided the opportunity to receive physical education for the entire school year. Students in grades 7-12 may received physical education as is allowed within their course schedules.
- Students will spend at least 50 percent of physical education class time participating in moderate to vigorous exercise.
- The curriculum will meet or exceed the health and physical education standards established by the Nebraska Department of Education.

Daily Recess

Elementary students will have at least 20 minutes a day of supervised recess, preferably outdoors. As a general guideline, if the wind chill factor is above zero degrees Fahrenheit recess will be conducted outdoors. Parents of students with medical conditions for whom this policy is a concern are to inform the school nurse, the classroom teacher, and the building administrator and upon request from school personnel shall provide medical verification, physician treatment protocols and prescribed medication as appropriate.

Moderate to vigorous exercise will be encouraged verbally and through the provision of adequate space and age-appropriate equipment.

Physical Activity and Punishment (This guideline does not apply to extracurricular activities)

Teachers and other school personnel will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity, other than reasonable limitations on recess, as

punishment. Upon the agreement of the teacher, the principal, and the parent, students may be required to complete school assignments prior to attending recess._ Alternative recess times or alternate recess activities may be assigned (walking during recess or cleaning the sidewalk during recess) for school disciplinary purposes.

Integrating Physical Activity into the Classroom Setting

For students to receive the nationally-recommended amount of daily exercise (i.e., at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for exercise beyond physical education class. Toward that end:

- Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- Opportunities for physical activity will be incorporated into other subject lessons;
- When circumstances make it necessary for students to remain indoors and inactive for more than two consecutive hours, the students will be given periodic breaks during which they will be encouraged to stand and be moderately active;
- School administrators may inform teachers about opportunities to attend training on physical activity/physical education and the importance of modeling healthful habits for students; and
- Teachers will be able to access physical education/physical activity resources via Nebraska Action for Healthy Kids website and the Nebraska Department of Education PE Health website.

Family & Community

Information will be made available upon request to help families incorporate physical activity into the lives of all household members. Families and community members may be encouraged to institute programs that support physical activity, such as a walk to school program. The district may provide information about physical education and other school-based physical activity opportunities before, during, and after the school day, and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports may include sharing information about physical activity and physical education through a website, newsletter, or other take-home materials, special events, or physical education homework.

School staff will continue to make school facilities available to community members and groups to promote physical activity and wellness for community members in accordance with other board policies and in accordance with the requirements of the district's insurance.

V. Monitoring and Policy Review

Monitoring

The superintendent or designee will monitor compliance with established district-wide nutrition and physical activity wellness policies. The elementary and high school principal or designee will monitor compliance with those policies in their school and will report on the school's compliance to the school district superintendent or designee upon request of the superintendent.

School food service staff will monitor compliance with nutrition policies within school food service areas and will report on this matter to the superintendent upon request of the superintendent.

The district may annually incorporate wellness policy information into the annual report.

Policy Review

To help with the initial development of the 2015 revision of the district's wellness policies, a baseline assessment of the school's existing nutrition and physical activity environments was conducted in 2015 utilizing the *School Health Index* from the Centers for Disease Control and Prevention. As part of that review, the school district reviewed nutrition and physical activity policies, provisions of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. The district may as necessary revise the wellness policies and develop work plans to facilitate their implementation and the School Health Index may be reviewed at least every three years.

Policy Reference: Policy No. 1000 – Principles and Objectives for Community Relations
Policy No. 1401 – General Regulations for Use of School Facilities
Policy No. 1406 – Use of School Grounds and Facilities

Adopted: 5-8-06
Reviewed: 7-12-10
Revised: 6-8-15

POLICY NO. 5800 - STUDENTS – ANTI BULLYING

One of the missions of the District 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 on school grounds, in a vehicle owned, leased or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

Legal reference: Laws 2008, LB 205

Student Discipline Act, Neb. Rev. Stat 79-254 to 79-296;

NDE February 2003 State Board Action; Reaffirmed December 2005

Adopted: 8-9-04

Revised: 7-14-08

Reviewed: 7-12-10

2022-2023 Budget = $116,550

1.) Softball
    a.) Will stay overnight 3 different times.
    b.) New Jerseys
    c.) New Equipment
    d.) Tournament Fees
    e.) Travel
2.) Previously ordered equipment/jerseys that will be on this budget due to order timing
    a.) New High school helmets and re-conditioned helmets.
    b.) New JH helmets and re-conditioned helmets.
    c.) New jerseys were ordered for the high school football.
    d.) New jerseys were ordered for JH football.
    e.) New jerseys were ordered for cross country.
3.) Jerseys/Equipment additions
    a.) 4 new pole vault poles need to be replaced. (2 girls/2 boys)
    b.) Track Jerseys are up for replacement (7 years ago last jerseys)
4.) We will have an increase in referee costs of $25 per official per game in football, and $10 per official per game for basketball. Also, paying mileage has increased due to gas prices.
5.) All costs involved with travel have increased due to inflation of hotels, food, and other travel costs.

Program	Total Cost 22-23	Last Years Income
Varsity/JV Football	10000	38,394.14
JH football	5000	
Varsity/JV Volleyball	5500	
JH Volleyball	3000	
Cross Country	5000	
Softball	7000	
Varsity/JV Basketball(Boys)	6000	
Varsity/JV Basketball(Girls)	6000	
JH Basketball(Boys)	2000	
JH Basketball(Girls)	2000	
Varsity Wrestling	6500	
JH Wrestling	3400	
Boys Track	10,000	
Girls Track	10,000	
JH Track	3000	
Golf	4000	
Miscelaneous	2000	
Medical Supplies	2500	
Weight Room	1500	
Professional Growth	2000	
RWMC Training Fees	4500	
NSAA Dues	1500	
MAC Dues	1500	
WTC Dues	1500	
Sportsmanship Summit	150	
Awards	1000	
Software(Hudl(impact)	7500	
One Act	1300	
Speech	1200	
	116550	

POLICY NO. 5106 - ATTENDANCE AND EXCESSIVE ABSENTEEISM

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

A. **Attendance and Absences**.

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

a. School Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:

(1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.

(2) Other absences as determined by the principal or the principal's designee.

b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:

(1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.

(2) Other absences are those in which the parent has not communicated a reason for the student's absence.

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

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

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

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

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

Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

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

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

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

The exit interview shall be personally attended by:

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

include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

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

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

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

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

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

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

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

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

5. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

a. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and

b. One or more meetings between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or

meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

(i) Illness related to physical or behavioral health of the child.

(ii) Educational counseling;

(iii) Educational evaluation;

(iv) Referral to community agencies for economic services;

(v) Family or individual counseling; and

(vi) Assisting the family in working with other community services.

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

6. Reporting Excessive Absenteeism to the County Attorney.

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

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

Neb. Rev. Stat. 79-527

Adopted: 10-12-98

Revised: 7-12-10; 7-11-11, 8-13-12, 8-11-14

POLICY NO. 5107 - DISPENSING MEDICATIONS POLICY

The administration of medication at school is strongly discouraged except when necessary from the student's health or education. The dosage intervals of many medications can be adjusted so the times for taking the medication come outside school hours. When possible, interval adjustment should be considered before administering medication at school. All medications administered by school district personnel shall be administered in accordance with the Medication Aid Act.

A. *Authorization for Prescription Medications*. Prescription medications which must be administered during school hours may be administered when the following are on file at school:

   1. A physician's signed, dated authorization including name of the mediation, dosage, administration route time to be given at school, and reason child is receiving the medication.

   2. A caretaker's signed and dated authorization/permission to administer the medication during school. (Note: All references to "caretaker" in this policy shall also include a parent, foster parent, family member of legal guardians; it shall not include a friend or childcare provider).

   3. The medication is in its original packaging and is labeled as dispensed by the prescriber or pharmacist. The label must name the child and identify the medication, strength, and time interval to be administered. Two labeled containers may be requested: one for home and one for school. If needed the physician may be contacted for clarification on medication administration.

B. *Authorization for Non-Prescription Medications*. If a regular education student must take non-prescription medication during school, procedures 2 and 3 above are to be followed before administration.

C. *Authorizations.* Medication authorizations must be renewed annually and updated immediately as changes occur.

D. *Documentation.* The school district shall keep and maintain accurate medication administration records. A record of each dose of medication administered shall be documented reflecting the student's name, and the name of the medication, date, time, dosage, route, the signature and title of the person administering the medication, and any unusual observations, and, any refusal by the recipient to take/or receive the medication. Medication documentation shall be kept confidential in accordance with the policies and practices concerning student records, provided that medication administration records shall be available to the Department of Health and Human Services Regulation and

Licensure, the Department of Health and Human Services, and the State Department of Education for inspection and copying. Such medication administration records shall be maintained for not less than two (2) years.

E. *Storage of Medicine.* Medication shall be stored in a locked or otherwise secure area in accordance with the manufacturer's or dispensing pharmacist's instructions or temperature, light, humidity, or other storage instructions. Only authorized school personnel who are designated by the administration of the school district for administration of medications shall have access to the medications; such authorized school personnel shall establish procedures for monitoring the storage and handling of medication, the medication's expiration date, and the disposal of medication.

F. *Receipt and Disposal of Medications.* Medication shall be delivered to school personnel and picked up by the parent. When medication is received the amount received should be documented. Medication which is either past the expiration date or not claimed by the parent by the end of the school year shall be destroyed. Procedures for destroying medication shall include witness and documentation.

G. *School Personnel Administering Medication.*

1. Administration of Medication: Only school personnel who are licensed health care professionals may administer medication. Administration of medication includes, but is not limited to:

    a. Providing medication for another person according to the "five rights";

    b. Recording medication provision; and,

    c. Observing, monitoring, reporting, and otherwise taking appropriate an action regarding desire affects, side effects, interactions, and contraindications associated with the medication.

2. Provision of Medication. School personnel who are not licensed health care professionals may provide medication to students. Provision of medication includes, but is not limited to:

    a. Giving or applying a dose of medication to a student and includes helping a student in giving or applying medication to himself or herself according to the "five rights";

    b. Recording medication provision; and

    c. Provision of medication does not include observing, monitoring, reporting, and otherwise taking appropriate actions regarding desired

affects, side effects, interactions, and contraindications associated with the medication.

3. Routes of Medication.

    a. School personnel may provide routine medications by the following routes:

        1. Oral;
        2. Inhalation;
        3. Topical;
        4. Instillation into the eyes, ears, and nose;
        5. SQ-subcutaneous; and,
        6. IM-intramuscular

    b. School personnel may provide medication by additional routes not listed in subparagraph "a" above, provide PRN medication, or participate in observing and reporting for monitoring medication only under the following conditions:

        1. A determination has been made by a physician, physician's designee, or caretaker of the student and placed in writing that the school personnel administering the medication is competent to administer the medication by the activities called for by the addition routes, and it has been determined by the physician or physician's designee and placed in writing that these activities can be done safely for a specified recipient.

        2. Direction for additional routes not listed in subparagraph "a" above must be for recipient specific procedures and must be in writing.

        3. Direction for PRN medication must be in writing and include parameters for provision of PRN medication; PRN medication means an administration scheme in which a medication is not routine, is taken as needed, and requires assessment for need and effectiveness.

        4. Direction for observing and reporting for monitoring medication must be in writing and include the parameters for the observation and reporting.

5. School personnel administering such additional routes of medication shall comply with the written directions.

c. Medications that must be provided or administered by injection shall be provided or administered by a licensed health care professional unless (1) a student has been authorized to self-administer the medication by injection; or (2) school personnel who are not licensed health care professionals have received proper training to administer such medication by injection.

4. Supervision of School Personnel Providing Medication.

a. Prescription medications shall be provided by school personnel under the direction of supervision and when monitored by the student's caretaker, physician or physician's designee. The student's caretaker, physician or the physician's designee shall provide training or approve and alternative as adequate. The student's caretaker, physician or the physician's designee will inform school personnel providing medication of the benefits and side effects of student medications. If side effects are observed this information should be reported promptly to the student's caretaker, physician or physician's designee or parent.

b. Non-prescription medications shall be provided by school personnel only under the direction or supervision and when monitored by a caretaker or the student.

c. The physician, physician's designee, or caretaker responsible for providing direction, supervision and monitoring of the school personnel administering medication to a student shall be identified in writing and such individual shall signify his/her acceptance of such responsibility in writing prior to the provision of any medications to the student.

d. Any medication error shall be reported to the person responsible for providing direction and monitoring.

5. Minimum Competencies.

a. The minimum competencies of school personnel providing mediations to students shall include:

1. Maintaining confidentiality;

2. Complying with a competent recipient's right to refuse to take medication, and, in the case of a non-competent, recognize the

requirement to seek advice and consultation with the physician, physician's designee, or caretaker of the student providing direction and monitoring regarding the procedures and persuasive methods to be used to encourage compliance with medication provision. Recognize that persuasive methods should not include anything that causes injury to the recipient;

3. Maintaining hygiene and current accepted standards for infection control;

4. Documenting accurately and completely;

5. Safely providing medications according to the "five rights" by the routes described in subparagraph "G.1.a." above, or authorized additional routes, and in consideration of the specialty needs of the student based upon such things as age, swallowing ability, and ability to cooperate ("five rights" means getting the right drug to the right recipient in the right dosage by the right route at the right time);

6. Having the ability to understand and follow instructions;

7. Practicing safety in application of procedures for storage, handling and administration of medications;

8. Complying with limitations and conditions under which school personnel may provide medications;

9. Having an awareness of abuse and neglect reporting requirements.

b. The minimum competencies of school personnel administering medications to students shall include those listed above in paragraph "g4a", and shall also include the following additional minimum competencies:

1. Recognizing general unsafe conditions indicating that the medication should not be provided including change in consistency or color of the medication, unlabeled medication or illegible medication label, and those medications that have expired;

2. Recognizing that unsafe conditions should be reported to the caretaker, physician or physician's designee for direction and monitoring thereof;

3. Recognizing general conditions which may indicate an adverse reaction to medication such as rashes/hives, and general changes in recipient's condition which may indicate inability to receive medications, and that all such conditions shall be reported to the caretaker, physician or physician's designee responsible for providing direction and monitoring.

c. School personnel providing medication who are not licensed health care professionals shall receive training in the minimum competencies for provision of medications to students by a licensed health care professional; documentation verifying such training of each school employee providing medication to students shall be placed on file in the office of the Superintendent of Schools.

6. Refusal to Administer Medication: School personnel may refuse to give a medication at school after a reasonable and prudent decision has been made where the dosage prescribed exceeds that which is recommended in the Physicians Desk Reference, Mosby's Nursing Drug Reference, the most recent edition of the Nursing Drug Handbook, or other pharmaceutical manuals handbook; or when a drug or substance is not currently approved by the FDA. When school personnel refuse to carry out a request to administer medication the following procedure shall be followed:

   a. Notifying nursing supervisor who will notify the Superintendent.

   b. Notifying attending physician by phone with follow up in writing.

      1. State concern for dosage or particular medication, etc.

      2. Make every attempt to work out a suitable solution-Example: change of time of administration, change of dosage, change of medication.

      3. Follow up in writing.

   c. Meet with parents.

      1. State concern for dosage or medication.

      2. Offer alternatives – Example: change of time so as not to be given during school hours.

d. Consult with Nebraska State Board of Health for current procedures, regarding: refusal to follow written physicians orders.

e. Research by health care professional.

1. Collect research articles from professional journals, organizations, etc.;

2. Contact other physicians requesting their professional opinions and ask them to review current research;

3. Contact state licensing boards and school nurse consultant;

4. Consult with district's legal counsel;

5. Assemble all data for review;

6. Present data to review team organized by the Superintendent;

7. Decision rendered and implemented;

8. Parents and physician contacted in writing; and

9. Alter and update policies and procedures as needed.

H. Self-Administration of Medication. Students who are able to self-administer specific medication (epi-pens, inhalers) may do so provided;

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

2. The parent provides a written authorization for self-administration of the medication.

3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled packaging and (a) is not opened except when self-administering the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, (c) is not shown or exhibited to other students, and (d) may require some medications to be kept locked up subject to Administrative discretion.

4. The student's physician or the physician's designee has evaluated the situation and deemed it to be safe and appropriate; has documented this on the physician's

authorization for the student's cumulative health records, and has approved the general administration plan.

5. The student and the student's physician or the physician's designee has developed a plan for reporting and supervision of self-administration.

6. The principal, school nurse, and appropriate teachers are informed that the student is self-administering prescribed medication.

I. Hypodermic Syringes. Certain additional safeguards must be followed relative to the storage, records and destruction of hypodermic needles and syringes.

Precautions to be observed:

1. The student's health status should be reviewed at frequent intervals by the student's physician or the physician's designee.

2. The physician's and parent's written authorization must specifically authorize use of hypodermic syringes and needles.

3. Adequate provisions should be made for storage of unused and destruction of used syringes.

Unused hypodermic syringes and needles should be kept in double locked stationary cabinets or rooms, under protection of suitable locks and keys.

Used hypodermic syringes and needles should be placed in a sealed, labeled disposal container located in the nurse's office or other location designated by the administration. The contents of the disposal container shall be disposed of through a disposal service approved by the Nebraska Department of Health and Human Services.

4. Internal medication is only for first aid and adaptation of the school program to permit the student's attendance, and not for providing a treatment service.

5. An emergency care plan for such pupils in the case of the absence of the student's physician or the physician's designee should be outlined for any substitute school personnel.

Adopted: 8-11-86

Revised: 8-14-00

Reviewed: 7-12-10

CARETAKER AUTHORIZATION FOR ADMINISTRATION OF PRESCRIPTION MEDICATION TO STUDENTS

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

_____ ("the student").

It is necessary that the student receive _____ (medication), a physician-prescribed medication, during school intervals beginning on _____(date) and continuing through _____ (date).

CHECK ONE OF THE FOLLOWING:

_____ I hereby authorize the School District to allow the above-named student to administer the above described medication to him/her without monitoring or supervision by school personnel.

_____ I hereby request the School District, or its authorized representative, to administer the above-names medication to the above-named student, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the principal or school nurse.
2. Make certain the Physician's Request for the Administration of prescribed medication by School Personnel is submitted to the principal or school nurse.
3. Make sure personally that the medication is received by the principal or school nurse administering it, in the containers in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the medication is marked with the medication name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the medication to the principal or school nurse IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Provide directions to the school personnel providing the medication.
7. Provide monitoring of the medications effects, and assume full responsibility therefore.

I understand that unlicensed school personnel may be assigned to provide medication to my student and hereby release the School District and the Board of Education of the School District and all employees, agents, and representatives of the School District from any liability concerning the providing or non-providing of the medication to the student.

DATED this _____ day of _____, _____.

_____	_____
Work Telephone Number	Name of Student
_____	_____
Home Telephone Number	Parent/Guardian
_____	_____
Alternate Number for Parent	Parent/Guardian

POLICY NO. 5107

PROVISION OF MEDICATION TO STUDENTS

PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION

MEDICATION BY SCHOOL PERSONNEL

Date _____

_____ (student's full name) is under my care and must take medication which I have prescribed during the school day.

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

_____

_____

Dosage and time _____

Date provision of medication is to begin _____

Date after which the medication should not be provided _____

Possible adverse reactions to be reported to physician _____

_____

CHECK ONE OF THE FOLLOWING:

_____ Medication may be self-provided by the Student, and the Student is competent to self-provide medication. I, or my designee(s), and the Student have developed a plan for self-provision of the medication(s), the storage of the medication, and a plan for reporting and supervision of self-provision of the medication(s), and deem each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical items.

_____ Medication may NOT be self-administered by the Student, and the Student is NOT competent to self-provide medication. I, or may designee(s), have trained school personnel or approved alternative training as adequate to provide the medication, have evaluated the situation, the storage of the medication, the general administration plan and if applicable, the self-administration plan or emergency care plan, and deem each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical items.

Name of Physician and Designee

Print or Type	Primary Phone Number
Signature of Physician	Secondary Phone Number

RECORD OF THE PROVISION OF PRESCRIPTION MEDICATION

Parent's Phone # _____

Name of Student _____ Grade _____

Medication _____ Date to Begin _____ Date of End _____

Dosage _____ Time _____

Doctor _____ Phone #1 _____ Phone #2 _____

Possible Adverse Reaction: _____

_____

_____

Person(s) Authorized to Administer Drugs: _____

_____

Date Provided	Time Provided	Medication Name	Dosage Provided	Route	Refused Medication	Signature of Person Providing Medication

POLICY NO. 5109 - COMMUNICABLE DISEASES

The school district will provide for the implementation of Nebraska Statue 79-4, 177 when it is determined that a student poses an imminent threat to the health and safety of the school community or that the students conduct presents a clear threat to the physical safety of himself, herself of others.

Any staff member who knows of a student with a communicable, contagious, and/or infectious disease, or knows a student has been exposed to such a disease, will inform the school building administrator of the student involved and provide details of the situation. If in the judgment of the school building administrator there is any risk of the student transmitting the disease to others, the school building administrator will immediately exclude the student from school and may require that the student be examined by a physician designated by the district. The school building administrator also may require a written statement of health from a physician in order for the affected student to re-enter school.

Criteria will be established to determine whether a student with a communicable, contagious, and/or infectious disease, including common childhood diseases, will be permitted to attend classes. All cases will be reviewed on an individual basis.

If it is determined that the student will not be permitted to attend classes and/or participate in school activities, arrangements will be made to provide an alternative education program.

Records of a student who has a communicable, contagious, and/or infectious disease, other than a common childhood disease, will be kept confidential and the name of the individual will not be revealed publicly.

An appeal process will be established that will allow the student and/or parent(s); and/or guardian(s) to appeal decisions regarding exclusion from school in writing to the superintendent.

The Board directs the superintendent to develop administrative guidelines to implement this policy.

Numerous communicable diseases may affect a school-age population and/or school staff. Some of these have a high degree of communicability. Some are life threatening in nature. Some are both.

	EXCLUDE FROM		
DISEASE	**YES**	**NO**	**TO RETURN TO CLASSROOM**
AIDS			Individual case consideration mandatory.
Chicken Pox	X		Seven day after onset of rash or when all lesions are crusted over.
Hepatitis	X		Parents or staff member requested to provide Release statement from M.D.
Impetigo		X	If under proper treatment. Monitored by school nurse.
Meningitis	X		Parents or staff member requested to provide release from M.D.
Mononucleosis, Infectious		X	If under proper treatment. Monitored by school nurse.

Mumps	X	Parents or staff member requested to provide Release statement from M.D.
Pediculosis (head lice)	X	Certificate from health professional and monitoring of proper treatment.
Roseola	X	When fever subsides and no evidence of rash.
Tuberculosis	X	Doctor release statement. Monitoring of proper treatment as verified by school nurse.

Confidentiality

Information relating to students with communicable diseases will be confidential. The number of personnel needing to be aware of the child's condition must be kept to a minimum.

Team Evaluation

The team for evaluating conditions of life-threatening communicable disease will include:

Coordinator Health Services	Medical Doctor
School Nurse	Public Health Official
Student's or Staff Member's Physician	School Principal
Central Office Administrator	School Attorney, when appropriate.

Adopted: 8-8-88

Reviewed: 7-12-10

POLICY NO. 5110 - STUDENT FEES, FINES AND CHARGES

The Governing Board approves of certain costs which must become the responsibility of the student and/or parents. The underlying principles as to whether the cost will be the school's or not is whether the school required the activity and student will not benefit in any material way. The exception may be fees for activities with very high costs which may be elected by students.

Fines and other charges may be levied as needed to cover the cost of excessive use, physical damage or lost property. The Governing Board will expect students to be responsible for all school property. Appropriate payment will be expected for any abuse. The staff is expected to exercise due diligence in the care and security of school property. In the event of staff negligence, they may be asked for appropriate re-compensation to the district.

All money owed to the school, student's class, activities program, lunch program, etc. must be paid prior to graduation. Failure to pay will eliminate a student's right to participate in the graduation exercises.

A fee of $30 will be charged for all insufficient funds checks (NSF checks). If 2 NSF checks are received from the same patron during a 12 month period, no checks will be accepted from that patron for a period of 12 months. If an NSF check is not paid within 2 weeks, the amount owed will be sent to collections.

All money owed to the school, students class, activities program, lunch program, etc. must be paid prior to checking out of the district. Failure to pay upon ceasing attendance at the district will result in a bill being sent to the student and family. Continued failure to pay will result in the debt being sent to collections.

All money owed to the school from any prior school year must be paid prior to September 1st of the current year. Failure to pay bills from prior school years will result in the debt being sent to collections.

Adopted: 8-10-92

Revised: 3-10-14, 11-14-16

Reviewed: 7-12-10

POLICY NO. 5111 - POLICIES AND PROCEDURES FOR MOBILE DEVICE PROGRAM

Bayard Public Schools is proud to offer our Bayard High School students mobile devices for use at school and at home. The 1:1 Mobile Device Program, which provides mobile computing and wireless technology to all Bayard High School students, has been designed to enhance the delivery and individualization of instruction.

The following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a mobile device.

- Students will receive instruction from school district staff on the proper use of the mobile device.
- Students in grades 7-12 will be able to take the mobile device home during the school year if the student and parent/guardian signs the Student Acceptable Use of Technology, and Mobile Device Consent sheets. Students in grades K-6 will be able to take the mobile device home during the school year in the event of a school closure if the student and parent/guardian signs the Student Acceptable Use of Technology, and Mobile Device Consent sheets.
- Students are expected to treat the mobile device as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the mobile device unattended or in the passenger area of a car.
- Students must take precautions to prevent damage to the mobile device; for example, do not leave the mobile device where there is danger of coming in contact with moisture or excessive heat. This would include protecting the machine from inclement weather.
- The district will provide educational apps.
- Students are to use the mobile device to access only socially and educationally appropriate materials and websites.
- Students must not use the mobile device to purchase goods and services via the Internet while on school grounds or at school functions. (Parents/Guardians/Students are charged with full responsibilities for any financial obligations incurred from the inappropriate use of the mobile device.)
- Students are to use the mobile device in accordance with the Bayard Public Schools Student Internet and Computer Access Policies Regulations and to maintain the mobile device in accordance with the procedures and information provided.

- Mobile devices and mobile device accessories are the property of Bayard Public Schools and must be returned at the end of the academic year, upon withdrawal from Bayard Public Schools, or at the request of a teacher or administrator. Willful failure to return the mobile device in accordance with the stated conditions will result in criminal prosecution.
- Since the mobile devices are the property of Bayard Public Schools, officials of the school have the right to review all material stored on or accessed by any mobile device.
- School officials may revoke a student's mobile device use privileges for misuse or violation of policies.

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Section 1: Mobile Device Specifications

Mobile device devices issued will be of specifications determined by the school district.

Section 2: Receiving Your Mobile Device

Mobile devices will be distributed according by a process determined by the school district. Students must attend and parents are encouraged to attend a yearly Information Session. Before receiving the mobile device, students and parents must sign and return these forms/agreements:

1. The Bayard Public Schools Technology/Internet Acceptable Use Agreement (which is a part of the Parent/Student Handbook.)
2. The Mobile Device Consent Form

Section 3: Taking Care of Your Mobile Device and Mobile Device Accessories

Students are responsible for the general care of the mobile device and accessories they have been issued by the school. If the mobile device is lost or damaged, school office personnel must be informed at the earliest opportunity during normal school hours. Bayard Public Schools is the sole agent authorized to undertake repair or replacement of the device. At the time of notification, the school will repair or provide a suitable replacement device to the student.

General Precautions

The mobile device is school property. All users will follow these expectations and the Student Internet and Computer Access Policy for technology.

- Only use a clean, soft cloth to clean the screen, no cleansers of any type. **Do not use Clorox wipes or similar products.**
- Cords and cables must be inserted carefully into the mobile device to prevent damage.
- Mobile device and its case (if applicable) must remain free of any writing, drawing, stickers, or labels that are not the property of the Bayard Public School District.
- No stickers may be put on school issued mobile devices.
- Mobile devices must never be left unsupervised.
- Students are responsible for keeping their mobile device's battery charged for school each day.

Carrying Mobile Devices

The protective cases provided with the mobile devices have padding to protect the mobile device from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Mobile devices must always be within a school issued or school approved protective case if one is provided.
- Carrying cases (i.e. backpacks) can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the mobile device screen.

Screen Care

The mobile device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the mobile device when it is closed.
- Do not place anything near the mobile device that could put pressure on the screen.
- Do not place anything in the carrying case (if provided) that will press against the cover.
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen. **Do not use Clorox wipes or similar products.**
- Do not "bump" the mobile device against lockers, walls, car doors, floors, etc. as it could break the screen.

Section 4: Using Your Mobile Device at School

Mobile devices are intended for use at school each day. Students are responsible for bringing their charged mobile device to all classes. Only charge your mobile device with the provided charger.

Mobile device cameras are not to be used without permission from school officials.

Mobile Devices Undergoing Repair

Loaner mobile devices may be issued to students when they leave their mobile devices for repair at the designated school office. This will be at the discretion of the principal.

At the discretion of the principal, students may be expected to return the loaner mobile device by the end of the school day to their respective school location. Students are subject to consequences for failure to return a loaner mobile device to the office.

Screensavers and Backgrounds

Only school appropriate backgrounds and screensavers may be used on the mobile devices.

Examples of inappropriate backgrounds include the presence of weapons -related materials, pornographic materials, inappropriate language, alcohol, drug, gang -related symbols, etc... These types of pictures on the mobile device or within its files will result in disciplinary action, and where appropriate, referral to law enforcement.

Passwords on screen savers are to be used. The mobile device is the property of the school district. Therefore, school staff members have the right to check any material stored on a student's mobile device, including the screensaver at any time.

Sound

Students are encouraged to have personal ear buds to listen to audio. Sound must be muted unless permission is obtained from the teacher for instructional purposes.

Printing

No printing is allowed on school issued mobile devices without authorization from school staff.

Section 5: Managing Your Files and Saving Your Work

It is the student's responsibility to ensure that work is not lost due to technical failure or accidental deletion. Mobile device malfunctions are not an acceptable excuse for not submitting work. Students are encouraged to complete assignments well in advance of due dates. If technological issues impede student completion of work students have the option to complete assignments on paper under the same due dates.

Section 6: Mobile Device Apps

The apps originally installed by Bayard Public Schools must remain on the mobile device in usable condition and be easily accessible at all times.

Security

Student mobile devices will be filtered through the district's Internet content filter at school. Parents/Guardians are responsible for mobile device security after school hours.

Inspection

Students may be selected at random to provide their school -issued mobile device for inspection without notice by Administration and/or their designee.

Section 7: Protecting and Storing Your Mobile Device

Mobile Device Identification

Student mobile devices will be labeled in the manner specified by the school. Under no circumstances are students to modify, remove, or destroy these labels.

If you find an unattended mobile device please turn it to the designated school office.

Password Protection

Students are required to set a pass code on their mobile device to protect student information . Tampering with machine security measures is forbidden. Violations of this requirement will result in disciplinary action. If tampering results in the inability of the district to access the mobile device, the student/family will pay the full cost of device replacement.

Section 8: Acceptable Use Guidelines

Students are responsible for their ethical, socially appropriate and educational use of the technology resources of the Bayard Public Schools. Under no circumstances should the mobile device be opened or mobile device turned on while in the locker room or restroom areas.

Access to the Bayard Public Schools technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the Bayard Public Schools Student Internet and Computer Access Policy.

Transmission of any material that is in violation of any law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and mobile device viruses.

Any attempt to alter data, the configuration of a mobile device, or the files of another user, without the consent of the building principal or his/her designee(s), will be considered an act of vandalism and subject to disciplinary action in accordance with the district Student Internet and Computer Access Policies. Students who violate this may also be referred to law enforcement for criminal prosecution as appropriate.

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.

- Cheating
- Plagiarizing
- Falsifying Information
- Violating Copyright Law
- "Hacking" or Gaining unauthorized access to any network or mobile device

E-mail

The only e-mail account that students are allowed to access while using a school- issued mobile device is that student's Bayard Public Schools Google account (bayardtigers.org). Please note that emails sent via the Google server and accessed on school -issued devices are not private and may be reviewed at any time and without notice.

Students are prohibited from using their bayardtigers.org email address to create accounts for any application or website not approved by the technology coordinator or administration.

The following rules will apply when using an email account:

- Always use appropriate language.
- Do not transmit language/material that is profane, sexual, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam. Students should maintain high integrity with regard to email content.
- No private chatting during class without permission.

Section 9: Precautions and Consequences

Under no circumstances should mobile devices or other technology equipment be left in unsupervised areas. Unsupervised areas include, but are not limited to: the school grounds and campus, computer labs, break areas, unlocked classrooms or lockers, bathrooms, buses and hallways. Any mobile device left in these areas is in danger of being stolen.

* Lockers are to be locked when storing any technology equipment. This includes, but is not limited to: power cords and mobile device.

* Unsupervised mobile devices will be confiscated by staff and taken to the administrative office. Each student is responsible for his or her mobile device once it has been issued.

Cost to Student

Noncompliance with the policies of the Bayard Public Schools Student/Parent Handbook or school district policies will result in loss of privileges, disciplinary action, and/or criminal prosecution as deemed appropriate.

For devices which need professional repair or replacement, a $200 deductible per incident will be charged. In the case of theft or accidental breakage in the course of normal, educational use, the administration of Bayard Public Schools may elect to waive the deductible for the first incident. ALL further such incidents within a given school year and summer will require that the parent or student pay the full cost of repair or replacement. Take- home privileges are only allowed for students with no outstanding fees or deductible charges.

Electronic mail, network usage, and all files stored on a school issued mobile device is not to be considered confidential and may be monitored at any time by designated Bayard Public Schools staff. The district will refer student misconduct to law enforcement and will cooperate fully with local, state, or federal officials in any criminal investigation, particularly those concerning or relating to violations of computer crime laws.

Mobile Device Use

The consequences for students who abuse their mobile device privileges are as follows:

Mobile Device Suspensions Violation

A. Unattended mobile device
B. Inappropriate/-unauthorized apps or device usage
C. Inappropriate Music (Administrative Discretion)

D. Inappropriate Voice Recording
E. Abuse of mobile device and Accessories
F. Inappropriate Pictures
G. Inappropriate Internet Site

The administration retains the right to suspend the student or suspend student's mobile device access if the offense warrants or for any offense not listed on this sheet. This includes suspending the mobile device for the remainder of the semester or school year. Suspension days are school days. All Student Handbook procedures will apply.

The Bayard School District is not liable for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network or inappropriate use of authorized access to the network.

A student and the student's parents or guardians, by submitting the Mobile Device Agreement Form with their respective signatures in order to gain access to the mobile device network, agree to release the School District from any liability for physical or emotional harm or damage resulting to the student that is caused by or related to the inappropriate use of the mobile device network.

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.

Policy Reference: Policy No. 5114 – Network Acceptable Use and Internet Safety Policy

Policy No. 5110 – Student Fees, Fines and Charges

Adopted: 11-10-14

Revised: 6-8-20

Reviewed:

Mobile Device Agreement Form

Bayard Public Schools

Please PRINT the following information:

Guardian Name (first & last): _____

Student Name (first & last): _____

Student Grade: _____

I agree that my student and I have read and will comply with all policies and procedures within the "Policies and Procedures for Mobile Device Program" document. I understand that this policy covers one mobile device and accessories that are property of Bayard Public Schools described within for one student.

_____ _____

Student Signature Parent/Guardian Signature

I do understand that my student and I are responsible for all costs incurred to the mobile device and accessories that are the property of Bayard Public Schools, when used in school, described within, for the prescribed student.

Student Signature: _____

Parent/Guardian Signature: _____

POLICY NO. 5112 - STUDENT GOVERNMENT

In order to encourage student participation in the various activities of school life and to provide opportunity for training in democratic processes, the schools of the District may maintain and operate student councils. Such councils shall assist in improving the general welfare of all students and shall give student the opportunity to participate in the orderly workings of the democratic process.

Student Councils shall not have authority to unilaterally make policies for the District or regulations for the school, nor shall they have any disciplinary authority, except for recommending removal from the council of one of their members. However, the council may make recommendations to the administration on any topic of student concern.

The administration and student council of any school shall keep channels of communication open, not only between themselves, but between all students and the council.

Adopted: 8-9-93

Reviewed: 7-12-10

POLICY NO. 5113 - PLACEMENT OF RULE 13 STUDENTS

Parents/guardians and students seeking enrollment and placement in the Bayard Public Schools who have been Nebraska Rule 13 students, or home schooled or in attendance in a non-accredited school out of the state of Nebraska, shall be placed in the Bayard Public Schools as per the following guidelines:

A. Elementary Aged Students:

Final authority for the placement of a student in grades K-8 who is requesting entry into the Bayard Public Schools who has been a Rule 13, home school, or attended a non-accredited school prior to enrolling in the Bayard Schools, shall rest with the building principal. In making his/her determination of appropriate grade placement, he/she shall consider the student's age, achievement test scores, and a transcript/grade review in determining the grade level to place the student. Following a monitoring of the student's performance at the assigned grade level, a reassignment of the student may be necessary to a more appropriate grade level. In such instance, a conference among principal, parent, and teacher(s) shall be conducted prior to reassigning the student to another grade level.

B. Secondary Aged Students:

1. Secondary school students, those in grades 9-12, who transfer into Bayard High School from unaccredited programs, will be tentatively placed within the subjects and grade level recommended by their transcript or report cards. Within three weeks of enrollment, the principal or designee will administer a standardized achievement test to determine the achieved skill level in English and mathematics. By the end of the three week period a definite subject and grade placement will be made based upon the standardized achievement test

scores in mathematics and English and by teacher judgments and recommendations. Placement in other subject areas will be made based upon teacher recommendations and administrative judgments.

2. The awarding of credits toward meeting the Bayard High School diploma requirements for academic work completed within a non-accredited program shall be based upon the following criteria:

   A. Credits in English and mathematics shall be awarded based upon the student performance on the above cited standardized achievement tests and the grade level placement resulting there from.

One English and one mathematics credit shall be recorded on the student's transcript for each year below that at which the student is placed by achievement on the test in English and mathematics.

   B. The awarding of credits for any other course in the Bayard High School curriculum shall be based solely upon the student's ability to demonstrate satisfactory performance on a district test or other district designed alternative evaluation intended to measure competency on the major objectives or product goals included in that course.

   C. Credits cannot be awarded for classes from non-accredited school or alternative school situations that don not match up to classes offered within the Bayard High School curriculum.

   D. Credits awarded through the above process shall be recorded on the student's transcript in the following manner which clearly indicates the credits were earned through non-traditional alternative means. "Home Schooling English," "Home Schooling Mathematics," "Home Schooling Biology," "Home Schooling Music," or other courses names.

E. The record shall reflect the academic area for which a course is granted credit, the number of credits earned, and the evaluation process used to determine satisfactory performance.

F. Since a specific grade cannot be allocated for the credit earned, the student will receive a pass grade only. This means that the student will not have a GPA available for transfer purposes except for those classes taken and the grades earned in the traditional manner. To be eligible for recognition as the class valedictorian or salutatorian, a student must have attended the Bayard High School at least four (4) semesters and, in addition, have all academic credits for graduation earned in an accredited high school.

Adopted: 12-11-95

Reviewed: 7-12-10

POLICY NO. 5114 - Network Acceptable Use and Internet Safety Policy

Bayard Public Schools recognizes the value of computer and other electric resources to improve student learning and enhance the administration and operation of its schools. To this end, the Bayard Public Schools encourages the responsible use of computers; computer networks (including the Internet), and other electronic resources in support of the mission and goals of the Bayard Public Schools.

It is the policy of Bayard Public Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA).

It is the policy of the Bayard Public Schools to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, Bayard Public Schools recognizes its legal and ethical obligation to protect the well-being of students in its charge.

The following uses of school-provided electronic resources, including Internet and e-mail, are not permitted:

a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;

b. to transmit obscene, abusive, sexually explicit, or threatening language;

c. to violate any local, state, or federal statute;

d. to vandalize, damage, or disable the property of another individual or organization;

e. to access another individual's materials, information, or files without permission;

f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission; and

g. to distribute or forward "chain letters" via email.

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Students may…

- Design and post web pages and other material from school resources.
- Use direct communications such as e-mail, online chat, or instant messaging with a teacher's permission.
- Use the resources for any educational purpose.

Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring: School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Enforcement of Policy:

- To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.
- Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
- Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.
- A Bayard Public Schools staff member may override the technology protection measure that blocks or filters Internet access for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure that blocks or filters Internet access.

- Bayard Public Schools staff will monitor students' use of the Internet by either direct supervision or by monitoring Internet use history to ensure enforcement of policy.

COPPA Notification Statement

Dear parents/legal guardians of school-aged children under the age of 13,

Our district utilizes several computer software applications and web-based services, operated not by this district, but by third parties. These include Teach TCI, Big Ideas Math, Amplify Science, Google Apps for Education, Clever, Remind, MobyMax, Pearson, Khan Academy and similar educational programs. A list of the possible sites and programs used in our classrooms with the privacy policy for each can be found on our district website's Instructional Technology page. Web-based educational programs and services may be added during the upcoming academic year as needed.

In order for our students to use these programs and services, certain personal identifying information - generally the student's name and school email address - must be provided to the website operator. By law, the operator may only use this information for educational purposes. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits districts/schools such as ours to consent to the collection of personal information on behalf of all its students, thereby eliminating the need for individual parental consent given directly to the website operator.

For more information on COPPA, please visit http:www.ftc.gov/privacy/coppafaqs.shtm.

Inappropriate Network Usage: To the extent practical, steps shall be taken to promote the safety and security of users of Bayard Public Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring: It shall be the responsibility of all members of Bayard Public Schools staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Bayard Public Schools will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and

cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

Disclaimers:

- Bayard Public Schools and its individual schools, administrators, faculty, and staff thereof, make no warranties of any kind for the service provided and will not be held responsible for any damage suffered by users. This includes the loss of data resulting from delays, non-deliveries, and intrusion by computer virus, or service interruption.
- Use of any information obtained via network access is at the risk of the user, and Bayard Public Schools specifically denies any responsibility for the accuracy or quality of the information obtained.
- Bayard Public Schools cannot guarantee complete protection from inappropriate material. Furthermore, it is impossible for the district or content filter to reflect each individual or family's opinions of what constitutes "inappropriate material." If a student mistakenly accesses inappropriate information, he/she should immediately notify a district staff member.
- Bayard Public Schools is not liable for an individual's inappropriate use of district's electronic communications systems or violations of copyright restrictions or other laws, or other costs incurred by users through use of Bayard Public Schools' electronic communication systems.
- The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communication systems.

CIPA Definition of Terms:

Minor: The term "minor" means any individual who has not attained the age of 17 years.

Technology Protection Measure: The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **Obscene,** as that term is defined in section 1460 of title 18, United States Code;
2. **Child Pornography,** as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

Harmful to Minors: The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Sexual Act; Sexual Contact: The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Bayard Public Schools

Network Acceptable Use and Internet Safety Policy

Employee's Agreement

By signing this form, I acknowledge receipt of, understand, and agree to abide by the rules and standards set forth in the Bayard Public Schools Network Acceptable Use and Internet Safety Policy. I understand that to gain or retain access to the Bayard Public Schools computer network systems, I must sign and submit this form as directed. I further understand that any violation of the Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, monetary liability may be incurred, school disciplinary and/or appropriate legal action may be taken. I as a staff member agree to abide by the rules and standards addressed in this policy as it pertains to me and to help ensure that students also abide by these rules and standards as well. I understand that this agreement will be in effect for the duration of my employment with the district or until the policy is revised.

(Printed) Staff Member Name _____

Staff Member Signature _____

Date _____

Bayard Public Schools

Network Acceptable Use and Internet Safety Policy

Student's Agreement

By signing this form, I acknowledge receipt of, understand, and agree to abide by the rules and standards set forth in the Bayard Public Schools Network Acceptable Use and Internet Safety Policy. I understand that to gain access to the Bayard Public Schools computer network systems, I must return this form signed by me and my parent or legal guardian. I further understand that any violation of the Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, monetary liability may be incurred, school disciplinary and/or appropriate legal action may be taken. I understand that this agreement will be in effect for one school year and must be re-signed in subsequent years.

Teachers or media specialists who are exploring digital content with a class do not need special parental permission for such activity if the teacher or media specialist is in control of the navigation to known educational sites. A student accessing digital content at the constant direction of the teacher is not working independently. This circumstance does not require special parental permission. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

In addition, this form, when completed below and on file with the district, will constitute consent for our schools to provide personal identifying information for your child consisting of first name, last name, school email address and username (for educational use only) to the following web operators: Teach TCI, Big Ideas Math, Amplify Science, Google Apps for Education, Clever, Remind, MobyMax, Pearson, Khan Academy and to the operators of any additional web-based educational programs and services which our schools may add during the upcoming academic year.

(Printed) Student Name _____

Student Signature _____

Date _____

Bayard Public Schools

Network Acceptable Use and Internet Safety Policy

Parent or Legal Guardian's Agreement

I have read, understand, and agree with the Bayard Public Schools Network Acceptable Use and Internet Safety Policy. I understand that by signing this form I give permission for Bayard Public Schools to grant access to district electronic communication systems, including the Internet. I understand that this access is designed for educational purposes. I understand that Bayard Public Schools has taken reasonable precautions to eliminate access to inappropriate material and I will not hold the district or staff members responsible if inappropriate material is inadvertently accessed. I understand that this agreement will be in effect for one school year and must be re-signed in subsequent years.

Teachers or media specialists who are exploring digital content with a class do not need special parental permission for such activity if the teacher or media specialist is in control of the navigation to known educational sites. A student accessing digital content at the constant direction of the teacher is not working independently. This circumstance does not require special parental permission. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

In addition, this form, when completed below and on file with the district, will constitute consent for our schools to provide personal identifying information for your child consisting of first name, last name, school email address and username (for educational use only) to the following web operators: Teach TCI, Big Ideas Math, Amplify Science, Google Apps for Education, Clever, Remind, MobyMax, Pearson, Khan Academy and to the operators of any additional web-based educational programs and services which our schools may add during the upcoming academic year.

(Printed) Parent Name _____

Parent Signature _____

Date _____

Adopted: 2-10-97

Reviewed: 7-12-10

Revised: 6-11-12, 6-8-20

POLICY NO. 5115 - ALTERNATIVE EDUCATION FOR EXPELLED STUDENTS (LB 232)

ADDITIONAL PROCEDURE CONCERNING THE EXPULSION OF A STUDENT

This Board Policy is adopted to comply with the terms of LB 232, 1997. All provisions of LB 232, 1997 are incorporated in this policy by reference.

Subsequent to the superintendent receiving the hearing examiner's report as more particularly set forth in Section V, Part B of Board Policy 5089, and the superintendent shall, when the superintendent deems it appropriate to affirm the hearing examiner's recommendation to expel a student, comply with the provisions of Sec. 79-266(2).

1. The superintendent shall, in all instances other than those expulsions required by Sec. 79-283(4) R.R.S. 1996 direct that a conference be called to assist the district in the development of a plan as hereinafter set forth which conference shall consist of:
    a. a parent or legal guardian;
    b. the students;
    c. a student representative; and
    d. a representative of an agency involved with juvenile justice.

2. The plan shall be in writing and adopted by a school administrator. The plan shall be presented to the student and the parent or legal guardian.

3. The plan shall:
    a. specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided;
    b. identify educational objects that must be achieved in order to receive credits toward graduation;

c. specify the financial resources and community programs available to meet both the educational and behavioral objectives identified; and,

d. require the student to attend monthly reviews at a time and place to be directed by the school administrator in order to assess the student's progress toward meeting the specified goals and objectives.

Adopted: 8-10-98

Reviewed: 7-12-10

SECTION 79-266 (2)

PLAN

Student:_____

Date & Participants:_____

_____

(list parent or legal guardian, school representative and community or agency representative)

(a) Guidelines and Consequences for Behaviors

The student has been recommended for expulsion for conduct as specified in correspondence and memorandums recently provided to the student and the student's parents. This conduct has had the effect of preventing the student from achieving the desired benefits from the educational opportunities provided. The student is expected to conform his conduct to the school rules for which he has been recommended for expulsion and all other established school rules. Further disciplinary measures, including possible future expulsions, can result from future violations of such guidelines and expectations.

(b) Educational Objectives

In order to graduate, the student needs to receive the credits listed in Attachment "A" subject to future modifications in graduation requirements.

(c) Financial Resources and Community Programs Available

The financial resources and community programs available to meet the educational and behavioral objectives identified in this plan include school resources (e.g., upon return from the recommended expulsion, counseling with the school counselor, and meetings with school administration and teachers) and community organizations which assist young people (e.g., civic organizations, local college and university programs, and community college programs).

(d) Monthly Reviews and Other

During the period of the expulsion, the student shall be required to attend monthly reviews with _____ (principal/counselor/superintendent/etc.; select one)

to address the student's progress toward meeting the specified goals and objectives. The student shall be responsible for contacting the named school official to schedule the monthly meetings. (Attach separate sheets for any additional information or terms of plan.)

Dated this _____ day of _____, 20 _____, adopted by the school administrator after a conference held to assist the district in the development of the plan with the participation of a parent or legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved in juvenile justice, and presented to the student and parent or legal guardian at the conference prior to the student being expelled in accordance with law.

Attachments: Attachment "A" (academic credits needed to graduate or other, if applicable).

Adopted by: _____

(school administrator)

Agreed to: _____

(student)

Agreed to: _____

(parent of guardian)

POLICY NO. 5116 – **STUDENTS DISCONTINUANCE OF ENROLLMENT**

(Article 5) - *Discontinuance of Enrollment for Children Younger Than Six Years of Age.*

Any person with legal or actual charge or control of a child younger than six years of age prior to the then-current school year, who is enrolled in this school district, may discontinue the enrollment of such child by submitting a written notification to the Superintendent or the Superintendent's designee, indicating that child's name, date of birth, grade level and effective date of discontinuation of enrollment. The notification must be in writing and on a form provided by or acceptable to the Superintendent or the Superintendent's designee containing all information required herein. The form must be dated and signed by a parent or person with legal or actual charge or control of the child. The school district may request written verification or documentation of the person's authority to dis-enroll the child. Upon receipt of required written form and any other required information or documentation, the school district shall note discontinuance of the enrollment on its official records pursuant to state law. Any child dis-enrolled shall not be eligible to re-enroll in this school district until commencement of the next school year, or until the child reaches the age of six prior to the then-current school year, whichever occurs earlier. Any person signing a request for discontinuation of enrollment acknowledges this policy, procedure and the requirement thereof and expressly agrees thereto.

Legal Reference: Neb. Rev. Stat. 79-201

Adopted: 8-9-99

Revised: 8-9-04

Reviewed: 7-12-10

AFFIDAVIT

(For Child Age 6 to Not Attend School)

The undersigned, being first duly sworn, states upon oath as follows:

I am the parent or natural guardian of _____ (Child's name). The Child's date of birth is _____. The Child has or will reached the age of six prior to January 1 of the current school year, but will not reach age seven prior to January 1 of the current school year.

I elect to not enroll the Child in an accredited school this school year and hereby affirm (check or initial appropriate exception for attendance):

_____ the Child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or

_____ the parent or guardian intends for the Child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirement and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

IN WITNESS WHEREOF, this affidavit is signed and acknowledged this _____ day of _____, 20___.

_____

Parent or Guardian

STATE OF NEBRASKA)

) ss.

COUNTY OF MORRILL)

The foregoing instrument was acknowledged before me this _____ day of _____, 20___ by _____.

_____

Notary Public

Adopted: 8-9-04

PARENT RELEASE

(For Children Age 16 and 17 to Discontinue Enrollment)

The undersigned, being first duly sworn, states upon oath as follows:

I am the parent or natural guardian of _____ (Child's name). The Child's date of birth is _____. The Child has reached the age of 16, but was not age 16 as of _____, and has not reached the age of 18.

I hereby release the Child from continued enrollment in school. The Child is dis-enrolled from school effective _____ (insert date; if none stated, dis-enrollment is effective immediately.

IN WITNESS WHEREOF, this affidavit is signed and acknowledged this _____ day of _____, 20____.

_____

Parent or Guardian

STATE OF NEBRASKA)

) ss.

COUNTY OF MORRILL)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____.

_____

Notary Public

Adopted: 8-9-04

POLICY NO. 5117 - EDUCATIONAL REQUIREMENTS FOR GRADUATION

Graduation Requirements for Bayard High School are the successful completion of 260 semester hours.

The total number of credits must include at least the number of semester hours listed in the following areas:

English – 40 semester hours
Mathematics – 30 semester hours
Science – 30 semester hours
Social Science – 40 semester hours
    American History – 10 semester hours required
    American Government – 10 semester hours required
Physical Education – 10 credit hours
Community Service – 8 hours Junior Year and 8 hours Senior Year

Preferred Sequence of Core and Technical Classes for Graduation Progress:

Freshman Year
English I
Math I
Physical Science
World Geography

Sophomore Year
English II
Math II
Biology
World History
8 hours Community Service

Junior Year
English III
American History
Math III
Science III
8 hours Community Service

Senior Year
College English
or
English IV
American Government
8 hours Community Service

A student who has earned all required credits may graduate early. Students who graduate early may choose to have their diplomas awarded at the time of completion or the student may participate in the spring commencement activities.

Adopted: 8-9-99
Revised: 3-14-05; 8-9-10; 7-9-12, 3-10-14, 12-14-20
Reviewed: 7-12-10

Superintendent report. (Topic areas to be reported on.)

1) Trying to meet and get to know staff and support staff and will be contacting them for in-person visits.

2) Reviewing Policies and Handbooks.

3) Reviewing past audits and will begin reviewing former budgets.

4) Reached out to ESU 13 and will meet with some departments on Thursday at 10:00.

5) Working with NDE on my transition to the Bayard system. Within the Dept. of Ed. Portal and Grant Management System.

6) I am/will be working with agencies and within our system concerning early childhood education.