



**HASTINGS
PUBLIC SCHOOLS**

Assuring the essential.
Expanding the possible.

Work Session

Thursday, June 12, 2025 @ 6:00 PM Central
Board Room at HPS District Offices, 1515 W 8th St, Hastings, NE 68901

1. Roll Call -
2. Announcement - Becky Sullivan -
3. Welcome to HEA reps and guests - Becky Sullivan -
4. Review Board Norms/Goal - Becky Sullivan -
5. Board Report - Becky Sullivan -
6. Digital Content Creators Update - Terry Julian -
7. Approve Playground Improvement funding - Jeff Schneider -
8. Reaffirm Superintendent Succession Plan - Jeff Schneider -
9. 2025-2026 Meal Prices - Dr. Tom Szlanda -
10. Annual review of Anti-Bullying policy 504.181 - Lawrence Tunks -
11. Approve Revised Policies as Required - Jeff Schneider & John Hauser -

12. Approve First Reading of Required New Policies - Jeff Schneider & John Hauser -

13. *Consent Agenda - Dr. Thomas Szlanda -

14. OPPORTUNITY FOR PUBLIC TO BE HEARD - Becky Sullivan -

15. Reminders - Becky Sullivan -

16. Adjournment - Becky Sullivan -

***Closed Session:** If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Nebraska Open Meetings Law.

****Sequence of Agenda:** The sequence of agenda topics is subject to change at the discretion of the board. Please arrive at the beginning of the meeting.

*****Action Item:** The board reserves the right to take action on an item listed on the board agenda.

Students, staff, families and community will collaborate to maximize readiness for our student's college/career and citizenship. We will increase the rigor and relevance of each student's learning experience while meeting their academic and well-being needs.

Hastings Public Schools

Board of Education Norms

We will work to achieve consensus while valuing differences of opinion both within our Board and when considering the input of others.

We will conduct meetings and business in a manner that is fair and professional.

We will strive to ensure our decisions are congruent with the mission, vision, and strategic plan for the District.

Each member will be committed to the School Board process by attending meetings, being on time, coming prepared, adhering to the agenda (the President of the Board may adjust the order of the agenda to allow the fullest participation of the available members of the Board upon the request of a Board Member), *referencing Robert's Rules of Order*, and participating to their full potential.

We will gather the necessary data; seek expertise from within and outside of our District; and attempt to hear from any parent, student, or other community member in order to make wise decisions that reflect all stakeholders.

We will regularly and intentionally communicate with one another, the administration, faculty, staff, students, community, and the press to ensure information is shared openly and in a relevant, timely and appropriate manner.

We will also maintain confidentiality when necessary.

We will serve as advocates for K-12 public education within our community, as well as within the state of Nebraska.

We will recognize that, as community leaders, we will adhere to the character standards that are the core of our school: respect, responsibility, compassion, and honesty.

Our collective and fundamental purpose is to assure all students acquire the knowledge, skills, and behaviors essential to be successful individuals and responsible citizens.

**HASTINGS PUBLIC SCHOOLS
BOARD OF EDUCATION**

SUPERINTENDENT SUCCESSION PLAN, 2025-2026

Acting Superintendent

Periodically, when the Superintendent must be away from the District on a planned short-term basis, the Superintendent will designate an administrator from the District to represent him or her during the short-term absence. In this instance, no action by the Board of Education is necessary. The Superintendent's designee will be communicated to the members of the Board of Education and the Administrative Team.

However, when the Superintendent will be away from the District or unable to carry out his or her responsibilities for an extended or unplanned period of time (greater than 14 calendar days or as determined by the Board), and is expected to return to his or her duties within the contract year, the Board of Education will appoint an Acting Superintendent from the members of the Administrative Team. Should such an appointment take place, the Acting Superintendent will be expected to adjust the administrative responsibilities of the Administrative Team to allow the Acting Superintendent to serve in the capacity of the chief educational officer while continuing to carry out the functions of his or her prior assignment. In this instance, a replacement administrator for the Acting Superintendent will not be employed.

Interim Superintendent

The Board of Education will appoint an Interim Superintendent when a long-term vacancy in the Superintendency occurs at a time when it is not possible for the District to hire a Permanent Superintendent. In consultation with the Board, the Superintendent Succession Planning Committee will be responsible for locating a suitable Interim Superintendent. The Superintendent Succession Planning Committee will advertise and contact professional organizations, state institutions that offer Superintendent Certification Programs, and others to determine the availability of an Interim Superintendent. When necessary, the Superintendent Succession Planning Committee will paper screen, interview, and check the references of Interim Superintendent candidates to formulate a recommendation for the consideration of the full Board. In all cases, an Interim Superintendent position will require proper action by the Board of Education. An Interim Superintendent may be appointed from members of the Administrative Team. Should this occur, the Board would need to find an interim replacement for the Administrative Team Member elevated to the Interim Superintendency. Absent action by the Board, an Interim Superintendent will not be able to apply for a Permanent Superintendent position.

Permanent Superintendent

When a vacancy in the Superintendency is planned, the Superintendent Succession Planning Committee will, in a timely fashion, request proposals from administrative search firms to be approved for use by the Board as determined by the Board. The selected search firm may be asked to carry out some if not all of the following tasks:

- Create a profile using the input of the Board to determine the knowledge, skills, and/or dispositions of a candidate capable of excelling as a Superintendent of the District;
- Advertise broadly;
- Conduct a paper screening and, as appropriate, a reference review to provide the Board with the most qualified applications for the Superintendent Succession Planning Committee to consider.

The Superintendent Succession Planning Committee will determine “finalists.” Once finalists are selected the following Interview Committees will be established by the Superintendent under the direction of the Superintendent Succession Planning Committee:

- Classified Staff: representing the major departments of maintenance, custodial, transportation, clerical, instructional support and other departments deemed appropriate.
- Certificated Staff: representing each elementary and secondary staff on an equal basis.
- Patron: made up of individuals willing to serve from a list of community members generated by Board Members.
- Administrative Staff: made up by Directors and Principals.
- Board of Education.

In addition to interviews with the above committees, the Board President will establish a tour of the District with an individual or individuals designated by the Board President.

The President of the Board of Education will serve as the spokesperson for the District during the selection process and when announcing a new Superintendent.

**Hastings Public Schools
Breakfast & Lunch Prices for 2025-2026**

BREAKFAST PRICES			
	PAID	REDUCED	FREE
Pre, K-5 Student	\$1.85	\$0.30	\$0.00
K-5 Student-Lincoln Elementary Only	FREE	FREE	FREE
6-8 Student	\$2.15	\$0.30	\$0.00
9-12 Student	\$2.15	\$0.30	\$0.00
Adult - TBD BY STATE	???	NA	NA
LUNCH PRICES			
	PAID	REDUCED	FREE
Pre, K-5 Student	\$3.10	\$0.40	\$0.00
6-8 Student	\$3.40	\$0.40	\$0.00
9-12 Student	\$3.40	\$0.40	\$0.00
Adult - TBD BY STATE	???	NA	NA
Extra Lunch Entree'	\$2.25	\$2.25	\$2.25
Extra Branded Pizza (EL) Extra Specialty Pizza (MS & HS only)	\$2.50	\$2.50	\$2.50
Extra Milk	\$0.55	\$0.55	\$0.55

ANTI-BULLYING POLICY

One of the missions of the District is to provide a physically safe and emotionally secure environment for 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: Neb. Rev. Stat. § 79-2137
Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296
NDE February 2003 State Board Action; Reaffirmed December
2005

Approved 10/19/2015 Reviewed _____ Revised _____

HASTINGS PUBLIC SCHOOLS

PROCUREMENT PLAN – SCHOOL FOOD AUTHORITIES

It is the policy of the Hastings Public Schools to implement all required and recommended procurement rules, regulations, and policies established for the National School Lunch and Breakfast Programs by appropriate federal and state authorities. To that end, the District establishes the following:

Procurement Policy

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

- When the annual total for food service program related items is less than \$250,000 (small purchase threshold) (per procurement event or in aggregate purchases) the District will follow the informal Small Purchase Procedures.
- When the annual total for food service program related items is greater than \$250,000 (small purchase threshold) per year per procurement event or in aggregate purchases the District will follow the Formal Competitive Solicitation Procedures.

Micro-Purchase Procedures

Micro-purchases may be used for single purchases under \$10,000 per vendor. Under this procedure, prices must be reviewed for reasonableness. In addition, purchases will be spread equitably among all qualified sources.

Small Purchase Procedures

The Small Purchase Procedure is for purchases made below the small purchase threshold. When these procedures are used, the District will take the following steps:

1. Contact a reasonable number of qualified vendors;
2. Write specifications for goods and services;
3. Document each vendor's quoted price (example, a log sheet);
4. Select the company that provides the lowest, most responsive, and responsible bid;
5. Document supplier who was awarded the quote; and
6. Manage orders by confirming product and prices match quotes.

Formal Competitive Solicitation Procedures

For purchases made in excess of the small purchase threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation procedures are used, the District will take the following steps:

1. Prepare a Request for Proposal (RFP) document specifically addressing the items to be procured. The RFP will include detailed specifications and heavily weight price.
2. Publicly announce and advertise the bid/proposal at least 21 days prior to proposal opening. Announcements will include the date, time, and location of the meeting to open proposals.
3. Determine the most responsive and responsible proposal by using the selection criteria set forth in the proposal document. Responsible vendors will be those whose proposal most conforms to all the terms, conditions, and requirements of the RFP. Responsible vendors will be those who are capable of performing successfully under the terms and conditions of the contract.
4. Award the contract at least two weeks before the program operation begins. If a protest is received, it will be handled in accordance with appropriate regulations.
5. Retain all records pertaining to the formal competitive proposal process for a period of five years plus the current year.

The District incorporates the following elements into the Procurement Policy as required by regulation:

1. Competition: The District shall demonstrate that goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted.
2. Comparability: The District recognizes the need for true competition to take place and will maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles.
3. Documentation: The District shall maintain, for the current year and the preceding three years, all significant materials that will serve to document policies and procedures.
4. Code of Conduct: This program shall be governed by the following:
 - A. No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by federal, state, or local funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
 - B. No employee, officer, or agent of the District may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
 - C. Employees, officers or agents of the District that violate these standards shall be subject to appropriate disciplinary actions.

This Code of Conduct shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program.

5. Procurement Review Process: This procurement plan shall receive an internal program review on an annual basis by a staff person who is not associated with the food service procurement process. This review shall be summarized in written form and kept with the other required program documentation.
6. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation.
7. General Requirements: Small, minority, and women's business enterprises and labor firms are to be used when possible. Ensure compliance with the Buy American Provision when purchasing food. Also, a cost or price analysis in connection with every procurement action shall be made on actions in excess of the Small Purchase Threshold, including contract modifications. Finally, documented procurement procedures and activities will be maintained.
8. Duties of Food Service Supervisor:
 - A. Plan the goods or services needed for the school food service program for the school year based on planned menus through needs assessment, forecasting and budgeting.
 - B. Develop written specifications for food/supplies needed including details such as descriptions and product requirements (e.g., packaging, weight, pack size, etc.) for needed goods or services.
 - C. Compare product specifications among all vendors/contractors with price information obtained from grocery stores, farmer's markets, etc.
 - D. Make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service, and price.
 - E. Place and confirm orders with vendors or make plans to purchase the required items.
 - F. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service, and price.
 - G. To work with vendors on a fair and equal basis.
 - H. To conduct an in-house procurement review once per year.

Approved 7-2019 Reviewed 6-17-19; 7-15-19 Revised 7-15-19

HASTINGS PUBLIC SCHOOLS

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It is the policy of the Hastings Public Schools to implement all required and recommended procurement rules, regulations, and policies established for the National School Lunch and Breakfast Programs by appropriate federal and state authorities. To that end, the District establishes the following:

Procurement Policy

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

- When the annual total for food service program related items is less than \$250,000 (**simplified acquisition** threshold) (per procurement event or in aggregate purchases)-the District will follow the informal **Simplified acquisition** Procedures.
- When the annual total for food service program related items is greater than \$250,000 (**simplified acquisition** threshold) per year per procurement event or in aggregate purchases the District will follow the Formal Competitive Solicitation Procedures.

Micro-Purchase Procedures

Micro-purchases may be used for single purchases under \$10,000 per vendor. Under this procedure, prices must be reviewed for reasonableness. In addition, purchases will be spread equitably among all qualified sources.

Simplified acquisition Procedures

The **Simplified acquisition** Procedure is for purchases made below the **simplified acquisition** threshold. When these procedures are used, the District will take the following steps:

1. Contact a reasonable number of qualified vendors;
2. Write specifications for goods and services;
3. Document each vendor's quoted price (example, a log sheet);
4. Select the company that provides the lowest, most responsive, and responsible bid;
5. Document supplier who was awarded the quote; and
6. Manage orders by confirming product and prices match quotes.

Formal Competitive Solicitation Procedures

For purchases made in excess of the **simplified acquisition** threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation procedures are used, the District will take the following steps:

1. Prepare a Request for Proposal (RFP) document specifically addressing the items to be procured. The RFP will include detailed specifications and heavily weight price.
2. Publicly announce and advertise the bid/proposal at least 21 days prior to proposal opening. Announcements will include the date, time, and location of the meeting to open proposals.
3. Determine the most responsive and responsible proposal by using the selection criteria set forth in the proposal document. Responsible vendors will be those whose proposal most conforms to all the terms, conditions, and requirements of the RFP. Responsible vendors will be those who are capable of performing successfully under the terms and conditions of the contract.
4. Award the contract at least two weeks before the program operation begins. If a protest is received, it will be handled in accordance with appropriate regulations.
5. Retain all records pertaining to the formal competitive proposal process for a period of five years plus the current year.

The District incorporates the following elements into the Procurement Policy as required by regulation:

1. Competition: The District shall demonstrate that goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted.
2. Comparability: The District recognizes the need for true competition to take place and will maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles.
3. Documentation: The District shall maintain, for the current year and the preceding three years, all significant materials that will serve to document policies and procedures.
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 - A. No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by federal, state, or local funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
 - B. No employee, officer, or agent of the District may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
 - C. Employees, officers or agents of the District that violate these standards shall be subject to appropriate disciplinary actions.

This Code of Conduct shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program.

5. Procurement Review Process: This procurement plan shall receive an internal program review on an annual basis by a staff person who is not associated with the food service procurement process. This review shall be summarized in written form and kept with the other required program documentation.
6. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation.
7. General Requirements: Small, minority, and women's business enterprises and labor firms are to be used when possible. Ensure compliance with the Buy American Provision when purchasing food. Also, a cost or price analysis in connection with every procurement action shall be made on actions in excess of the **Simplified acquisition** threshold, including contract modifications. Finally, documented procurement procedures and activities will be maintained.
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 - G. To work with vendors on a fair and equal basis.
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Approved 7-2019

Reviewed 6-17-19; 7-15-19; 6/12/25

Revised 7-15-19; 6/16/25

HASTINGS PUBLIC SCHOOLS

ENTRANCE - ADMISSIONS

All persons age five through twenty who reside within the boundaries of this School District may attend public schools without payment of tuition. Upon a student's twenty-first birthday, all services shall be discontinued unless the student has an identified handicapping condition and is receiving special education services (see Board of Education Policy 604.03). In addition, persons who do not reside in the District may be admitted under Board of Education policies relating to non-resident students or by specific action of the Board of Education.

The Board of Education may establish fees for students to attend summer programs.

A birth certificate, or other acceptable proof of legal age, and proof of residence are required prior to admission.

In accordance with Nebraska law, a physical examination by a qualified physician, physician assistant, or nurse practitioner is required within six months prior to the entrance of a child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade of the local school, provided no such physical examination shall be required of any child whose parent or guardian objects thereto in writing. The cost of such physical examination shall be borne by the parent or guardian of each child who is examined.

In addition, also in accordance with Nebraska law, students shall be immunized against measles, mumps, rubella, polio, diphtheria, tetanus, pertussis, varicella, and any other required immunizations prior to enrollment. Any student not in compliance shall not be permitted to continue in school. Exceptions shall be granted for the following: (1) medical exceptions for health reasons substantiated by a signed statement submitted from a physician; or (2) religious conflict substantiated by a signed affidavit from the student or the student's legal guardian, if the student is a minor. Students may be provisionally enrolled if they have begun the required immunizations and continue to receive the necessary immunizations as rapidly as is medically feasible. The cost of immunization shall be borne by the parent or guardian of each child immunized.

Kindergarten

In accordance with Nebraska law, a child must be five (5) years of age on or before July 31 of the current school year in order to enter kindergarten. Students who will reach the age of five years on or after August 1 and on or before

October 15 of such school year may be admitted 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 relocation to another jurisdiction that would allow admission within the current year, or (iii) the child has demonstrated the capability of carrying the work of kindergarten.

To initiate the procedure for determining if a child is considered capable of carrying out the work of kindergarten, the parent or guardian will make application for early entrance. The application must be received by the District by May 1st. Upon review of the application materials, the District will either counsel the parents about concerns with the child's skills in meeting the demands of the kindergarten curriculum or recommend the administration of a developmental assessment by District personnel. Based on the results of the developmental assessment, the child may be admitted for early entrance.

Middle School

To enter Middle School, students must have met the criteria established for elementary promotion or the criteria established here for students transferring from non-accredited schools.

Senior High

To enter Senior High School, a student must have met the criteria established for Middle School promotion for students enrolled in the Hastings Middle School or the criteria established here for students transferring from non-accredited schools.

Transfer Students

A student transferring from an accredited school will be placed in Hastings Public Schools at the grade level that is comparable to the placement in the school from which the student is transferring. Temporary placement may be made until a student's records are received to verify the placement.

A student transferring during grades 9-12 will be responsible for meeting all graduation requirements of the Hastings Public Schools if the student desires to earn a Hastings High School diploma. Credits earned during grades 9-12 at an accredited school will be counted toward Hastings High School graduation requirements.

Credits earned from non-accredited schools in grades 9-12 must be verified by subject matter tests, based on the curriculum of the Hastings Public Schools, originated and given by Hastings High School teachers teaching the courses for which verification is sought. Based on the performance of a student on such a subject matter test, in comparison to other students in the class receiving credit, the principal will determine the amount of credit to be awarded, if any. Disputes arising over the determination or awarding of credit may be appealed to the Superintendent of Schools.

A student transferring from a non-accredited school during grades 1-8 will be placed according to the student's age, his/her performance on standardized achievement test(s), and/or any other appropriate sources of information. If a student scores lower than one grade level below the grade level appropriate for his/her age level, the student may be placed at a grade level one or two grades below the grade level appropriate for his/her age level. All other students will be placed at the grade level appropriate for their age level. Disputes arising over the grade placement of a student may be appealed to the Superintendent of Schools.

The District administration, in conjunction with the building principal, will determine the appropriate grade level/credit status of a student transferring from a foreign country.

Military Families

If a parent presents evidence to the District of military orders that military family will be stationed in the State of Nebraska during the current or following school year, the District will enroll preliminarily the parent's students.

Legal Reference: N.D.E. Rule 10 (92 NAC 10), Rule 19, and Rule 13
R.R.S. 79-215, 79-201, 79-444.01, 79-444.06, and 79-444.07

Approved 12-15-03 Reviewed 11-15-11; 6-17-19; 7-15-19 Revised 12-19-11; 7-15-19; 12-14-20

HASTINGS PUBLIC SCHOOLS

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The Board of Education may establish fees for students to attend summer programs.

A birth certificate, or other acceptable proof of legal age, and proof of residence are required prior to admission.

In accordance with Nebraska law, a physical examination by a qualified physician, physician assistant, or nurse practitioner is required within six months prior to the entrance of a child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade of the local school, provided no such physical examination shall be required of any child whose parent or guardian objects thereto in writing. The cost of such physical examination shall be borne by the parent or guardian of each child who is examined.

In addition, also in accordance with Nebraska law, students shall be immunized against measles, mumps, rubella, polio, diphtheria, tetanus, pertussis, varicella, and any other required immunizations prior to enrollment. Any student not in compliance shall not be permitted to continue in school. Exceptions shall be granted for the following: (1) medical exceptions for health reasons substantiated by a signed statement submitted from a physician; or (2) religious conflict substantiated by a signed affidavit from the student or the student's legal guardian, if the student is a minor. Students may be provisionally enrolled if they have begun the required immunizations and continue to receive the necessary immunizations as rapidly as is medically feasible. The cost of immunization shall be borne by the parent or guardian of each child immunized.

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To initiate the procedure for determining if a child is considered capable of carrying out the work of kindergarten, the parent or guardian will make application for early entrance. The application must be received by the District by May 1st. Upon review of the application materials, the District will either counsel the parents about concerns with the child's skills in meeting the demands of the kindergarten curriculum or recommend the administration of a developmental assessment by District personnel. Based on the results of the developmental assessment, the child may be admitted for early entrance.

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A student transferring during grades 9-12 will be responsible for meeting all graduation requirements of the Hastings Public Schools if the student desires to earn a Hastings High School diploma. Credits earned during grades 9-12 at an accredited school will be counted toward Hastings High School graduation requirements.

Credits earned from non-accredited schools in grades 9-12 must be verified by subject matter tests, based on the curriculum of the Hastings Public Schools, originated and given by Hastings High School teachers teaching the courses for which verification is sought. Based on the performance of a student on such a subject matter test, in comparison to other students in the class receiving credit, the principal will determine the amount of credit to be awarded, if any. Disputes arising over the determination or awarding of credit may be appealed to the Superintendent of Schools.

A student transferring from a non-accredited school during grades 1-8 will be placed according to the student's age, his/her performance on standardized achievement test(s), and/or any other appropriate sources of information. If a student scores lower than one grade level below the grade level appropriate for his/her age level, the student may be placed at a grade level one or two grades below the grade level appropriate for his/her age level. All other students will be placed at the grade level appropriate for their age level. Disputes arising over the grade placement of a student may be appealed to the Superintendent of Schools.

The District administration, in conjunction with the building principal, will determine the appropriate grade level/credit status of a student transferring from a foreign country.

Military Families

If a parent presents evidence to the District of military orders that military family will be stationed in the State of Nebraska during the current or following school year, **and the parent resides in or is stationed on federally owned property within the boundaries of the District, the District will enroll preliminarily the parent's students, including any such student that has an Individualized Education Plan, a 504 plan, or otherwise receives special education services.**

Legal Reference: N.D.E. Rule 10 (92 NAC 10), Rule 19, and Rule 13
R.R.S. 79-215, 79-201, 79-444.01, 79-444.06, and 79-444.07
LB 143 (2025)

Approved 12-15-03

Reviewed 11-15-11; 6-17-19; 7-15-19; 6/12/25

Revised 12-19-11; 7-15-19; 12-14-20; 6/16/25

HASTINGS PUBLIC SCHOOLS

STUDENT DISCIPLINE

- 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 (not to exceed an additional 48 hours) 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. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.

- 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 parents/guardian 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 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. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

- 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 offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. 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.

- g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution of institution accredited by one of the six regional accrediting bodies in the United States.
 - h. Exception for Pre-Kindergarten through Second Grade students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with the Policy's disciplinary procedures.
 - i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.
4. Emergency Exclusion: A student may be excluded from school in the following circumstances:
- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
 - b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. 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 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 a reasonable recipient 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 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 as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. 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. 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.

10. 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.
11. 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.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. 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.
15. 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.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. 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.

18. 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. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. 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. The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

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.

Legal Reference: Neb. Rev. Stat. sections 79-254 to 79-296
LB 43 (2024)

Forms related to this Policy are attached as Exhibit A.

Approved: 7-19-2005

Reviewed: 6-17-19; 7-15-19; 7-13-23; 6-13-24

Revised: 7-15-19; 7-17-23; 6-17-24

HASTINGS PUBLIC SCHOOLS

STUDENT DISCIPLINE

- 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 (not to exceed an additional 48 hours) 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. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.

- 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 parents/guardian 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 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. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.

- 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 offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. 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.

- g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution of institution accredited by one of the six regional accrediting bodies in the United States.
 - h. Exception for Pre-Kindergarten through Second Grade students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with the Policy's disciplinary procedures.
 - i. Religious Freedom. The District will not substantially burden a student's right to religious exercise unless the student's religious exercise is disruptive to the school environment, not permitted by staff, may pose a safety risk, or would otherwise interfere with the school day.
4. Emergency Exclusion: A student may be excluded from school in the following circumstances:
- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
 - b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. 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 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 a reasonable recipient 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 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 as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. 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. This includes "deep fakes" or other computer generated images of students of staff intended to bully, harass, intimidate, or humiliate another student or staff member.

9. 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.
10. 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.
11. 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.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. 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.
- ~~15. 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.~~
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. 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.
18. 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. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to

the student's maturity, mental capacity, and behavioral disorders, where applicable. 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. The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

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.

Legal Reference: Neb. Rev. Stat. sections 79-254 to 79-296
LB 43 (2024)

Forms related to this Policy are attached as Exhibit A.

Approved: 7-19-2005

Reviewed: 6-17-19; 7-15-19; 7-13-23; 6-13-24; 6/12/25

Revised: 7-15-19; 7-17-23; 6-17-24; 6/16/25

HASTINGS PUBLIC SCHOOLS

STUDENT PROMOTION

Pupils will be enrolled in grades and classes in which they can be expected to master established District instructional/learning objectives. All pupils who are included under the compulsory school attendance law must be enrolled and required to attend all classes prescribed by the state and the District Board of Education unless exempt by the school authorities.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the principal and other professional staff, such exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation to each student's parents. Parents may ask the Superintendent of Schools to review the recommendation and make the final the decision if they are not satisfied with the rationale.

High school students will be classified in certain grades according to the following criteria:

- Freshman (ninth-grade student) - A student in his/her first year of a four-year senior high school or a student with sufficient credits to expect graduation in four years.
- Sophomore (tenth-grade student) - A student in the second year of enrollment in a four-year senior high school who has earned sufficient credits to expect graduation in three years (55 credit hours or more).
- Junior (eleventh-grade student) - A student with two or more years of enrollment in a senior high school who has earned sufficient credit to expect graduation in two years (110 credit hours or more).
- Senior (twelfth-grade student) - A student with three or more years of enrollment in a senior high school who has earned sufficient credit to expect graduation in one year (165 credit hours or more).

Legal Reference: Neb. Statute 79-526
R.R.S. 79-443 District Board; schools; supervision
and control

Cross Reference: 100 District Organization and Basic Commitments
503 Student Attendance
509.05 Graduation

Approved 9-15-03 Reviewed 06-17-24 Revised 07-15-24

HASTINGS PUBLIC SCHOOLS

STUDENTS

PROMOTION AND RETENTION

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

If a parent or guardian would like their student to retake a grade level, the parent or guardian must meet with the Superintendent or designee to discuss the student repeating a grade. At that meeting, the parent or guardian must provide evidence of academic needs, illness, or excessive absenteeism that would warrant the student to repeat the grade. A student in kindergarten through fourth grade may be retained due to academic needs, illness, or excessive absenteeism. A student in grades fifth through twelfth grade may be retained due to excessive absenteeism. At such meeting, the Superintendent or designee shall identify any alternative educational opportunities, including remedial instruction, if applicable, and verify any special education supports available to such student. If the student's parent or guardian still intends for their student to repeat a grade, such parent or guardian shall then complete the required form and return such form to the District. Upon completion of the form and if all requirements pursuant to this policy and law are met, the District shall permit the student to repeat the student's grade for the next school year.

Legal Reference: Neb. Rev. Stat. Sec. 79-526 & **79-2,161**
 R.R.S. 79-443 District Board; schools; supervision
 and control

Cross Reference: 100 District Organization and Basic Commitments
 503 Student Attendance
 509.05 Graduation

Approved 9-15-03

Reviewed 06-17-24: **6/12/25**

Revised 07-15-24: **6/16/25**

HASTINGS PUBLIC SCHOOLS

DR. BRIAN L. MAHER, COMMISSIONER



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Lincoln, NE 68509-4987



education.ne.gov



Request to Repeat a Grade
August 2024

[Nebraska Revised Statute 79-2.161](#) establishes a procedure whereby a parent or guardian can request their child to repeat a grade for the following reasons:

- a) Academic needs (*Student in grades Kindergarten thru fourth*) – Academic needs means that a child is at least one year below grade level and behind the child's typically developing peers in reading, English, and language arts such that the child does not possess the necessary academic skills required to succeed in reading, English, and language arts at grade level for the next grade the student would otherwise advance to
- b) Excessive Absenteeism (*Student in grades K-12*) – Excessive absenteeism means that the child was absent fifty percent or more of the school year and includes excused absences, unexcused absences, and absences due to suspension or expulsion. Absences due to approved school-related activities, such as field trips, competitions, athletic events, and testing, are not included; and
- c) Illness (*Student in grades Kindergarten thru fourth*) - Illness means that the child experienced a severe mental or physical illness resulting in hospitalization of two or more weeks during the school year.

A parent or guardian intending to have their child repeat a grade shall request a meeting with school district superintendent or their designee to discuss the decision. The meeting should identify any alternative educational opportunities. If after meeting with the superintendent or their designee, the parent still wishes to retain their child, they must complete this form.

Parent/Guardian Name: _____

Name of Child: _____

Grade Level to be Repeated: _____

Current School District: _____

Date of Meeting with District: _____

Reason and Description for Requesting Repeating of Grade:

Academic Needs (K-4)

Excessive Absenteeism (K-12)

Illness (K-4)

Summary of Meeting with Superintendent or their Designee:

Please submit this form to the superintendent or their designee with whom you met initially about the request for retention. Upon completion of the form, and if all requirements are met, the school district shall honor the request to repeat a grade for the next school year.

Signature of Parent/Guardian Date

To be completed by district:

School of Attendance Name: _____

School of Attendance Code: _____

Student State ID (To be Provided by District): _____

Signature of Superintendent/Designee Date

Districts, please retain a copy of this form, and email nde.form@nebraska.gov for instructions on how to securely submit this form.

PARENT AND FAMILY ENGAGEMENT

The Parent and Family Engagement Policy has been adopted to encourage parental and family involvement with the school. This policy reflects the input of parents. It is to be updated annually and distributed to parents and family members in an understandable and uniform format. Given this policy, the following policies, rules, and regulations shall apply:

1. In the event any parent has a complaint or objection to any instructional materials, the procedures of Policy 606.03 shall be followed. Parents shall be provided, upon request, a listing of textbooks, standardized tests, and copyrighted curriculum materials that will be used with reference to their child during the current or upcoming year. Teachers shall also, upon request, discuss curriculum and the use of presentations by non-district personnel planned for the student with the parents.
2. It shall be the practice of the District, upon reasonable advance request by parents to attend and monitor courses, assemblies, counseling sessions, and other instructional activities, to permit such parents to be in attendance at such activities, unless such attendance would substantially interfere with a legitimate school interest. (See Board of Education Policy 1005.07 and 1005.08). Notice of field trips shall be provided according to the provisions of Administrative Rule 607.05.
3. It shall be the practice of the District to encourage communications from parents concerning when they believe it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parents may find objectionable. Provisions for such may be found under Policy 504.01.
4. At the beginning of each school year, if the District receives Title I funding, the District shall notify parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request, and in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
 - (A) Whether the student's teacher –
 - (1) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - (2) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - (3) is teaching in the field of discipline of the certification of the teacher.

(B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

5. At the beginning of each school year, if the District receives Title I funding, the District shall notify parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request, and in a timely manner, information regarding any State or District-wide assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District-wide assessment, including: the subject to be assessed; the purpose for which the assessment is designed and used; the source of the requirement for the assessment; the amount of time students will spend taking the assessment; the schedule for the assessment; and the time and format for disseminating results.
6. 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. The District will also inform parents of opportunities to participate in various school programs as set forth in the ESSA, in a language the parents can understand.
7. It shall be the practice of the District to provide full access to the records of students to parents, all as set forth in P.L. 79-2, 104, the Federal Education Right to Privacy Act, other applicable law, and the provisions of Board of Education Policy 507.01, during regular business hours of the school.
8. It shall be the practice of the District to notify the parents of any student who may be subjected to a standard norm-referenced and to notify the parents, when reasonable to do so, where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments, and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student shall be prohibited unless the parents consent in writing that such tests be administered to their child.

9. Prior to any school-sponsored survey being administered to the students of the District, it shall be the duty of the Superintendent or his/her designee to notify the parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which the results of the survey will be used from the school's perspective. Parents may excuse their child from participation in the survey by using the provisions of Policy 504.01.
10. Parents of children attending schools receiving Title I funding are to be involved in the planning, review, evaluation and improvement of the Title I Program, the Parent and Family Engagement Policy, and the School-Parent Compact at an annual parent meeting.
11. The District will coordinate and integrate parental involvement programs and activities with other federal, state and local programs that encourage and support parents in more fully participating in the education of their children.

Legal Reference: ESSA

Approved 12-16-02 Reviewed 8-18-03, 8-16-04, 8-15-05, 8-21-06, 8-20-07, 8-18-08, 8-17-09, 07-19-10, 06-20-11, 7-17-17, 11-20-17, 12-18-17 Revised 07-19-10, 07-18-11, 7/17/17, 12-18-17

HASTINGS PUBLIC SCHOOLS

PARENT AND FAMILY ENGAGEMENT

The Parent and Family Engagement Policy has been adopted to encourage parental and family involvement with the school. This policy reflects the input of parents. It is to be updated annually and distributed to parents and family members in an understandable and uniform format. Given this policy, the following policies, rules, and regulations shall apply:

1. In the event any parent, **guardian, or educational decision maker** has a complaint or objection to any instructional materials, the procedures of Policy 606.03 shall be followed. Parents, **guardian, or educational decision maker** shall be provided, upon request, a listing of textbooks, standardized tests, and copyrighted curriculum materials that will be used with reference to their child during the current or upcoming year. Teachers shall also, upon request, discuss curriculum and the use of presentations by non-district personnel planned for the student with the parents, **guardian, or educational decision maker**.
2. It shall be the practice of the District, upon reasonable advance request by parents, **guardian, or educational decision maker** to attend and monitor courses, assemblies, counseling sessions, and other instructional activities, to permit such parents to be in attendance at such activities, unless such attendance would substantially interfere with a legitimate school interest. (See Board of Education Policy 1005.07 and 1005.08). Notice of field trips shall be provided according to the provisions of Administrative Rule 607.05.
3. It shall be the practice of the District to encourage communications from parents, **guardian, or educational decision maker** concerning when they believe it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parents, **guardian, or educational decision maker** may find objectionable. Provisions for such may be found under Policy 504.01.
4. At the beginning of each school year, if the District receives Title I funding, the District shall notify parents, **guardian, or educational decision maker** of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request, and in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
 - (A) Whether the student's teacher –
 - (1) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - (2) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - (3) is teaching in the field of discipline of the certification of the teacher.

(B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

5. At the beginning of each school year, if the District receives Title I funding, the District shall notify parents, **guardian, or educational decision maker** of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request, and in a timely manner, information regarding any State or District-wide assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District-wide assessment, including: the subject to be assessed; the purpose for which the assessment is designed and used; the source of the requirement for the assessment; the amount of time students will spend taking the assessment; the schedule for the assessment; and the time and format for disseminating results.
6. Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents, **guardian, or educational decision maker** and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial, or ethnic minority background or are migratory children. The District will also inform parents, **guardians, or educational decision makers** of opportunities to participate in various school programs as set forth in the ESSA, in a language the parents can understand.
7. It shall be the practice of the District to provide full access to the records of students to parents, **guardian, or educational decision maker** all as set forth in P.L. 79-2, 104, the Federal Education Right to Privacy Act, other applicable law, and the provisions of Board of Education Policy 507.01, during regular business hours of the school.
8. It shall be the practice of the District to notify the parents, **guardian, or educational decision maker** of any student who may be subjected to a standard norm-referenced and to notify the parents, when reasonable to do so, where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments, and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student shall be prohibited unless the parents consent in writing that such tests be administered to their child.
9. **Parents, guardians, and educational decisionmakers will be notified in advance of any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:**

- Political affiliations or beliefs of the student or the student's parent, guardian, or educational decisionmaker;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent, guardian, or educational decisionmaker; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey administered by the District that asks a student to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers that their students will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. After receiving such notice, parents, guardians, and educational decisionmakers may request a copy of the survey, review the survey, and/or exempt their student from participating in the survey.

No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six. No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

10. Parents, **guardian, or educational decision maker** of children attending schools receiving Title I funding are to be involved in the planning, review, evaluation and improvement of the Title I Program, the Parent and Family Engagement Policy, and the School- Parent Compact at an annual parent meeting.
11. The District will coordinate and integrate parental involvement programs and activities with other federal, state and local programs that encourage and support parents, **guardian, or educational decision maker** in more fully participating in the education of their children.

Legal Reference: ESSA

Approved 12-16-02 Reviewed 8-18-03, 8-16-04, 8-15-05, 8-21-06, 8-20-07,
8-18-08, 8-17-09, 07-19-10, 06-20-11, 7-17-17, 11-20-17, 12-18-17 Revised 07-
19-10, 07-18-11, 7/17/17, 12-18-17

HASTINGS PUBLIC SCHOOLS

StudentsFull-time and Part-time EnrollmentFull-time Enrollment

Students must be enrolled in Hastings Public Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an interlocal agreement or other arrangement approved by the School Board; and
6. non-public school students in accordance with the policies and procedures set forth in this policy.

Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as "non-public school students."

The School Board establishes the following guiding principles for enrollment of non-public school students:

- (1) The primary school for a non-public school student is the student's private, denominational, parochial or home school.
- (2) Enrollment of a non-public school student in Hastings Public Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.
- (3) Non-public school students are not to be given priority over full-time students.

- (4) Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
- (5) Enrollment of non-public school students is not to negatively affect the educational services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of non-public school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.
2. Deadline for Applications. The application must be received by August 1st preceding the school year the student wishes to enroll.
 - a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
 - b. High School Course Exception: The application deadline for a student who desires to enroll in a second semester high school course is December 1st.
3. Action on Applications. The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.
4. Appeals. The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason

includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.

5. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that enrollment will be continued from one year to the next.

B. Non-Public School Student Admission

1. Admission Requirements. Students must meet the normal admission requirements. This includes the requirements that the student: be a resident of the District, be of school attendance age and not have graduated or have received a GED.
2. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.

C. Non-Public School Student Enrollment Standards

1. Maximum Enrollment. Students may not enroll in more than 2 middle school or high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day.
2. Capacity Limits. Enrollment will ordinarily be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes will not ordinarily be available for non-public school students.
3. Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.
4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determines to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the

District uses for making academic placement decisions.

5. Selection of Courses. Subject to Paragraphs 1 through 4 of this Paragraph C, and all other applicable provisions of this Policy, non-public school students may select their courses.

D. Non-Public School Student Policies

1. General Standard. Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.
2. Building assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.
3. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled, including as applicable State or District-wide assessments, as full-time students.
4. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.
5. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.
6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students

are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.

7. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement, unless otherwise required by law. Full-time students will be given first consideration for parking on the high school campus.

8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.

9. Extracurricular Activities. Any student who is a resident of the District and who is enrolled in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements may participate in any of the District's extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. The District's Activities Director will coordinate with the student's parent or guardian to secure assurances of compliance with these expectations. Any student covered by this subsection must enroll in five credit hours through the District in any semester. There shall be no preference given to any student participating in any extracurricular activity based off their status as a full-time or part-time student. Part-time students will be expected to comply with the same or similar expectations as full-time students to participate in any activity, including team rules. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Legal Reference: Neb. Rev. Stat. Sec. 79-2,136 and Sec. 79-526
LB 705, § 75
Title 92, Nebraska Administrative Code, Chapter 10

Approved 08/21/2023 Reviewed _____ Revised _____
HASTINGS PUBLIC SCHOOLS

Students

Full-time and Part-time Enrollment

Full-time Enrollment

Students must be enrolled in Hastings Public Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an interlocal agreement or other arrangement approved by the School Board; and
6. non-public school students in accordance with the policies and procedures set forth in this policy.

Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as "non-public school students."

The School Board establishes the following guiding principles for enrollment of non-public school students:

- (1) The primary school for a non-public school student is the student's private, denominational, parochial or home school.
- (2) Enrollment of a non-public school student in Hastings Public Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.
- (3) Non-public school students are not to be given priority over full-time students.

- (4) Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
- (5) Enrollment of non-public school students is not to negatively affect the educational services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of non-public school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.
2. Deadline for Applications. The application must be received by August 1st preceding the school year the student wishes to enroll.
 - a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
 - b. High School Course Exception: The application deadline for a student who desires to enroll in a second semester high school course is December 1st.
3. Action on Applications. The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.
4. Appeals. The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason

includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.

5. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that enrollment will be continued from one year to the next.

B. Non-Public School Student Admission

1. Admission Requirements. Students must meet the normal admission requirements. This includes the requirements that the student: be a resident of the District, be of school attendance age and not have graduated or have received a GED.
2. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.

C. Non-Public School Student Enrollment Standards

1. Maximum Enrollment. Students may not enroll in more than 2 middle school or high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day.
2. Capacity Limits. Enrollment will ordinarily be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes will not ordinarily be available for non-public school students.
3. Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.
4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determines to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the

District uses for making academic placement decisions.

5. Selection of Courses. Subject to Paragraphs 1 through 4 of this Paragraph C, and all other applicable provisions of this Policy, non-public school students may select their courses.

D. Non-Public School Student Policies

1. General Standard. Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.
2. Building assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.
3. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled, including as applicable State or District-wide assessments, as full-time students.
4. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.
5. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.
6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students

are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.

7. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement, unless otherwise required by law. Full-time students will be given first consideration for parking on the high school campus.
8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.
9. Extracurricular Activities. Any student who is a resident of the District and who is enrolled in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements may participate in any of the District's extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. **Non resident students may only be admitted on a part time basis or permitted to participate in a school-sponsored extracurricular activity when required by law.** The District's Activities Director will coordinate with the student's parent or guardian to secure assurances of compliance with these expectations. Any student covered by this subsection must enroll in five credit hours through the District **in the semester which the student participates in an extra-curricular activity**. There shall be no preference given to any student participating in any extracurricular activity based off their status as a full-time or part-time student. Part-time students will be expected to comply with the same or similar expectations as full-time students to participate in any activity, including team rules. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Legal Reference: Neb. Rev. Stat. Sec. 79-2,136 and Sec. 79-526
LB 705, § 75
Title 92, Nebraska Administrative Code, Chapter 10
LB 306

Approved 08/21/2023 Reviewed 06/12/25 Revised 06/16/25
HASTINGS PUBLIC SCHOOLS

ANTI-DISCRIMINATION, ANTI-HARASSMENT, AND ANTI-RETALIATION

1. Elimination of Discrimination

The Hastings Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Hastings Public Schools does not illegally or unjustly discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth, or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated as “Coordinators” to handle inquiries regarding the non-discrimination policies:

Students: Director of Special Education, 1924 West A Street, Hastings, Nebraska, 68901, 402-461-7516

Employees and Others: Director of Human Resources and Operations, 1924 West A Street, Hastings, Nebraska, 68901, 402-461-7501

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12th Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

2. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others

Purpose:

The Hastings Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran

status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

Name-calling,
Teasing or taunting,
Insults, slurs, or derogatory names or remarks,
DemEANing jokes,
Inappropriate gestures,
Graffiti or inappropriate written or electronic material,
Visual displays, such as cartoons, posters, or electronic images,
Threats or intimidating or hostile conduct,
Physical acts of aggression, assault, or violence, or
Criminal offenses.

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

Unwelcome sexual advances or propositions,
Requests or pressure for sexual favors,
Comments about an individual's body, sexual activity, or sexual attractiveness,
Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or

Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see “Grievance or Complaint Procedures” in Rule 404.06), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

3. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

Approved 10/19/2015 Reviewed 6-18-18; 7-16-18; 8-20-18 Revised 8-20-18; 7-13-20

HASTINGS PUBLIC SCHOOLS

ANTI-DISCRIMINATION, ANTI-HARASSMENT, AND ANTI-RETALIATION

The Hastings Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated. Should unlawful discrimination, harassment, and/or retaliation be alleged, the following shall apply.

Grievance or Complaint Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation (“discrimination”) to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline**. Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- Providing the parties with the opportunity to present witnesses and provide evidence.

- An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.

- For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- A summary of the facts,

- Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and

- If a finding is made that discrimination, harassment or other inappropriate

conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.

Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, the designated compliance officer, and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted

Training:

The District will ensure that relevant District employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive additional specific training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.

- Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.

- Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).

- Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.

Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.

Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.

Reviewing all evidence in harassment or violence cases to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.

Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.

Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.

Recommending changes to this policy and grievance procedure.

Performing other duties as assigned.

Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District (see Attachment B). The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Approved 10/19/2015 Reviewed 6-18-18; 7-16-18; 8-20-18 Revised 8-20-18; 7-13-20

HASTINGS PUBLIC SCHOOLS

**Complaint Form
Discrimination, Harassment or Retaliation**

The Hastings Public School District does not illegally or unjustly discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity or other protected status, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 404.06 for particular information pertaining to the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:

Students: Director of Special Education, 1924 West A Street, Hastings, Nebraska, 68901, 402-461-7516

Employees and Others: Director of Human Resources and Operations, 1924 West A Street, Hastings, Nebraska, 68901, 402-461-7501

Name: _

Date: _

(1) Description of the complaint: _

(2) Names of any witnesses to the matter being complained about: _

(3) Identify and attach any document supporting the complaint: _

(4) Confidentiality: I (check one) _ Do/do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do or do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

(5) Relief requested (what I want done in response to this complaint): _

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Signature: _

For HPS Use Only

Received by: _

Date: _

Notice of Nondiscrimination

The Hastings Public School District does not illegally or unjustly discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Director of Special Education, 1924 West A Street, Hastings, Nebraska, 68901, 402-461-7516

Employees and Others: Director of Human Resources and Operations, 1924 West A Street, Hastings, Nebraska, 68901, 402-461-7501

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12th Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

ANTI-DISCRIMINATION, ANTI-HARASSMENT, AND ANTI-RETALIATION

1. Elimination of Discrimination

The Hastings Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Hastings Public Schools does not illegally or unjustly discriminate on the basis of sex, disability, race, color, religion, **military or** veteran status, national or ethnic origin, marital status, pregnancy, childbirth, or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated as “Coordinators” to handle inquiries regarding the non-discrimination policies:

Students: Director of Special Education, 1515 West 8th Street, Hastings, Nebraska, 68901, 402-461-7516

Employees and Others: Director of Human Resources and Operations, 1515 West 8th Street, Hastings, Nebraska, 68901, 402-461-7501

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12th Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

2. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others

Purpose:

The Hastings Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, **military or**

veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

Name-calling,
Teasing or taunting,
Insults, slurs, or derogatory names or remarks,
Demeaning jokes,
Inappropriate gestures,
Graffiti or inappropriate written or electronic material,
Visual displays, such as cartoons, posters, or electronic images,
Threats or intimidating or hostile conduct,
Physical acts of aggression, assault, or violence, or
Criminal offenses.

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

Unwelcome sexual advances or propositions,
Requests or pressure for sexual favors,
Comments about an individual's body, sexual activity, or sexual attractiveness,
Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or

Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see “Grievance or Complaint Procedures” in Rule 404.06), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

3. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

Approved 10/19/2015

Reviewed 6-18-18; 7-16-18; 8-20-18; 6/12/25

Revised 8-20-18; 7-13-20; 6/16/25

HASTINGS PUBLIC SCHOOLS

ANTI-DISCRIMINATION, ANTI-HARASSMENT, AND ANTI-RETALIATION

The Hastings Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated. Should unlawful discrimination, harassment, and/or retaliation be alleged, the following shall apply.

Grievance or Complaint Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation (“discrimination”) to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **be determined by the investigator and in compliance with any legal requirements**. Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- Providing the parties with the opportunity to present witnesses and provide evidence.

- An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.

- For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- A summary of the facts,

- Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and

- If a finding is made that discrimination, harassment or other inappropriate

conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District **may, when appropriate or when legally required**, send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) week** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.

Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board, **or a committee of the Board of Education**, to present his or her appeal. The Board will issue a written determination about the appeal. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted

Training:

The District will ensure that relevant District employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive additional specific training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.

- Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.

- Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).

- Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.

Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.

Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.

Reviewing all evidence in harassment or violence cases to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.

Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.

Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.

Recommending changes to this policy and grievance procedure.

Performing other duties as assigned.

Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District (see Attachment B). The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Approved 10/19/2015

Reviewed 6-18-18; 7-16-18; 8-20-18; 6/12/25

Revised 8-20-18; 7-13-20; 6/16/25

HASTINGS PUBLIC SCHOOLS

**Complaint Form
Discrimination, Harassment or Retaliation**

The Hastings Public School District does not illegally or unjustly discriminate on the basis of sex, disability, race, color, religion, **military or** veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity or other protected status, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 404.06 for particular information pertaining to the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:

Students: Director of Special Education, 1515 West 8th Street, Hastings, Nebraska, 68901, 402-461-7516

Employees and Others: Director of Human Resources and Operations, 1515 West 8th Street, Hastings, Nebraska, 68901, 402-461-7501

Name: _____ Date: _____

(1) Description of the complaint:

(2) Names of any witnesses to the matter being complained about:

(3) Identify and attach any document supporting the complaint:

(4) Confidentiality: I (check one) Do / Do Not give consent to my identity being shared with the person(s) against whom I am complaining. If I do or do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

(5) Relief requested (what I want done in response to this complaint):

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Signature: _____

For HPS Use Only

Received by: _____ Date: _____

Notice of Nondiscrimination

The Hastings Public School District does not illegally or unjustly discriminate on the basis of sex, disability, race, color, religion, **military or** veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Director of Special Education, 1515 West 8th Street, Hastings, Nebraska, 68901, 402-461-7516

Employees and Others: Director of Human Resources and Operations, 1515 West 8th Street, Hastings, Nebraska, 68901, 402-461-7501

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12th Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

ANTI-DISCRIMINATION, ANTI-HARASSMENT, AND ANTI-RETALIATION

1. Elimination of Discrimination

The Hastings Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Hastings Public Schools does not illegally and unjustly discriminate on the basis of sex, disability, race (including skin color, hair texture, and protective hairstyles), color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated as "Coordinators" to handle inquiries regarding the non-discrimination policies:

Students: Director of Special Education, 1924 West A Street, Hastings, Nebraska, 68901, 402-461-7516

Employees and Others: Director of Human Resources and Operations, 1924 West A Street, Hastings, Nebraska, 68901, 402-461-7501

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12th Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

2. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others

Purpose:

The Hastings Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture, and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual

orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture, and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

- Name-calling,
- Teasing or taunting,
- Insults, slurs, or derogatory names or remarks,
- Demeaning jokes,
- Inappropriate gestures,
- Graffiti or inappropriate written or electronic material,
- Visual displays, such as cartoons, posters, or electronic images,
- Threats or intimidating or hostile conduct,
- Physical acts of aggression, assault, or violence, or
- Criminal offenses.

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- Unwelcome sexual advances or propositions,
- Requests or pressure for sexual favors,
- Comments about an individual's body, sexual activity, or sexual attractiveness,
- Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or

- Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see “Grievance or Complaint Procedures” in Rule 404.06), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

3. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

Approved 10/19/2015 Reviewed 6-18-18; 7-16-18; 8-20-18; 7-13-20; 7-12-21
Revised 8-20-18; 7-13-20; 7-12-21

HASTINGS PUBLIC SCHOOLS

ANTI-DISCRIMINATION, ANTI-HARASSMENT, AND ANTI-RETALIATION

The Hastings Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated. Should unlawful discrimination, harassment, and/or retaliation be alleged, the following shall apply.

Grievance or Complaint Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance

procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- Providing the parties with the opportunity to present witnesses and provide evidence.
- An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- A summary of the facts,
- Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are

provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.

Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, the designated compliance officer, and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted

Training:

The District will ensure that relevant District employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive additional specific training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- Reviewing all evidence in harassment or violence cases to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.

- Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- Recommending changes to this policy and grievance procedure.
- Performing other duties as assigned.

Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District (see Attachment B). The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Approved 10/19/2015 Reviewed 6-18-18; 7-16-18; 8-20-18; 7-12-21 Revised 8-20-18; 7-13-20; 7-12/21

HASTINGS PUBLIC SCHOOLS

**Complaint Form
Discrimination, Harassment or Retaliation**

The Hastings Public School District does not illegally and unjustly discriminate on the basis of sex, disability, race (including skin color, hair texture, and protective hairstyles), color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 404.06 for particular information pertaining to the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:

Students: Director of Special Education, 1924 West A Street, Hastings, Nebraska, 68901, 402-461-7516

Employees and Others: Director of Human Resources and Operations, 1924 West A Street, Hastings, Nebraska, 68901, 402-461-7501

Name: _____ Date: _____

(1) Description of the complaint: _____

(2) Names of any witnesses to the matter being complained about: _____

(3) Identify and attach any document supporting the complaint: _____

(4) Confidentiality: I (check one) ___ do ___ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

(5) Relief requested (what I want done in response to this complaint): _____

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Signature: _____

For HPS Use Only

Received by: _____ Date: _____

Notice of Nondiscrimination

The Hastings Public School District does not illegally and unjustly discriminate on the basis of sex, disability, race (including skin color, hair texture, and protective hairstyles), color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth, sexual orientation or gender identity, or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Director of Special Education, 1924 West A Street, Hastings, Nebraska, 68901, 402-461-7516

Employees and Others: Director of Human Resources and Operations, 1924 West A Street, Hastings, Nebraska, 68901, 402-461-7501

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12th Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

ANTI-DISCRIMINATION, ANTI-HARASSMENT, AND ANTI-RETALIATION

1. Elimination of Discrimination

The Hastings Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Hastings Public Schools does not illegally or unjustly discriminate on the basis of sex, disability, race, color, religion, **military or** veteran status, national or ethnic origin, marital status, pregnancy, childbirth, or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated as “Coordinators” to handle inquiries regarding the non-discrimination policies:

Students: Director of Special Education, 1515 West 8th Street, Hastings, Nebraska, 68901, 402-461-7516

Employees and Others: Director of Human Resources and Operations, 1515 West 8th Street, Hastings, Nebraska, 68901, 402-461-7501

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12th Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

2. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others

Purpose:

The Hastings Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, **military or**

veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

Name-calling,
Teasing or taunting,
Insults, slurs, or derogatory names or remarks,
Demeaning jokes,
Inappropriate gestures,
Graffiti or inappropriate written or electronic material,
Visual displays, such as cartoons, posters, or electronic images,
Threats or intimidating or hostile conduct,
Physical acts of aggression, assault, or violence, or
Criminal offenses.

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

Unwelcome sexual advances or propositions,
Requests or pressure for sexual favors,
Comments about an individual's body, sexual activity, or sexual attractiveness,
Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or

Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see “Grievance or Complaint Procedures” in Rule 404.06), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

3. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

Approved 10/19/2015

Reviewed 6-18-18; 7-16-18; 8-20-18; 6/12/25

Revised 8-20-18; 7-13-20; 6/16/25

HASTINGS PUBLIC SCHOOLS

ANTI-DISCRIMINATION, ANTI-HARASSMENT, AND ANTI-RETALIATION

The Hastings Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated. Should unlawful discrimination, harassment, and/or retaliation be alleged, the following shall apply.

Grievance or Complaint Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **be determined by the investigator and in compliance with any legal requirements**. Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

Providing the parties with the opportunity to present witnesses and provide evidence.

An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.

For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

A summary of the facts,

Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and

If a finding is made that discrimination, harassment or other inappropriate

conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District **may, when appropriate or when legally required**, send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) week** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.

Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board, **or a committee of the Board of Education**, to present his or her appeal. The Board will issue a written determination about the appeal. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted

Training:

The District will ensure that relevant District employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive additional specific training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.

- Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.

- Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).

- Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.

Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.

Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.

Reviewing all evidence in harassment or violence cases to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.

Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.

Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.

Recommending changes to this policy and grievance procedure.

Performing other duties as assigned.

Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District (see Attachment B). The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Approved 10/19/2015

Reviewed 6-18-18; 7-16-18; 8-20-18; 6/12/25

Revised 8-20-18; 7-13-20; 6/16/25

HASTINGS PUBLIC SCHOOLS

**Complaint Form
Discrimination, Harassment or Retaliation**

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Refer to Board Policy 404.06 for particular information pertaining to the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:

Students: Director of Special Education, 1515 West 8th Street, Hastings, Nebraska, 68901, 402-461-7516

Employees and Others: Director of Human Resources and Operations, 1515 West 8th Street, Hastings, Nebraska, 68901, 402-461-7501

Name: _____ Date: _____

(1) Description of the complaint:

(2) Names of any witnesses to the matter being complained about:

(3) Identify and attach any document supporting the complaint:

(4) Confidentiality: I (check one) Do / Do Not give consent to my identity being shared with the person(s) against whom I am complaining. If I do or do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

(5) Relief requested (what I want done in response to this complaint):

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Signature: _____

For HPS Use Only

Received by: _____ Date: _____

Notice of Nondiscrimination

The Hastings Public School District does not illegally or unjustly discriminate on the basis of sex, disability, race, color, religion, **military or** veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

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EQUAL EMPLOYMENT OPPORTUNITY

The Hastings Public Schools shall provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. Employees will support and comply with the District's established equal employment opportunity policies. Employees shall be given notice of this policy annually.

The Board shall appoint the Superintendent as equal employment opportunity coordinator. The equal employment opportunity coordinator shall have the responsibility for drafting the equal employment opportunity plan. The equal employment opportunity plan shall be reviewed by the Board at least every two (2) years.

Individuals who file an application with the School District will be given consideration for employment if they meet or exceed the qualifications set by the Board, administration, and Nebraska Department of Education for the position for which they apply. In employing individuals, the Board shall consider the qualifications, credentials, and records of the applicants without regard to sex, disability, race (including skin color, hair texture, and protective hairstyles), color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status. In keeping with the law, the Board shall consider the veteran status of applicants.

Advertisements and notices for vacancies within the District shall contain the following statement: "The Hastings Public School District is an equal employment opportunity employer." The statement shall also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity laws and policies including, but not limited to, complaints of discrimination shall be directed to the Equal Employment Opportunity Coordinator by writing to the EEO Coordinator, Hastings Public School District, 1924 West A Street, Hastings, Nebraska, or by telephoning 402-461-7500.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Kansas Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, (816) 268-0550 or the

Nebraska Equal Opportunity Commission, State Office Building, 301 Centennial Mall South, 5th floor, P.O. Box 94934, Lincoln, NE 68509-4934, (402) 471-2024 or (800) 642-6112.

This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the School District's central administrative office and the administrative office in each attendance center.

Legal Reference: 29 U.S.C. §§ 621-634 (1994).
42 U.S.C. §§ 2000e et seq. (1994).
42 U.S.C. §§ 12101 et seq. (1994).

Cross Reference: 103 Equal Educational Opportunity
404.06 Harassment
406.02 Certificated Employee Qualifications,
Recruitment and Selection
412.02 Classified Staff Qualifications, Recruitment and
Selection

Approved 11-18-02 Reviewed 12-17-12; 9-17-18 Revised 12-17-12; 9-17-18; 7-13-2020

HASTINGS PUBLIC SCHOOLS

EQUAL EMPLOYMENT OPPORTUNITY

The Hastings Public Schools shall provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. Employees will support and comply with the District's established equal employment opportunity policies. Employees shall be given notice of this policy annually.

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Individuals who file an application with the School District will be given consideration for employment if they meet or exceed the qualifications set by the Board, administration, and Nebraska Department of Education for the position for which they apply. In employing individuals, the Board shall consider the qualifications, credentials, and records of the applicants without regard to sex, disability, race (including skin color, hair texture, and protective hairstyles), color, religion, **military or** veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status. In keeping with the law, the Board shall consider the veteran status of applicants.

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Legal Reference: 29 U.S.C. §§ 621-634 (1994).
42 U.S.C. §§ 2000e et seq. (1994).
42 U.S.C. §§ 12101 et seq. (1994).
Amendment 1617 to LB 150 (2025)

Cross Reference:	103	Equal Educational Opportunity
	404.06	Harassment
	406.02	Certificated Employee Qualifications, Recruitment and Selection
	412.02	Classified Staff Qualifications, Recruitment and Selection

Approved 11-18-02

Reviewed 12-17-12; 9-17-18; 06/12/25

Revised 12-17-12; 9-17-18; 7-13-2020; 06/16/25

HASTINGS PUBLIC SCHOOLS

CERTIFICATED EMPLOYEE QUALIFICATIONS, RECRUITMENT AND SELECTION

Persons interested in a certificated position, other than administrative positions which will be employed in accordance with Board policies in Series 300, "Administration," shall have an opportunity to apply and qualify for certificated positions in the School District without regard to sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status. Job applicants for licensed positions shall be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state certificate or license if required for the position.

A vacancy occurs when an employee resigns, retires, transfers, or is terminated and a replacement is required or when a new position is approved based on needs. Once a vacancy occurs, it will be advertised for a period determined by the Assistant Superintendent of Curriculum and Human Resources. At the close of the advertisement period, the interviewing process may commence.

An exception to this process will be made each year from July 15 until vacant positions are filled throughout the District for that school year. During this period of time, interviews will be held as possible. The Superintendent, however, may make appointments to positions due to time constraints.

Applications for employment may be obtained from, and completed applications shall be returned to, the School District Administrative Office. Whenever possible, the preliminary screening of applicants shall be conducted by the administrator who will be directly supervising and overseeing the person being hired.

The Board shall employ certificated employees after receiving a recommendation from the Superintendent. However, the Superintendent shall have the authority to employ a certificated employee on a temporary basis until a recommendation can be made and action can be taken by the Board on the position.

Legal Reference: 29 U.S.C. §§ 621-634 (1994).
42 U.S.C. §§ 2000e et seq. (1994).
42 U.S.C. §§ 12101 et seq. (1994).

Cross Reference:	402.01	Equal Employment Opportunity
	406	Certificated Employees - General
	411.01	Substitute Teachers
	412.02	Classified Staff Qualifications, Recruitment, and Selection

Approved 11-18-02 Reviewed 9-17-18 Revised 9-17-18;7-13-2020

HASTINGS PUBLIC SCHOOLS

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42 U.S.C. §§ 2000e et seq. (1994).
42 U.S.C. §§ 12101 et seq. (1994).
Amendment 1617 to LB 150 (2025)

Cross Reference:	402.01	Equal Employment Opportunity
	406	Certificated Employees - General
	411.01	Substitute Teachers
	412.02	Classified Staff Qualifications, Recruitment, and Selection

Approved 11-18-02
Reviewed 9-17-18; 6/12/2025
Revised 9-17-18; 7-13-2020; 6/16/2025

HASTINGS PUBLIC SCHOOLS

Cross Reference: 402.01 Equal Opportunity Employment
 404 Employee Health and Well-Being

Approved 11-18-02 Reviewed 12-17-12; 9-17-18 Revised 12-17-12; 9-17-18; 7-13-2020

HASTINGS PUBLIC SCHOOLS

CLASSIFIED STAFF QUALIFICATIONS, RECRUITMENT, AND SELECTION

Persons interested in a classified staff position shall have an opportunity to apply and qualify for classified staff positions in the School District without regard to sex, disability, race, color, religion, **military or** veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status. Job applicants for classified staff positions shall be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state or other license or certificate, if required, for the position.

Announcement of the position shall be through means the Superintendent believes will inform potential applicants about the position. Applications for employment may be obtained from, and completed applications shall be returned to, the District Administration Office. A standard application form shall be developed for these positions to ensure the enforcement of non-discrimination employment procedures. A signed release shall be obtained from the prospective candidates authorizing reference and background checks.

Whenever possible, the preliminary screening of applicants shall be conducted by the administrator who directly supervises and oversees the position. The interviewer shall work from a written list of interview questions, using the same set of questions for each applicant. Gaps in the applicant's employment record will be questioned and checked.

A minimum of three reference checks using a standard list of questions shall be used in the screening process. These checks shall be documented and filed with the employee's records.

Prior to hiring any person, the District shall conduct background checks with previous employers regarding the applicant's fitness for employment.

The Superintendent shall recommend employment of classified staff to the Board for approval.

The Board shall officially appoint all employees upon the Superintendent's recommendation; however, temporary appointments may be made pending Board action.

Legal Reference: Nebraska Statute 79-501
79-802
Amendment 1617 to LB 150 (2025)

Cross Reference: 402.01
404

Equal Opportunity Employment
Employee Health and Well-Being

Approved 11-18-02

Reviewed 12-17-12; 9-17-18; 6/12/2025

Revised 12-17-12; 9-17-18; 7-13-2020; 6/16/2025

HASTINGS PUBLIC SCHOOLS

DRUG AND ALCOHOL POLICY FOR DISTRICT TRANSPORTATION PERSONNEL

Purpose

It is the policy of the Hastings Public Schools (the "District") that its drivers be free of substance use and alcohol abuse. Consequently, drivers shall not use illegal drugs, misuse alcohol, or engage in "prohibited conduct" as defined herein. The overall goal of this policy is to ensure a drug- and alcohol-free transportation environment and to reduce accidents, injuries, and fatalities.

Types of Tests

Pursuant to regulations promulgated by the Department of Transportation (DOT), the District has implemented six circumstances for drug and alcohol tests: (1) pre-employment testing, (2) post-accident testing, (3) random testing, (4) reasonable suspicion testing, (5) return-to-duty testing, and (6) follow-up testing.

Definitions

For the purpose of this policy, the following terms are defined:

Alcohol - The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl and isopropyl alcohol.

Driver - Any person who operates a commercial motor vehicle. This includes full-time, regularly employed drivers; casual, intermittent, or occasional drivers; leased drivers; and independent, owner-operated contractors. This includes all persons operating vehicles carrying students or persons served by the District.

Drug - Marijuana, cocaine, opiates, amphetamines, and Phencyclidine.

Medical Review Officer - A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who meets the qualifications as listed in 49 C.F.R. 40.3.

Safety-Sensitive Function - Includes all on-duty functions performed from the time a driver begins work or is required to be ready to work until he or she is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing, or assisting in loading and unloading; repairing or obtaining and waiting

for help with a disabled vehicle; performing driver requirements related to accidents; and performing any other work for the District or paid work for any other entity.

Substances Abuse Professional - A licensed physician or certified psychologist, social worker, employee assistance professional, or certified addiction counselor with knowledge of, and clinical experience in, the diagnosis and treatment of alcohol- and drug-related disorders.

Program Administration

The Superintendent or his/her designee shall be the program administrator. The program administrator shall administer this policy according to all applicable state and federal laws, rules, and regulations. The program administrator shall be responsible for answering drivers' questions about this policy.

Refusal of Tests

Refusal to submit to the types of drug and alcohol tests employed by the District after being advised that the requested test is required by DOT regulations will be grounds for refusal to hire driver/applicants and discipline, including termination of employment, of existing drivers. A refusal to test is defined to be conduct which would obstruct the proper administration of a test. A delay in providing a urine or breath specimen could be considered a refusal. If a driver cannot provide a sufficient urine specimen or adequate breath, he/she will be evaluated by a physician of the District's choice. If the physician cannot find a legitimate medical explanation for the inability to provide a specimen (either urine or breath), it will be considered a refusal to test.

Consequences of Policy Violation

Any driver who becomes unqualified or engages in prohibited conduct as set forth herein may be subject to discipline, including termination of employment.

Pre-Employment Testing

All applicants for driving positions must submit to a urine drug test and breath alcohol test. The District does not have to require a urine drug test if the District can verify that the driver has participated in a valid drug-testing program within the preceding thirty (30) days and, while participating in that program, was either tested within the past six (6) months or participated in a random selection program for the previous twelve (12) months. The District must also verify that no prior employer of the driver has records indicating a violation of any DOT rule pertaining to controlled substance use within the previous six (6) months. The District does not have to require a pre-employment alcohol test if the driver/applicant has undergone an alcohol test required under DOT rule within

the previous six (6) months demonstrating an alcohol concentration of less than .04. The District must also ensure that no prior employer of the driver has knowledge or records of a violation of the DOT alcohol rules within the previous six (6) months. If an applicant tests positive for drugs, has a blood alcohol concentration of .04 or greater as shown by the pre-employment test, refuses a pre-employment drug or alcohol test, or fails to provide prior employment records, the District may withdraw any employment offer.

If the driver/applicant has an alcohol test result between .02 and .04, he/she shall not be allowed to drive for twenty-four (24) hours. The driver shall be removed from safety-sensitive functions, and the applicant is not allowed to operate a commercial motor vehicle for twenty-four (24) hours.

Random Testing

The District conducts random drug and alcohol testing. The District or its agents will submit all drivers to a random selection system. The random selection system shall provide an equal chance for each driver to be selected each time random selection occurs. Random selections will be reasonably spread throughout the year. The District will select for random drug tests a minimum of fifty (50) percent of the average number of driver positions in each calendar year. The District will select for random alcohol tests a minimum of twenty-five (25) percent of the average number of driver positions in each calendar year. Random selection, by its very nature, may result in drivers being selected in successive selections more than once a calendar year. Alternatively, some drivers may not be selected in a calendar year.

If a driver is selected at random for either drug or alcohol testing, the District official will notify the driver. Once notified, every action the driver takes must lead to a collection. If the driver engages in conduct which does not lead to a collection as soon as possible after notification, such conduct may be considered a refusal to test. Tests for alcohol shall be administered during, just prior to, or just after performance of a safety-sensitive function by a driver.

Post-Accident Testing

When a driver is involved in an accident where a fatality is involved or is involved in a recorded accident and receives a citation for a moving violation arising from the accident, the driver must submit to a drug and alcohol test as soon as practicable following any accident. The driver has been presented with an information card setting forth certain instructions for post-accident drug and alcohol testing. The driver shall follow the instructions contained on the information card, as well as any additional instructions which come from the District or its representatives.

The DOT requires that, any time a post-accident drug or alcohol test is required, it be performed as soon as practicable following the accident. A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

In the event federal, state, or local officials conduct breath or blood tests for the use of alcohol and/or urine tests for the use of controlled substances following an accident, these tests shall be considered to meet the requirements of this section, provided the tests conform to applicable federal, state, or local requirements and the employee signs a release allowing the District to obtain the test results from federal, state, or local officials.

In the event a driver is so seriously injured that the driver cannot provide a urine or breath specimen at the time of the accident, the driver must provide necessary authorization for the District to obtain hospital records or other documents that would indicate whether there were controlled substances or alcohol in the driver's system at the time of the accident.

Reasonable Suspicion Testing

Tests shall be conducted when a supervisor or District official trained in accordance with law has reasonable suspicion that the driver has violated the District's alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulatory observations concerning the driver's appearance, behavior, speech, or body odors. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Alcohol tests are authorized for reasonable suspicion only if the required observations are made during, just before, or just after the driver's performance of safety-sensitive functions.

Return-To-Duty Testing

Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by this policy concerning alcohol, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than .02.

Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by this policy concerning controlled substances, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

Follow-Up Testing

Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, each employer shall ensure that the driver is subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional.

Follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

Follow-up testing is separate from, and in addition to, the District's reasonable suspicion, post-accident, and random testing procedures. Follow-up testing shall be on a random basis and be in accordance with the instructions of the Substance Abuse Professional. Follow-up testing may continue for a period of up to sixty (60) months following the driver's return to duty. No fewer than six (6) tests shall be performed in the first twelve (12) months of follow-up testing.

Prohibited Conduct

The following shall be considered "prohibited conduct" for purposes of this policy:

No driver shall report for duty or remain on duty while having an alcohol concentration of .04 or greater.

No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment.

No driver shall use alcohol while performing safety-sensitive functions.

No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.

No driver required to take a post-accident alcohol test shall use alcohol for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test, whichever occurs first.

No driver shall refuse to submit to a post-accident, a random, a reasonable suspicion, return-to-duty, or a follow-up breath alcohol or urine drug test.

No driver shall report for duty or remain on duty when the driver uses any controlled substance, except when use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to operate a commercial motor vehicle.

If the District has actual knowledge or has reason to believe that a driver has engaged in prohibited conduct, the District may require the driver to submit to drug and/or alcohol testing.

If the driver engages in prohibited conduct, the driver is not qualified to drive a commercial motor vehicle and shall be immediately removed from service. The District may, in its discretion, at the request of the driver, keep the driver's position open while such driver attempts to become requalified. The District may also take disciplinary action against the employee up to, and including, termination.

Substance Abuse Evaluation

Any driver who engages in prohibited conduct shall be provided with the names, addresses, and telephone numbers of qualified substance abuse professionals. If the driver desires to become requalified, the driver must be evaluated by a Substance Abuse Professional (SAP) and submit to any treatment prescribed by the SAP. The costs of any SAP evaluation or prescribed treatment shall be borne by the driver. The District does not guarantee or promise a position to the driver should he/she regain qualified status.

Authorization for Previous Test Records

Within fourteen (14) days of performing a safety-sensitive function, federal regulations require that the District obtain drug and alcohol- testing records from the driver's previous employers for the previous two (2) years. As a condition to employment, the driver shall provide the District with a written authorization for all previous employers within the past two (2) years to release such drug and alcohol-testing records as are required under federal regulation.

Drug Urinalysis

Drug testing will be performed through urinalysis. Urinalysis will test for the presence of drugs and/or metabolites of the following controlled substances; (1) marijuana, (2) cocaine, (3) opiates, (4) amphetamines, (5) phencyclidine (PCP).

The urinalysis procedure starts with the collection of a urine specimen. Urine specimens will be submitted to a SAMHSA-certified laboratory for testing. As a part of the collection process, the specimen provided will be split into two vials: a primary vial and a secondary vial. The SAMSHA-certified laboratory will perform

initial screenings on all primary vials. In the event that the primary specimen tests positive, a confirmation test of that specimen will be performed before being reported by the laboratory to the MRO as a positive.

All laboratory results will be reported by the laboratory to a Medical Review Officer (MRO) designated by the District. Negative test results shall be reported by the MRO to the District. Before reporting a positive test result to the District, the MRO will attempt to contact the driver to discuss the test result. If the MRO is unable to contact the driver directly, the MRO will contact the District official designated in advance by the District, who shall, in turn, contact the driver and direct the driver to contact the MRO. Upon being so directed, the driver shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day. In the MRO's sole discretion, a determination will be made as to whether a result is positive or negative.

Pursuant to DOT regulations, individual test results for driver/applicants and drivers will be released to the District and will be kept strictly confidential unless consent for the release of the test results has been obtained. Any individual who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

An individual testing positive may make a request of the MRO to have the secondary vial tested. The driver may request that the secondary vial be tested by a different SAMHSA-certified lab than tested the primary specimen. The individual making the request for a test of the second specimen must prepay all costs associated with the test. The request for testing of a second specimen is timely if it is made to the MRO within seventy-two (72) hours of the individual being notified by the District of a positive test result.

Alcohol Tests

The District will perform alcohol tests using an evidential breath-testing device. The District may provide use of an evidential breath-testing device through a vendor or agent. The driver shall report to the site of an evidential breath-testing device as notified by the District. The evidential breath-testing device will be operated by a breath alcohol technician. The driver shall follow all instructions given by the breath alcohol technician. In the event that a driver, on the basis of the evidential breath test, has a blood alcohol content of .02 to .0399, the driver shall be removed from duty for twenty-four (24) hours or until his/her next scheduled on-duty time, whichever is longer. Applicants are not medically qualified until after the twenty-four (24) hour time frame expires. Drivers with tests indicating a blood alcohol concentration of .04 or greater are considered to have engaged in prohibited conduct. All alcohol tests shall be performed just prior to, during, or just after performance of a safety-sensitive function.

Training

The District shall ensure supervisors designated to determine whether reasonable suspicion exists to require a driver to undergo testing under 49 C.F.R. 382.307 receive at least sixty (60) minutes of training on alcohol misuse and receive at least an additional sixty (60) minutes of training on controlled-substances use. The training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substance.

The District shall provide educational materials that explain the requirements of 49 C.F.R. 382.601, consequences of violating the regulations, and the employer's policies and procedures with respect to meeting these requirements. The materials supplied to drivers may include information on additional employer policies with respect to the use or possession of alcohol or controlled substances, for example, the consequences for a driver found to have a specified alcohol or controlled-substances level based on the employer's authority independent of 49 C.F.R. 382.601. The District shall ensure each driver is required to sign a statement certifying that he/she has received a copy of these materials described in 49 C.F.R. s 382.601.

Legal Reference: 49 C.F.R. 40.3
49 C.F.R. 382.307
49 C.F.R. 382.601

Approved 11-18-02 Reviewed _____ Revised _____

HASTINGS PUBLIC SCHOOLS

DRUG AND ALCOHOL POLICY FOR DISTRICT TRANSPORTATION PERSONNEL

Purpose

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Drug - Marijuana, cocaine, opiates, amphetamines, and Phencyclidine.

Medical Review Officer - A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who meets the qualifications as listed in 49 C.F.R. 40.3.

Safety-Sensitive Function - Includes all on-duty functions performed from the time a driver begins work or is required to be ready to work until he or she is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing, or assisting in loading and unloading; repairing or obtaining and waiting

for help with a disabled vehicle; performing driver requirements related to accidents; and performing any other work for the District or paid work for any other entity.

Substances Abuse Professional - A licensed physician or certified psychologist, social worker, employee assistance professional, or certified addiction counselor with knowledge of, and clinical experience in, the diagnosis and treatment of alcohol- and drug-related disorders.

Program Administration

The Superintendent or his/her designee shall be the program administrator. The program administrator shall administer this policy according to all applicable state and federal laws, rules, and regulations. The program administrator shall be responsible for answering drivers' questions about this policy.

Refusal of Tests

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Consequences of Policy Violation

Any driver who becomes unqualified or engages in prohibited conduct as set forth herein may be subject to discipline, including termination of employment.

Pre-Employment Testing

All applicants for driving positions must submit to a urine drug test and breath alcohol test. The District does not have to require a urine drug test if the District can verify that the driver has participated in a valid drug-testing program within the preceding thirty (30) days and, while participating in that program, was either tested within the past six (6) months or participated in a random selection program for the previous twelve (12) months. The District must also verify that no prior employer of the driver has records indicating a violation of any DOT rule pertaining to controlled substance use within the previous six (6) months. The District does not have to require a pre-employment alcohol test if the driver/applicant has undergone an alcohol test required under DOT rule within the previous six (6)

months demonstrating an alcohol concentration of less than .04. The District must also ensure that no prior employer of the driver has knowledge or records of a violation of the DOT alcohol rules within the previous six (6) months. If an applicant tests positive for drugs, has a blood alcohol concentration of .04 or greater as shown by the pre-employment test, refuses a pre-employment drug or alcohol test, or fails to provide prior employment records, the District may withdraw any employment offer.

If the driver/applicant has an alcohol test result at .04 or higher, he/she shall not be allowed to drive for twenty-four (24) hours. The driver shall be removed from safety-sensitive functions, and the applicant is not allowed to operate a commercial motor vehicle for twenty-four (24) hours.

FMCSA Clearinghouse Limited Query Consent

In accordance with federal law and the Nebraska Legislature's Policy 4009, the District shall conduct a **limited query of the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse** for all applicants and employees subject to pre-employment or continued employment drug and alcohol testing.

As a condition of employment or continued employment in any position requiring a Commercial Driver's License (CDL), all drivers must sign a **General Consent for Limited Queries** authorizing the District to determine whether drug or alcohol violation information exists in the FMCSA Clearinghouse. This consent will remain in effect for the duration of employment or application status.

Random Testing

The District conducts random drug and alcohol testing. The District or its agents will submit all drivers to a random selection system. The random selection system shall provide an equal chance for each driver to be selected each time random selection occurs. Random selections will be reasonably spread throughout the year. The District will select for random drug tests a minimum of fifty (50) percent of the average number of driver positions in each calendar year. The District will select for random alcohol tests a minimum of twenty-five (25) percent of the average number of driver positions in each calendar year. Random selection, by its very nature, may result in drivers being selected in successive selections more than once a calendar year. Alternatively, some drivers may not be selected in a calendar year.

If a driver is selected at random for either drug or alcohol testing, the District official will notify the driver. Once notified, every action the driver takes must lead to a collection. If the driver engages in conduct which does not lead to a collection as soon as possible after notification, such conduct may be considered a refusal to test. Tests for alcohol shall be administered during, just prior to, or just after performance of a safety-sensitive function by a driver.

Post-Accident Testing

When a driver is involved in an accident where a fatality is involved or is involved in a recorded accident and receives a citation for a moving violation arising from the accident, the driver must submit to a drug and alcohol test as soon as

practicable following any accident. The driver has been presented with an information card setting forth certain instructions for post-accident drug and alcohol testing. The driver shall follow the instructions contained on the information card, as well as any additional instructions which come from the District or its representatives.

The DOT requires that, any time a post-accident drug or alcohol test is required, it be performed as soon as practicable following the accident. A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

In the event federal, state, or local officials conduct breath or blood tests for the use of alcohol and/or urine tests for the use of controlled substances following an accident, these tests shall be considered to meet the requirements of this section, provided the tests conform to applicable federal, state, or local requirements and the employee signs a release allowing the District to obtain the test results from federal, state, or local officials.

In the event a driver is so seriously injured that the driver cannot provide a urine or breath specimen at the time of the accident, the driver must provide necessary authorization for the District to obtain hospital records or other documents that would indicate whether there were controlled substances or alcohol in the driver's system at the time of the accident.

Reasonable Suspicion Testing

Tests shall be conducted when a supervisor or District official trained in accordance with law has reasonable suspicion that the driver has violated the District's alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulatory observations concerning the driver's appearance, behavior, speech, or body odors. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Alcohol tests are authorized for reasonable suspicion only if the required observations are made during, just before, or just after the driver's performance

of safety-sensitive functions.

Return-To-Duty Testing

Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by this policy concerning alcohol, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than .02.

Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by this policy concerning controlled substances, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

Follow-Up Testing

Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, each employer shall ensure that the driver is subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional.

Follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

Follow-up testing is separate from, and in addition to, the District's reasonable suspicion, post-accident, and random testing procedures. Follow-up testing shall be on a random basis and be in accordance with the instructions of the Substance Abuse Professional. Follow-up testing may continue for a period of up to sixty (60) months following the driver's return to duty. No fewer than six (6) tests shall be performed in the first twelve (12) months of follow-up testing.

Prohibited Conduct

The following shall be considered "prohibited conduct" for purposes of this policy:

No driver shall report for duty or remain on duty while having an alcohol concentration of .04 or greater.

No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment.

No driver shall use alcohol while performing safety-sensitive functions.

No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.

No driver required to take a post-accident alcohol test shall use alcohol for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test, whichever occurs first.

No driver shall refuse to submit to a post-accident, a random, a reasonable suspicion, return-to-duty, or a follow-up breath alcohol or urine drug test.

No driver shall report for duty or remain on duty when the driver uses any controlled substance, except when use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to operate a commercial motor vehicle.

If the District has actual knowledge or has reason to believe that a driver has engaged in prohibited conduct, the District may require the driver to submit to drug and/or alcohol testing.

If the driver engages in prohibited conduct, the driver is not qualified to drive a commercial motor vehicle and shall be immediately removed from service. The District may, in its discretion, at the request of the driver, keep the driver's position open while such driver attempts to become requalified. The District may also take disciplinary action against the employee up to, and including, termination.

Substance Abuse Evaluation

Any driver who engages in prohibited conduct shall be provided with the names, addresses, and telephone numbers of qualified substance abuse professionals. If the driver desires to become requalified, the driver must be evaluated by a Substance Abuse Professional (SAP) and submit to any treatment prescribed by the SAP. The costs of any SAP evaluation or prescribed treatment shall be borne by the driver. The District does not guarantee or promise a position to the driver should he/she regain qualified status.

Authorization for Previous Test Records

Within fourteen (14) days of performing a safety-sensitive function, federal regulations require that the District obtain drug and alcohol- testing records from the driver's previous employers for the previous two (2) years. As a condition to employment, the driver shall provide the District with a written authorization for all previous employers within the past two (2) years to release such drug and alcohol-testing records as are required under federal regulation.

Drug Urinalysis

Drug testing will be performed through urinalysis. Urinalysis will test for the presence of drugs and/or metabolites of the following controlled substances; (1) marijuana, (2) cocaine, (3) opiates, (4) amphetamines, (5) phencyclidine (PCP).

The urinalysis procedure starts with the collection of a urine specimen. Urine specimens will be submitted to a SAMHSA-certified laboratory for testing. As a part of the collection process, the specimen provided will be split into two vials: a primary vial and a secondary vial. The SAMSHA-certified laboratory will perform initial screenings on all primary vials. In the event that the primary specimen tests positive, a confirmation test of that specimen will be performed before being reported by the laboratory to the MRO as a positive.

All laboratory results will be reported by the laboratory to a Medical Review Officer (MRO) designated by the District. Negative test results shall be reported by the MRO to the District. Before reporting a positive test result to the District, the MRO will attempt to contact the driver to discuss the test result. If the MRO is unable to contact the driver directly, the MRO will contact the District official designated in advance by the District, who shall, in turn, contact the driver and direct the driver to contact the MRO. Upon being so directed, the driver shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day. In the MRO's sole discretion, a determination will be made as to whether a result is positive or negative.

Pursuant to DOT regulations, individual test results for driver/applicants and drivers will be released to the District and will be kept strictly confidential unless consent for the release of the test results has been obtained. Any individual who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

An individual testing positive may make a request of the MRO to have the secondary vial tested. The driver may request that the secondary vial be tested by a different SAMHSA-certified lab than tested the primary specimen. The individual making the request for a test of the second specimen must prepay all costs associated with the test. The request for testing of a second specimen is timely if it is made to the MRO within seventy-two (72) hours of the individual being notified by the District of a positive test result.

Alcohol Tests

The District will perform alcohol tests using an evidential breath-testing device. The District may provide use of an evidential breath-testing device through a vendor or agent. The driver shall report to the site of an evidential breath-testing device as notified by the District. The evidential breath-testing device will be operated by a breath alcohol technician. The driver shall follow all instructions given by the breath alcohol technician. In the event that a driver, on the basis of the evidential breath test, has a blood alcohol content of .02 to .0399, the

driver shall be removed from duty for twenty-four (24) hours or until his/her next scheduled on-duty time, whichever is longer. Applicants are not medically qualified until after the twenty-four (24) hour time frame expires. Drivers with tests indicating a blood alcohol concentration of .04 or greater are considered to have engaged in prohibited conduct. All alcohol tests shall be performed just prior to, during, or just after performance of a safety-sensitive function.

Training

The District shall ensure supervisors designated to determine whether reasonable suspicion exists to require a driver to undergo testing under 49

C.F.R. 382.307 receive at least sixty (60) minutes of training on alcohol misuse and receive at least an additional sixty (60) minutes of training on controlled-substances use. The training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substance.

The District shall provide educational materials that explain the requirements of 49 C.F.R. 382.601, consequences of violating the regulations, and the employer's policies and procedures with respect to meeting these requirements. The materials supplied to drivers may include information on additional employer policies with respect to the use or possession of alcohol or controlled substances, for example, the consequences for a driver found to have a specified alcohol or controlled-substances level based on the employer's authority independent of 49 C.F.R. 382.601. The District shall ensure each driver is required to sign a statement certifying that he/she has received a copy of these materials described in 49 C.F.R. s 382.601.

Legal Reference: 49 C.F.R. 40.3
49 C.F.R. 382.307
49 C.F.R. 382.601

Approved 11-18-02 Reviewed 6/12/25 Revised 6/16/25

STUDENT RECORDS ACCESS

The Board recognizes the importance of maintaining student records and preserving their confidentiality. Student records shall be maintained so as to separate academic and disciplinary matters. Student records may be maintained in the Central Administration Office or Administrative Office of the student's attendance center. This policy does not apply to student directory information.

The following records shall be maintained as permanent records of the student:

- The record of dates of attendance;
- Highest grade level completed;
- A transcript of classes taken with grades and credits received;
- The records of inoculations and health examinations;
- The record of participation in extracurricular school activities and sports;
- The signatures of people who are required to sign for access to student records and the statement of purpose for such access;
- The student's or student's parents' written consent of release of student records.

Non-permanent student records shall be removed and destroyed after a student's continuous absence from the school for three years.

Any student, his or her parents/guardians, teachers, counselors, or school administrators shall have access to the student's records during the regular business hours of the District. In addition, authorized representatives of the State or Federal government and state educational authorities connected with the enforcement of requirements of certain educational programs as prescribed by law shall have access to student records within the limitations of state statutes. No one else shall have access to the records, and the records shall not be divulged to any person.

The Superintendent shall establish reasonable fees for providing copies of the student's records to a parent or guardian. No fees shall be charged for the right to inspect and review the records.

Legal Reference: 20 U.S.C. § 1232g (FERPA)
34 C.F.R. Pt. 99, (Privacy Rights of Parents and Students)
Neb Statute 79-2,104 and 2,105
79-2539
79-4,157 and 4,158
84-1,212.01 et seq.

Cross Reference: 503 Student Attendance
507 Student Records
508 Student Health and Well-Being
604.03 Special Education
611 Academic Achievement
1003 Public Examination of District Records

Approved 9-15-03 Reviewed _____ Revised _____

HASTINGS PUBLIC SCHOOLS

STUDENT RECORDS ACCESS

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 at the time the record was created.

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 or otherwise allowed by law. 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.

- 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:

Office of the Chief Privacy Officer
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

Notice Concerning Directory Information

The District may disclose directory information. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Examples may include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Under FERPA, "directory information" 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. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone number, and the name, address, telephone number, e-mail address and other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's extra-curricular participation;
6. Student's achievement awards or honors;
7. Student's weight and height if a member of an athletic team; and
8. Student's photograph.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student, or would otherwise not be in a student's best interests.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. Parents or guardians may refuse to allow their student's information to be designated as "directory information" at any time during the school year, so long as the parent or guardian notifies the Superintendent in writing.

Notice Concerning Designation of Law Enforcement Unit:

The District designates the [Name] 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.

Legal Reference: 20 U.S.C. § 1232g (FERPA)
 34 C.F.R. Pt. 99, (Privacy Rights of Parents and Students)
 Neb Statute 79-2,104 and 2,105
 79-2539
 79-4,157 and 4,158
 84-1,212.01 et seq.

Cross Reference: 503 Student Attendance
 507 Student Records
 508 Student Health and Well-Being
 604.03 Special Education
 611 Academic Achievement
 1003 Public Examination of District Records

Approved: 9-15-03

Reviewed: 06/12/25

Revised: 06/16/25

HASTINGS PUBLIC SCHOOLS

ELECTRONIC DEVICES

The purpose of this policy is to set forth expectations for the appropriate use of existing and emerging electronic devices that students may own and possess.

The District recognizes that parents and guardians may provide a student with a cell phone or another electronic device for communication, safety, or medical reasons. It is also recognized that these devices, while serving legitimate purpose, can become distractions to the academic environment and therefore negatively impact learning. In consideration of the advancement of technology and the prevalence of electronic devices in our society, the District will allow the possession of cell phones and other electronic devices at school, on busses, and school sponsored events, as outlined by this policy.

Definitions

“Electronic devices” include, but are not limited to, cell phones (including a phone acting as a “hot spot”), Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, “smart” watches and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

“Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

1. Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
2. Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
3. Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

Possession and Use of Electronic Devices.

1. Students are not permitted to possess or use any electronic devices during school hours 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. However, in the case of a medical necessity or emergency, a

student will be permitted to use a cell phone or another electronic device to address the medical necessity or emergency. In addition, students may use cell phones or another electronic device to report a violation of the Student Code of Conduct, a potentially dangerous situation, or other misconduct to school officials or other legal authorities.

2. Students maybe permitted to possess and use electronic devices before school hours, during passing periods, during lunch time in specified locations, and after school hours, provided that the student not commit any abusive use of the device (see Violations, Item 1). 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).

Violations

1. Prohibited Use of Electronic Devices: Students shall not use electronic devices 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; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) 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. Disposition of Confiscated Electronic Devices: Electronic devices possessed or 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.
 - a. 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 carries out the assigned consequence and personally comes to the school's main office and retrieves the electronic device.
 - b. 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 the student carries out the assigned consequence and until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
 - c. Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action (including detention, loss of privileges, holding the device for an extended period of time, ISS or OSS), consequences at a minimum will 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. The electronic device shall remain in the possession of the school administration until otherwise determined by the administration and/or until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

3. Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

- a. Students found in possession of a “sexting” message shall be subject to a one (1) day suspension from school.
 - b. Students who send or encourage another to send a “sexting” message shall be subject to a five (5) day suspension from school.
4. Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.
5. 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.

Approved 7-16-18

Reviewed

Revised

HASTINGS PUBLIC SCHOOLS

INSTRUCTION

ELECTRONIC COMMUNICATION DEVICES AND CELL PHONES

All students are prohibited from accessing or using an electronic communication device while on school property or attending a school instructional function, unless:

1. When required by a student's Individualized Education Program or 504 Plan;
2. When authorized by the District for educational purposes during instructional time;
3. In the case of an emergency or perceived threat of danger;
4. When necessary to monitor or manage a student's health care; or
5. When determined appropriate by the Superintendent or Superintendent's designee.

All exceptions listed herein must be approved in advance by the appropriate school staff member.

Any student who violates this Policy may be subject to discipline under the District's Student Discipline Policy.

Approved 7-16-18

Reviewed: 6/12/25

Revised: 6/16/25

STUDENT ACTIVITY ELIGIBILITY

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and ability in the students during their school years and for their lifetime.

However, students who participate in extra-curricular activities serve as ambassadors of the School District throughout the calendar year, whether away from school or at school. Students wanting to participate in school activities must meet the requirements set out by the School District for participation in the activity and must conduct themselves in accordance with student conduct policies.

Eligibility requirements, as published by the Nebraska School Activities Association (NSAA), shall be observed by all students. Additional eligibility requirements may be imposed by the School District at the Board's discretion. Eligibility criteria for part-time students is governed by Policy 502.095 (Part-Time Enrollment of Non-Public School Students), NSAA bylaws, and state law.

Such eligibility requirements shall include good citizenship, acceptable academic standing, parental permission, and good health (sports only). All eligibility requirements shall be published in applicable student/parent handbooks.

Any student who is sanctioned or is found by the School District or NSAA to be ineligible to participate in any extra-curricular activity may appeal the sanction or finding in accordance with the student due-process policy.

It shall be the responsibility of the Superintendent to develop administrative regulations.

Legal Reference: 20 U.S.C. Sect.1681-1683; 1685-1686 (1994).

34 C.F.R. Pt. 106.41 (1993)

Neb Statute 79-296

79-443

Cross Reference: 502 Student Attendance

504 Student Rights and Responsibilities

505 Student Discipline

506 Student Activities

508 Student Health and Well-Being

Approved 09-15-2003 Reviewed 07-17-2023 Revised 08-21-2023

STUDENT ACTIVITY ELIGIBILITY

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and ability in the students during their school years and for their lifetime.

However, students who participate in extra-curricular activities serve as ambassadors of the School District throughout the calendar year, whether away from school or at school. Students wanting to participate in school activities must meet the requirements set out by the School District for participation in the activity and must conduct themselves in accordance with student conduct policies.

Eligibility requirements, as published by the Nebraska School Activities Association (NSAA), shall be observed by all students. Additional eligibility requirements may be imposed by the School District at the Board's discretion. Eligibility criteria for part-time students is governed by Policy 502.095 (Part-Time Enrollment of Non-Public School Students), NSAA bylaws, and state law. **The Superintendent or designee shall, as required by law, designate each school-sponsored interscholastic athletic team or sport as either: (1) boys; (2) girls; or (3) mixed.**

Such eligibility requirements shall include good citizenship, acceptable academic standing, parental permission, and good health (sports only). All eligibility requirements shall be published in applicable student/parent handbooks.

Any student who is sanctioned or is found by the School District or NSAA to be ineligible to participate in any extra-curricular activity may appeal the sanction or finding in accordance with the student due-process policy.

It shall be the responsibility of the Superintendent to develop administrative regulations.

Legal Reference: 20 U.S.C. Sect.1681-1683; 1685-1686 (1994).

34 C.F.R. Pt. 106.41 (1993)

Neb Statute 79-296

79-443

LB 89 (2025)

Cross Reference: 502 Student Attendance

504 Student Rights and Responsibilities

505 Student Discipline

506 Student Activities

508 Student Health and Well-Being

Approved 09-15-2003 Reviewed 07-17-2023; 6/12/25 Revised 08-21-2023; 6/16/25

STUDENT APPEARANCE

The Board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, and visitors.

Students are expected to adhere to standards of cleanliness, grooming, and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The Board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place, and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

A student who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any location where the student is authorized to be on such school grounds or at any school function, as long as the tribal regalia does not interfere with the educational process and does not endanger another person, as determined by the administration.

It shall be the responsibility of the Superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

Legal Reference: Hines v. Caston Sch. Corp. 651 N.E.2D 330 (1995)
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethal School District v. Fraser, 478 U.S. 675 (1986).
Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503 (1969).
Neb. Statute 79-526
LB 43 (2024)

Cross Reference: 501 Objectives for Equal Educational Opportunities for Students
504 Student Rights and Responsibilities

Approved 9-15-03 Reviewed 6-13-24 Revised 6-17-24

HASTINGS PUBLIC SCHOOLS

STUDENT APPEARANCE

The Board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, and visitors.

The Board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, and visitors.

GENERAL PRINCIPLES/STANDARDS:

1. **Non-Discrimination:** The Hastings Public School District dress code and grooming policy prohibits discrimination against students based on race, religion, sex, disability, or national origin.
2. **Respect for Individuality:** Students are allowed to wear religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students' hair should not be permanently or temporarily altered by school personnel. Altering a student's appearance or removing or altering a student's attire without consent from their parent/guardian/caregiver is not allowed. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.
3. **Cultural and Religious Attire:** Students are allowed to wear religious attire and tribal regalia in accordance with their race, national origin, or religion.
4. **Bullying Policy Alignment:** The school bullying policy remains in effect and should be consulted where clothing or attire may be an issue.
5. **Prohibited Attire:** Attire should not promote violence, drugs, alcohol, profanity, or hate speech. The Hastings Public School District reserves the right to request immediate attire changes from students.

HEALTH AND SAFETY CONSIDERATIONS:

In school environments where the use of certain chemicals or equipment poses a direct safety hazard, students may be required to wear protective gear, such as lab coats and safety goggles, which could cover clothing and hairstyles. Similarly, in physical education classes or during sports activities, students may need to modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. Such accommodations must be applied equally and adopted for nondiscriminatory reasons.

1. **Proven Need:** Any health and safety standard based on characteristics associated with race, religion, sex, disability, or national origin must demonstrate that without implementation of such standard, it is reasonably certain that the health and safety of the student or another individual will be impaired.

2. **Least Restrictive Means:** health and safety standards should use the least restrictive means necessary to address the identified health and safety concern. Alternative measures that do not discriminate based on these characteristics associated with race, religion, sex, disability, or national origin should be explored and implemented.

ENFORCEMENT:

Enforcement of violations of this dress code and grooming policy should be consistent with our district's overall discipline plan and applied in a consistent manner.

Enforcement of this dress code and grooming policy should not target, disproportionately impact, discriminate, or be applied in a discriminatory manner against any students on the basis of race, religion, sex, disability, or national origin

TRAINING AND AWARENESS:

The district will communicate the guidelines and expectations in this dress code and grooming policy with students and families in their preferred language(s). While adopting and/or adapting this dress code and grooming policy, school districts should consult a variety of stakeholders, including a diverse group of parents, guardians, and caregivers. School staff may receive training and guidance on this policy to ensure that they are aware of their responsibilities in accommodating students and communicating effectively with parents, guardians, or caregivers.

CONFIDENTIALITY:

The school will handle all information related to students' race, sex, disability, national origin, or religious characteristics in accordance with the Family Educational Rights and Privacy Act (FERPA). Parental consent must be obtained before sharing any information related to the student's appearance or attire with school staff or outside parties involved in an accommodation process related to this policy

PARENT CONSENT:

The Hastings Public School District is required to make a good faith effort to obtain informed consent from a student's parents, guardians, and/or caregivers in their preferred language, in the case a health and safety standard accommodation is needed. To respect individual identity and parental authority, our process includes the following steps:

1. **Initiate Contact:** Make a good faith effort to contact the parent/guardian/caregiver using their preferred communication method (phone, email, or in person), explaining clearly and consistently why adjustments to the student's attire and/or grooming may be necessary to meet health and safety standards
2. **Collaborative Solutions:** Work collaboratively with the student and parent/guardian/caregiver to find accommodation options in accordance with the student's race, religion, sex, disability, or national origin while adhering to health and safety standards. Discuss the potential impact of each accommodation option on the student's well-being and educational experience.

3. **Parental Consideration:** Allow the parent/guardian/caregiver time to privately discuss the situation with their student and/or family members and make an informed decision.
4. **Obtain Consent:** Once an accommodation is agreed upon, obtain written consent through a signed document or email exchange, clearly stating the accommodation and health and safety standard that required the accommodation. A copy of this written consent should be provided to the parent/guardian/caregiver.
5. **Documentation and Follow-up:** Keep written records of all communication and decisions made with the parent/guardian/caregiver for transparency and accountability. This record should be treated in accordance with the Family Educational Rights and Privacy Act (FERPA) and added to the student's confidential records for future reference. After implementation, follow up with the parent/guardian/caregiver within 1-2 weeks to ensure the accommodation was implemented in a satisfactory manner.

RECORD KEEPING:

The Hastings Public School District establishes a clear and organized process to record efforts made to reasonably accommodate a student's appearance, attire, hairstyle, adornment, or other characteristics associated with race, religion, sex, disability, or national origin. Each record must include:

1. the student's name,
2. federally identified demographic characteristics,
3. date of the occurrence,
4. the health and safety standard relating to the accommodation,
5. nature of the accommodation requested,
6. staff involved,
7. communication with parents/guardians/caregivers, and
8. the outcome of the effort.

Our district regularly reviews the accumulated records to analyze trends, patterns, and the effectiveness of the accommodation process to identify any areas that may require improvement or adjustments to policies.

Definitions:

Grooming: the care of a body and its physical appearance, such as the personal hygiene routine of brushing one's teeth or combing one's hair.

National origin: includes characteristics associated with actual or perceived place of birth, ancestry, or ethnicity including, but not limited to, skin color, natural and protective hairstyles, headdress, tribal regalia, and attire.

Natural and protective hairstyles: include, but are not limited to, braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

Race: includes characteristics associated with actual or perceived race, ancestry, or ethnicity including, but not limited to, skin color, natural and protective hairstyles, tribal regalia, and attire.

Religious attire and characteristics associated with religion: includes, but is not limited to, natural and protective hairstyles, tribal regalia, burkas, hijabs, head wraps, yamaka, cross or other headdress, adornments, and clothing garments used to express or observe one's religious beliefs.

Tribal regalia: includes natural and protective hairstyles and traditional garments, jewelry, or other adornments or similar objects of cultural significance worn by members of an indigenous tribe of the United States or another country. Tribal regalia does not include any dangerous weapon or, except in compliance with an appropriate federal permit, any object that is otherwise prohibited by federal law.

Legal Reference: Hines v. Caston Sch. Corp. 651 N.E.2D 330 (1995)
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988).
Bethal School District v. Fraser, 478 U.S. 675 (1986).
Tinker v. Des Moines Ind. Comm. Sch. Dist., 393 U.S. 503 (1969).
Neb. Statute 79-526
LB 43 (2024)
LB 298 (2025)
Neb. Statute 79-2,158 and 79-2,159

Cross Reference: 501 Objectives for Equal Educational Opportunities for Students
504 Student Rights and Responsibilities

Approved 9-15-03
Reviewed 6-13-24; 6/12/25
Revised 6-17-24; 6/16/25

HASTINGS PUBLIC SCHOOLS

Personnel – Certificated and Non-Certificated Employees
SAFE DRIVING RECORD STANDARD FOR DRIVERS

Standard for Pupil Transportation Vehicle Drivers: Each person who is required to have a permit to operate a pupil transportation vehicle for this School District shall meet all requirements to hold and continue to hold a pupil transportation operator's permit, including the successful completion of a physical assessment and a Medical Examiner's Certificate.

One of the requirements for obtaining such a permit is that the person have a record of satisfactory driving as determined by Board policy. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 7 years; or,
3. Reckless driving or willful reckless, within the immediate prior 7 years; or
4. Accumulation of 5 or more points under the motor vehicle operators' license point system within the immediate prior 4 years. In the event the person has accumulated 3 or 4 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Standard for Drivers of Small Vehicles for Activity Trips: Each person who drives a small vehicle (car or van) other than a pupil transportation vehicle for school activities and who is not required to have a permit to operate a pupil transportation vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving.

For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 7 years; or,
3. Reckless driving or willful reckless, within the immediate prior 7 years; or
4. Accumulation of 5 or more points under the motor vehicle operators' license point system, within the immediate prior 4 years. In the event the person has accumulated 3 or 4 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the

Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Drivers who exclusively drive small vehicles for activity trips are not required to obtain a Medical Examiner's Certificate.

Standard for Drivers of Other School Vehicles: Each person who drives a school vehicle other than a pupil transportation vehicle and does not transport students in the vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. In the event the person's employment position requires driving vehicles as a function of the person's employment, the employment may be terminated in the absence of a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 7 years; or,
3. Reckless driving or willful reckless, within the immediate prior 7 years; or
4. Accumulation of 6 or more points under the motor vehicle operators' license point system within the immediate prior 4 years. In the event the person has accumulated 3, 4 or 5 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

The record of satisfactory driving standards shall apply to all new employees from and after adoption of this policy. Existing employees shall be subject to the same standards, provided that the Superintendent or Superintendent's designee may determine to permit an exception based on the existing employee's record of satisfactory driving while employed with the District and the nature and proximity of prior driving offenses as such offenses relate to safe transportation.

Legal Reference: Neb. Rev. Stat. Sections 79-318, 79-602, 79-607 and 79-608

Neb. Rev. Stat. Sec. 60-4,182 (point system)

Title 92, Nebraska Administrative Code, Chapters 91 & 92

Approved: _____ Reviewed: _____ Revised: _____

HASTINGS PUBLIC SCHOOLS

Instruction

Behavioral Intervention and Classroom Management

1. Purpose

Hastings Public Schools is committed to creating a learning environment where every individual is valued, respected, and supported. This Policy emphasizes the shared responsibility of individuals for their actions and their ability to learn, grow, and thrive. This Policy further provides a framework for encouraging positive behavior, addressing challenges in a caring and constructive way, and ensuring safe and supportive school and classroom environments.

2. General Principles

As part of the District’s commitment to all students, the Board hereby implements a tiered-system of support to foster a positive school climate and culture, encourage appropriate student behavior, and provide the necessary supports for academic and behavioral success.

This Policy does not replace or alter the Student Discipline Act when behaviors warrant student disciplinary action under that Student Discipline Act.

3. Standards

Tier 1: Universal Supports			
	District Level	School Level	Classroom Level
Sound Infrastructure & Shared Leadership	Develop and maintain a district-wide behavior framework, ensuring alignment with the district's vision and goals. Establish a leadership team to oversee implementation and sustainability.	Create school-level leadership teams to implement the district behavior framework. Build systems to support staff in consistent implementation of universal behavior strategies.	Teachers set up clear, consistent behavior expectations aligned with school and district policies. Classroom routines and physical environments are structured to promote positive behaviors.

Layered Continuum of Support	Ensure all schools have access to evidence-based universal behavior practices and instructional tools for promoting positive behavior.	Develop a school-wide plan for teaching and reinforcing positive behavior expectations for all students.	Integrate the development of emotional and interpersonal skills into daily instruction and explicitly teach expected behaviors.
Data-Based Decision- Making	Implement a district-wide behavior data system for tracking	Use behavioral data to assess school culture,	Collect and reflect on classroom behavior data to identify patterns or
	student behavioral incidents, attendance, and other indicators of behavior. Analyze district trends to guide support for schools.	climate and adjust universal supports.	unanticipated signs of distress and adjust teaching practices as needed.
Communication and Collaboration	Share district-wide behavior policies, expectations, and data with all stakeholders, including families and the community.	Develop intervention teams to identify students in need of Tier 2 support and manage their plans.	Teachers collaborate with intervention teams to integrate targeted strategies into the classroom.
Tier 2: Targeted Supports			
	District Level	School Level	Classroom Level
Sound Infrastructure & Shared leadership	Provide a menu of evidence-based Tier 2 intervention and training for implementation.	Develop intervention teams to identify students in need of Tier 2 support and manage their plans.	Teachers collaborate with intervention teams to integrate targeted strategies into the classroom that align with school and district policies.

Layered Continuum of Support	Allocate resources to support targeted interventions, such as additional staff or training for small group supports.	Implement interventions such as mentoring programs, social skills groups, or targeted behavior coaching.	Provide additional supports like daily progress monitoring and structured break.
Data-Based Decision- Making	Use district-wide systems to track the effectiveness of Tier 2 interventions and adjust as needed.	Monitor progress using behavior data: point sheets, observations, or student self-assessments and input data in district-wide systems.	Document daily data on student progress to evaluate the impact of interventions.
Communication and Collaboration	Facilitate communication between schools, families, and community partners about available Tier 2 supports.	Engage families in the intervention process by providing regular updates and involving them in problem solving and goal setting.	Maintain open lines of communication with families about their child's progress and strategies to promote support the behavior goals at home.
Tier 3: Intensive, Individualized Supports			
	District Level	School Level	Classroom Level
Sound Infrastructure & Shared leadership	Ensure access to specialized staff to design and oversee intensive interventions.	Assemble a multidisciplinary team to develop and implement Functional Behavioral Assessments (FBAs) and Behavior	Collaborate with specialists to integrate individualized supports into classroom routines that align with school and district policies.

		Intervention Plans (BIPs).	
Layered Continuum of Support	Coordinate external services and resources for students requiring wraparound support beyond the school.	Provide interventions or sessions tailored to the student's unique needs and communicate with external services and resources to align supports for students.	Consistently implement accommodations and modifications, such as sensory supports or de-escalation plans, to address individual behaviors.
Data-Based Decision- Making	Regularly review data on Tier 3 interventions and outcomes to ensure its effectiveness.	Use detailed, frequent data collection to refine and adjust BIPs based on student progress.	Implement daily monitoring and adjust individualized strategies as data indicates.
Communication and Collaboration	Partner with community agencies to align supports for students with complex needs.	Conduct regular meetings with families to review and revise plans based on student progress.	Provide ongoing feedback to families and specialists about the student's daily performance, progress, and needs.

4. Addressing Dysregulated Behavioral and Classroom Removal

This Policy outlines a structured approach for managing dysregulated behavior that disrupts the learning environment or poses safety concerns. The aim is to ensure the safety and well-being of all students and staff, while supporting the student in developing self-regulation skills and reintegrating into the classroom.

A. Criteria for Removal

- i. *Safety Concerns*: Immediate removal may occur if a student poses a threat to their own safety, the safety of others, or the environment.
- ii. *Disruption to Learning*: Removal may be necessary if the student's behavior significantly disrupts instruction or the learning environment.
- iii. *Attempted Interventions*: Whenever possible, staff should use de-escalation techniques, behavior redirection, or other Tier 1 or Tier 2 interventions before considering removal. Severe behaviors that endanger safety may bypass prior interventions.

B. Procedure for Removal

- i. *Behavior Documentation*: The teacher or staff member documents the behavior leading to the removal, including antecedents, attempted interventions, and the incident itself. A clear, objective description of the behavior must be included.
- ii. *Safe Transition*: The student is escorted to a designated safe space, such as the office or a designated calming area, by trained personnel. Efforts are made to ensure the student remains calm and safe during the transition.
- iii. *Notification*: Parents or guardians are notified as soon as possible about the removal. A detailed account of the behavior and any interventions attempted are shared.

C. Post-Removal Actions

- i. *Restorative Meeting*: A meeting involving the student, parents or guardians, teacher or other designated staff member, and administrator may be scheduled to review the behavior, its impact, and steps to prevent recurrence. The meeting emphasizes restoring relationships and understanding the root cause of the behavior.
- ii. *Behavior Support Plan (if needed)*: For recurring incidents, a behavior support plan is developed or reviewed, including targeted interventions and supports aligned with the student's needs. The plan may include strategies such as check-ins, mentoring, or additional behavioral learning supports.

D. Transition Back to the Classroom

- i. *Reintegration Plan*: The student returns to the classroom with appropriate support, which may include a reintegration checklist, a designated buddy, or frequent check-ins with a trusted adult. Expectations and routines are explicitly reviewed with the student.
- ii. *Ongoing Support and Monitoring*: Follow-up meetings with the student, teacher or other designated staff member, and parents/guardians are scheduled to evaluate progress. Data from behavior observations are used to adjust interventions and supports as needed.
- iii. *Focus on Positive Growth*: A strengths-based approach is applied to recognize and reinforce improvements in behavior.

5. Communication and Collaboration

Families are partners in addressing the student's behavior and supporting reintegration. School staff will provide clear and transparent communication about any incident, the student's plan for return, and available resources. Collaboration will also occur between general education, special education, school psychologist, behavior specialists, school counselors, and/or social workers to ensure all supports align with the student's needs and strengths.

6. Required Training

The District will ensure that school employees are trained in behavioral awareness and intervention as required by this Policy and state law. The Superintendent is hereby delegated the authority and responsibility to develop or contract for such training and to ensure that the appropriate staff receive said training as required by state law.

7. Monitoring and Feedback

Parents, guardians, students, advocates and community members are encouraged to provide feedback on this Policy and the District's actions under this Policy. The Superintendent or designee is also directed to provide any feedback to the Board of Education as the Superintendent deems appropriate.

Legal Reference: Neb. Rev. Stat. § 79-262.01

Approved: 06/16/25

Reviewed: _____

Revised: _____

HASTINGS PUBLIC SCHOOLS

StudentsFoster Care Student Transportation

In accordance with federal and state law, the District's written transportation procedures for foster care children are as follows:

Students to be Transported

DHHS will contact the District to inform the District of a foster care student living in the District and/or to be educated by the District. The District will communicate with DHHS on any further matters concerning said foster care student(s).

School of Origin

The District will work to develop a transportation plan for each foster care student needing transportation to the student's school of origin, as defined and required by federal law. Each student's situation will be different, so there is no single transportation plan for every foster care student. Transportation options may include: (1) the foster care family; (2) a bus or school vehicle; (3) transportation to a pickup location; or (4) some other form of transportation in accordance with state and federal law. Foster care students on an IEP may require other considerations and/or different transportation obligations.

When required by law, the District will coordinate the foster care student's transportation to the school of origin while any disputes regarding transportation until the disputes are resolved.

Costs

If the student can be transported by the District without the District incurring any additional costs, then the District will normally transport the student. However, if the District will need to incur additional costs to transport the student, then DHHS will cover any such additional costs associated with the foster care student's transportation. If the District and DHHS are unable to agree on a transportation plan, the District and DHHS will work together to resolve any differences.

Oversight, Implementation, and Administration

The District's Homeless Liaison is responsible for overseeing these procedures, updating them as needed, and otherwise ensuring that the District complies with the transportation requirements for foster care students.

Legal Reference: 20 U.S.C. § 6312.

Date of Adoption: [Insert Date]

Administrative Resignation/Release/Retire(s)					
Name	Assignment/Building		FTE	Effective	Replaces/Reason
No Resignation/Release/Retire(s)					
Administrative Transfer(s)					
Name	Former Assignment/Building	New Assignment/Building		Effective	Replaces/Reason
No Transfer(s)					
Administrative New Hire(s)					
Name	Assignment/FTE/Building	Effective	Degree/Level	College/University	Replaces/Reason
No New Hire(s)					
Certificated Resignation/Release(s)					
Name	Assignment/Building		FTE	Effective	Replaces/Reason
Madalynn Clausen	ELL/Middle School		1		Recinded Offer
Certificated Transfer(s)					
Name	Former Assignment/Building	New Assignment/Building		Effective	Replaces/Reason
No Transfer(s)					
Certificated New Hire(s)					
Name	Assignment/FTE/Building	Effective	Degree/Level	College/University	Replaces/Reason
No New Hire(s)					
Extra Standard Resignation/Release(s)					
Name	Assignment/Building			Effective	Replaces/Reason
No Resignation/Release/Retire(s)					
Extra Standard Transfer(s)					
Name	Former Assignment/Building	New Assignment/Building		Effective	Replaces/Reason
Extra Standard New Hire(s)					
Name	Assignment/Building	Level		Effective	Replaces/Reason
Tom Fish	Assistant Boys Track/Senior High	CAT II, Level 1		8/1/2025	Kirk Ortegren/Resign
Kennedy Howard	Student Council//Alcott	CAT A, Level 1		8/1/2025	Erika Williams/Resign
Hannah Rodgers	Preschool Learning Team Liaison/Morton	Learning Team Liaison Stipend		8/1/2025	Sara Horstmann/Transfer
Zac Swanson	Assistant Boys Wrestling/Senior High	CAT III, Level 1		8/1/2025	Matt Geiger/Transfer

Classified Resignation/Release(s)

<u>Name</u>	<u>Assignment/Building</u>	<u>FTE</u>	<u>Effective</u>	<u>Replaces/Reason</u>
Haley Pinkus	Night Custodian/Morton	0.5	5/27/2025	Resign
Alyssa Timmerman	School Nurse/Alcott	1.0	5/21/2025	

Classified Transfer(s)

<u>Name</u>	<u>Former Assignment/Building</u>	<u>New Assignment/Building</u>	<u>FTE</u>	<u>Effective</u>	<u>Replaces/Reason</u>
Javier Jimenez Sanchez	12 Month Bus Driver/Transportation	9 Month Bus Driver/Transportation	1	8/8/25	Tom Hartwig/Retire

Classified New Hire(s)

<u>Name</u>	<u>Assignment/Building</u>	<u>FTE</u>	<u>Effective</u>	<u>Replaces/Reason</u>
Alfonso Canchola	Night Custodian/Morton	0.5	6/9/25	Haley Pinkus/Resign

CERTIFICATED OPEN POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>RESIGNATION /TERM DATE</u>
AMANDA COLLINS TXFR to LONGFELLOW	HHS - Special Education Skills 3	04-30-2024
LISA BOUCHER	HHS - Counselor	05-22-2025
BECKI KULWICKI	Lincoln - Instructional Facilitator	05-22-2025
PAM TILLMAN	School Psychologist	05-22-2025
0.5 FTE RHONDA MCBRIDE	School Psychologist	05-22-2025
EMILY HASS	Speech Language Pathologist	05-19-2023
JAMIE LEPANT	Speech Language Pathologist	05-19-2023
KELSEY STOKELY	Speech Language Pathologist	05-19-2023
HANNAH TUCKER TXFR	Longfellow - Kindergarten	05-22-2025
CINDY HINRICHS TXFR	Alcott - K-2 SPED	05-22-2025
SARA HORSTMANN	MELC - PreK Resource	05-22-2025

CLASSIFIED OPEN POSITIONS

<u>NAME</u>	<u>POSITION</u>	<u>RESIGNATION /TERM DATE</u>
RUTH LEMKE	HHS Special Education Paraeducator	04-13-2023
BARB PARDE	HMS - ISS Paraeducator	5-22-2025
JASMINE SMITH	HMS - EL Paraeducator	12-20-2024
ALYSSA TIMMERMAN	AL - School Nurse	5-22-2025
LOGAN SCHULDT	HA - SPED Paraeducator	5-22-2025
ASSOCIATED STAFFING	LO - SEBL Paraeducator	12-6-20024

FRAN MAUNDER	LO - Library Paraeducator	5-22-2025			
GRISEL SANCHEZ	LO - EL Paraeducator	5-22-2025			
DEB WILLIAMS	WA - Office Paraecutor				
	DIST - PART TIME BUS DRIVER (NEW)				
	DIST - Inventory/Custodian (NEW)				
DYLAN BUSCH	District Maintenance - Plumber	07-05-2024			
TERRY BOUTIN	District Bus Monitor	11-24-2024			
TOM HARTWIG	District Bus Driver	01-22-2025			
BRAD DUHACHEK	HMS - Night Custodian	TBD			
RYAN VOBORIL	LO - Head Custodian	05-15-2025			
EXTRA-STANDARD OPEN POSITIONS					
NAME	POSITION	RESIGNATION /TERM DATE			
MEAGAN BLODGET	HHS - Assistant Swimming & Diving	09-29-2022			
STEPHANIE STORY	HHS - Assistant Volleyball	05-22-2025			
	HHS -Assistant Girls Wrestling				
MATT FERGUSON	HMS - Head Boys Basketball	05-22-2025			
AARON OSWALD	HMS - Assistant Track	05-22-2025			
	HMS - Assistant Girls Wrestling				
ANTHONY FAGIOLO	Vocal Music Learning Team Liaison	05-22-2025			
HPS HAS HIRED 86 SUBSTITUTE TEACHERS AS OF 6/9/2025					