

**SANDHILLS PUBLIC SCHOOLS**  
**Regular July 2025 Regular Board of Education Meeting**  
Monday, July 14, 2025  
7:05 PM

Sandhills High School Lecture Hall, 107 Gandy Avenue, Dunning, NE 68833

**Opening Statement:**

Welcome to the Sandhills Public Schools Board of Education Meeting. The agenda sequence is provided as a courtesy only. The board reserves the right to consider each item in any sequence it deems appropriate. Therefore, we encourage visitors to attend the meeting from the beginning.

The Board of Education reserves the right to enter into Executive Session for the protection of the public interest; or the prevention of needless injury to the reputation of an individual, and if the individual has not requested a public meeting.

{{Name: Agenda Item Name}} {{Rationale: Agenda Item Rationale}}

**Regular Board Meeting:**

1. **Call to order** The regular monthly meeting of the Sandhills Public Schools Board of Education was called to order on \_\_\_\_\_ at \_\_\_\_ p.m. in the Sandhills High School Lecture Hall.
2. **Mission Statement**
3. **Nebraska Open Meetings Law** Posted in meeting room
4. **Publication of Meetings** Per Policy 204.07-reasonable advanced notification was made of the meeting. Verification of Publication on minutes in the Thomas County Herald
5. **Roll Call**
6. **Pledge of Allegiance**
7. **Approval of Agenda**
8. **Public Comment** *Thank you for attending the board meeting. Comments from the public should be made during this time. Please introduce yourself and refrain from defamatory or personal comments. Comments should be limited to three minutes.*
9. **Consent Agenda**
  - 9.a. Approve the minutes of the June 9, 2025 regular board meeting
  - 9.b. Approve the Financial Report
  - 9.c. Approve the payment of bills
10. **Administrative Reports**
  - 10.a. Activities Director's Report
  - 10.b. Principal's Report
  - 10.c. Superintendent
11. **Discussion Items**
  - 11.a. Transportation
  - 11.b. Report on facilities
  - 11.c. Review of snack availability
12. **Action Items**
  - 12.a. Approve Staff and Student Handbooks for 2025-2026
  - 12.b. Review and consider fuel bids for the 2025-2026 school year
  - 12.c. Review and Award Propane Bids for 2025-2026
  - 12.d. Finalize bus routes for the 2025-2026 school year

- 12.e. Review, final reading, and approval of Board Policies 502.1 Resident Students and 502.2 Nonresident Students/Option Enrollment, 504.06 Student Dress, 504.12 Cell Phones and Electronic Communication, 506.01 Student Activity Eligibility, 507.05 COPPA Student Privacy Notice, 508.18 Administration of Naloxone, 605.05 Religious-Based Exclusion, 604.16 Behavioral Intervention and Classroom Management, 604.17 Use of Artificial Intelligence, 1005.03 Parental and Family Involvement, and 1005.13 Parental Access to Library Materials
- 12.f. Review and approve Board Policies 404.01 Employee Physical Examinations, 404.02 Employee Injury on the Job, 404.03 Employees Personal Security and Safety, 404.04 Communicable Diseases, 404.05 Hazardous Chemical Disclosure, 404.06 Harassment by Employees, 404.07 Substance Free Workplace, 404.08 Drug and Alcohol Testing, 404.09 Injured Employee Alternative Duty Review, 404.10 Disclosure and Protection of Employee Health Information, 404.11 Facilities for Milk Expression, 404.13 School Closure Under Extraordinary Circumstances
- 12.g. Annual review and approval of Board Policies 504.03 Student Conduct, 504.19 Student Fees, 504.20 Bullying Prevention, and 1005.3 Parental Involvement
- 13. **Adjourn Official Meetings Notice:** The next regular board meeting will be held on August 11, 2025 in the high school lecture hall at Dunning, NE at 7:00 p.m. The meeting will be open to the public and agendas are kept continually current and available for public inspection in the Superintendent's office during regular business hours with reasonable notice.

# NEBRASKA OPEN MEETINGS ACT

**84-1407. Act, how cited.** Sections 84-1407 to 84-1414 shall be known and may be cited as the Open Meetings Act.

**84-1408. Declaration of intent; meetings open to public.** It is hereby declared to be the policy of this state that the formation of public policy is public business and may not be conducted in secret.

Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act.

**84-1409. Terms, defined.** For purposes of the Open Meetings Act, unless the context otherwise requires:

(1)(a) Public body means (i) governing bodies of all political subdivisions of the State of Nebraska, (ii) governing bodies of all agencies, created by the Constitution of Nebraska, statute, or otherwise pursuant to law, of the executive department of the State of Nebraska, (iii) all independent boards, commissions, bureaus, committees, councils, subunits, or any other bodies created by the Constitution of Nebraska, statute, or otherwise pursuant to law, (iv) all study or advisory committees of the executive department of the State of Nebraska whether having continuing existence or appointed as special committees with limited existence, (v) advisory committees of the bodies referred to in subdivisions (i), (ii), and (iii) of this subdivision, and (vi) instrumentalities exercising essentially public functions; and

(b) Public body does not include (i) subcommittees of such bodies unless a quorum of the public body attends a subcommittee meeting or unless such subcommittees are holding hearings, making policy, or taking formal action on behalf of their parent body, except that all meetings of any subcommittee established under section 81-15,175 are subject to the Open Meetings Act, (ii) entities conducting judicial proceedings unless a court or other judicial body is exercising rulemaking authority, deliberating, or deciding upon the issuance of administrative orders, and (iii) the Judicial Resources Commission or subcommittees or subgroups of the commission;

(2) Meeting means all regular, special, or called meetings, formal or informal, of any public body for the purposes of briefing, discussion of public business, formation of tentative policy, or the taking of any action of the public body; and

(3) Virtual conferencing means conducting or participating in a meeting electronically or telephonically with interaction among the participants subject to subsection (2) of section 84-1412.

**84-1410. Closed session; when; purpose; reasons listed; procedure; right to challenge; prohibited acts; chance meetings, conventions, or workshops.**

(1) Any public body may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. Closed sessions may be held for, but shall not be limited to, such reasons as:

(a) Strategy sessions with respect to collective bargaining, real estate purchases, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body;

(b) Discussion regarding deployment of security personnel or devices;

(c) Investigative proceedings regarding allegations of criminal misconduct;

(d) Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting;

(e) For the Community Trust created under section 81-1801.02, discussion regarding the amounts to be paid to individuals who have suffered from a tragedy of violence or natural disaster; or

(f) For public hospitals, governing board peer review activities, professional review activities, review and discussion of medical staff investigations or disciplinary actions, and any strategy session concerning transactional negotiations with any referral source that is required by federal law to be conducted at arms length.

Nothing in this section shall permit a closed meeting for discussion of the appointment or election of a new member to any public body.

(2) The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The public body holding such a closed session shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. For purposes of this section, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by members of the public body to legal counsel or other negotiators in closed sessions authorized under subdivision (1) (a) of this section.

(3) Any member of any public body shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury to the reputation of an individual. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

(4) Nothing in this section shall be construed to require that any meeting be closed to the public. No person or public body shall fail to invite a portion of its members to a meeting, and no public body shall designate itself a subcommittee of the whole body for the purpose of circumventing the Open Meetings Act. No closed session, informal meeting, chance meeting, social gathering, email, fax, or other electronic communication shall be used for the purpose of circumventing the requirements of the act.

(5) The act does not apply to chance meetings or to attendance at or travel to conventions or workshops of members of a public body at which there is no meeting of the body then intentionally convened, if there is no vote or other action taken regarding any matter over which the public body has supervision, control, jurisdiction, or advisory power.

**84-1411. Meetings of public body; notice; method; contents; when available; right to modify; duties concerning notice; virtual conferencing authorized; requirements; emergency meeting without notice; appearance before public body.**

(1) Until January 1, 2025:

(a) Each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committee, such notice shall be published in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's website.

(ii) In the case of the governing body of a city of the second class or village or such body's advisory committee or the governing body of a rural or suburban fire protection district, such notice shall be published by:

(A) Publication in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's website; or

(B) Posting written notice in three conspicuous public places in such city, village, or district. Such notice shall be posted in the same three places for each meeting.

(iii) In the case of a public body not described in subdivision (1) (b)(i) or (ii) of this section, such notice shall be given by a method designated by the public body.

(iv) In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the public body shall (A) post such notice on its website, if available, and (B) post such notice in a conspicuous public place in such public body's jurisdiction. The public body shall keep a written record of such posting. The record of such posting shall be evidence that such posting was done as required and shall be sufficient to fulfill the requirement of publication.

(c) In addition to a method of notice required by subdivision (1)(b) (i) or (ii) of this section, such notice may also be provided by any other appropriate method designated by such public body or such advisory committee.

(d) Each public body shall record the methods and dates of such notice in its minutes.

(e) Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of an emergency nature, the agenda shall not be altered later than (i) twenty-four hours before the scheduled commencement of the meeting or (ii) forty-eight hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

(2) Beginning January 1, 2025:

(a) Each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (2)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committees, such notice shall be given by:

(A)(I) Publication in a newspaper of general circulation within the public body's jurisdiction that is finalized for printing prior to the time and date of the meeting, (II) posting on such newspaper's website, if available, and (III) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers. Such notice shall be placed in the newspaper and on the websites by the newspaper; or

(B)(I) Posting to the newspaper's website, if available, and (II) posting to a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the public body's jurisdiction is to be finalized for printing prior to the time and date of the meeting. Such notice shall be placed in the newspaper and on the websites by the newspaper.

(ii) In the case of the governing body of a city of the second class or village, any advisory committee of such governing body, or the governing body of a rural or suburban fire protection district, such notice shall be given by:

(A)(I) Publication in a newspaper of general circulation within the public body's jurisdiction that is finalized for printing prior to the time and date of the meeting, (II) posting on such newspaper's website, if available, and (III) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers. Such notice shall be placed in the newspaper and on the websites by the newspaper;

(B)(I) Posting to the newspaper's website, if available, and (II) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the public body's jurisdiction is to be finalized for printing prior to the time and date of the meeting. Such notice shall be placed in the newspaper and on the websites by the newspaper; or

(C)(III) Posting written notice in three conspicuous public places in such city, village, or district. Such notice shall be posted by the public body in the same three places for each meeting.

(iii) In the case of a public body not described in subdivision (2) (b)(i) or (ii) of this section, such notice shall be given by a method designated by the public body.

(iv) In case of refusal, neglect, or inability of the newspaper to publish the notice, the public body shall (A) post such notice on its website, if available, (B) submit a post on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (C) post such notice in a conspicuous public place in such public body's jurisdiction. The public body shall keep a written record of such posting. The record of such posting shall be evidence that such posting was done as required and shall be sufficient to fulfill the requirement of publication.

(3)(a) The following entities may hold a meeting by means of virtual conferencing if the requirements of subdivision (3)(b) of this section are met:

(i) A state agency, state board, state commission, state council, or state committee, or an advisory committee of any such state entity;

(ii) An organization, including the governing body, created under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act;

(iii) The governing body of a public power district having a chartered territory of more than one county in this state;

(iv) The governing body of a public power and irrigation district having a chartered territory of more than one county in this state;

(v) An educational service unit;

(vi) The Educational Service Unit Coordinating Council;

(vii) An organization, including the governing body, of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act;

(viii) A community college board of governors;

(ix) The Nebraska Brand Committee;

(x) A local public health department;

(xi) A metropolitan utilities district;

(xii) A regional metropolitan transit authority; and

(xiii) A natural resources district.

(b) The requirements for holding a meeting by means of virtual conferencing are as follows:

(i) Reasonable advance publicized notice is given as provided in subsections (1) and (2) of this section, including providing access to a dial-in number or link to the virtual conference;

(ii) In addition to the public's right to participate by virtual conferencing, reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided in section 84-1412, including reasonable seating, in at least one designated site in a building open to the public and identified in the notice, with: At least one member of the entity holding such meeting, or his or her designee, present at each site; a recording of the hearing by audio or visual recording devices; and a reasonable opportunity for input, such as public comment or questions, is provided to at least the same extent as would be provided if virtual conferencing was not used;

(iii) At least one copy of all documents being considered at the meeting is available at any physical site open to the public where individuals may attend the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act; and

(iv) Except as otherwise provided in this subdivision or subsection (4) of section 79-2204, no more than one-half of the meetings of the state entities, advisory committees, boards, councils, organizations, or governing bodies are held by virtual conferencing in a calendar year. In the case of (a) an organization created under the Interlocal Cooperation Act that sells electricity or natural gas, (b) an organization created under the Municipal Cooperative Financing Act, (C) a governing body of a risk management pool and any advisory committee of such governing body, or (D) any advisory committee of any state entity created in response to the Opioid Prevention and Treatment Act, such organization, governing body, or committee may hold more than one-half of its meetings by virtual conferencing if such organization holds at least one meeting each calendar year that is not by virtual conferencing.

(4) Virtual conferencing, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(5) The secretary or other designee of each public body shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

(6) When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by virtual conferencing. The provisions of subsection (5) of this section shall be complied with in conducting emergency meetings. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

(7) A public body may allow a member of the public or any other witness to appear before the public body by means of virtual conferencing.

(8)(a) Notwithstanding subsections (3) and (6) of this section, if an emergency is declared by the Governor pursuant to the Emergency Management Act as defined in section 81-829.39, a public body the territorial jurisdiction of which is included in the emergency declaration, in whole or in part, may hold a meeting by virtual conferencing during such emergency if the public body gives reasonable advance publicized notice as described in subsections (1) and (2) of this section. The notice shall include information regarding access for the public and news media. In addition to any formal action taken pertaining to the emergency, the public body may hold such meeting for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action by the public body.

(b) The public body shall provide access by providing a dial-in number or a link to the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act. Reasonable arrangements shall be made to accommodate the public's right to hear and speak at the meeting and record the meeting. Subsection (5) of this section shall be complied with in conducting such meetings.

(c) The nature of the emergency shall be stated in the minutes. Complete minutes of such meeting specifying the nature of the emergency and any formal action taken at the meeting shall be made available for inspection as provided in subsection (5) of section

84-1413.

(9) In addition to any other statutory authorization for virtual conferencing, any public body not listed in subdivision (3)(a) of this section may hold a meeting by virtual conferencing if:

(a) The purpose of the virtual meeting is to discuss items that are scheduled to be discussed or acted upon at a subsequent non-virtual open meeting of the public body;

(b) No action is taken by the public body at the virtual meeting; and

(c) The public body complies with subdivisions (3)(b)(i) and (ii) of this section.

**84-1412. Meetings of public body; rights of public; public body; powers and duties.**

(1) Subject to the Open Meetings Act, the public has the right to attend and the right to speak at meetings of public bodies, and all or any part of a meeting of a public body, except for closed sessions called pursuant to section 84-1410, may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, a camera, video equipment, or any other means of pictorial or sonic reproduction or in writing. Except for closed sessions called pursuant to section 84-1410, a public body shall allow members of the public an opportunity to speak at each meeting.

(2) It shall not be a violation of subsection (1) of this section for any public body to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings, including meetings held by virtual conferencing.

(3) No public body shall require members of the public to identify themselves as a condition for admission to the meeting nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. The body shall require any member of the public desiring to address the body to identify himself or herself, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

(4) No public body shall, for the purpose of circumventing the Open Meetings Act, hold a meeting in a place known by the body to be too small to accommodate the anticipated audience.

(5) No public body shall be deemed in violation of this section if it holds its meeting in its traditional meeting place which is located in this state.

(6) No public body shall be deemed in violation of this section if it holds a meeting outside of this state if, but only if:

(a) A member entity of the public body is located outside of this state and the meeting is in that member's jurisdiction;

(b) All out-of-state locations identified in the notice are located within public buildings used by members of the entity or at a place which will accommodate the anticipated audience;

(c) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including making virtual conferencing available at an in-state location to members, the public, or the press, if requested twenty-four hours in advance;

(d) No more than twenty-five percent of the public body's meetings in a calendar year are held out-of-state;

(e) Out-of-state meetings are not used to circumvent any of the public government purposes established in the Open Meetings Act; and

(f) The public body publishes notice of the out-of-state meeting at least twenty-one days before the date of the meeting in a legal newspaper of statewide circulation.

(7) Each public body shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at a meeting.

(8) Public bodies shall make available at the meeting or the in-state location for virtual conferencing as required by subdivision (6)(c) of this section, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed at an open meeting, either in paper or electronic form. Public bodies shall make available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

**84-1413. Meetings; minutes; roll call vote; secret ballot; when; agenda and minutes; required on website; when.**

(1) Each public body shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.

(2) Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if the member was absent or not voting. The requirements of a roll call or viva voce vote shall be satisfied by a public body which utilizes an electronic voting device which allows the yeas and nays of each member of such public body to be readily seen by the public.

(3) The vote to elect leadership within a public body may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

(4) The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public records and open to public inspection during normal business hours.

(5) Minutes shall be written or kept as an electronic record and shall be available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier, except that cities of the second class and villages may have an additional ten working days if the employee responsible for writing or keeping the minutes is absent due to a serious illness or emergency.

(6) Beginning July 31, 2022, the governing body of a natural resources district, the city council of a city of the metropolitan class, the city council of a city of the primary class, the city council of a city of the first class, the county board of a county with a population greater than twenty-five thousand inhabitants, and the school board of a school district shall make available on such entity's public website the agenda and minutes of any meeting of the governing body. The agenda shall be placed on the website at least twenty-four hours before the meeting of the governing body. Minutes shall be placed on the website at such time as the minutes are available for inspection as provided in subsection (5) of this section. This information shall be available on the public website for at least six months.

**84-1414. Unlawful action by public body; declared void or voidable by district court; when; duty to enforce open meeting laws; citizen's suit; procedure; violations; penalties.**

(1) Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in violation of the Open Meetings Act shall be declared void by the district court if the suit is commenced within one hundred twenty days of the meeting of the public body at which the alleged violation occurred. Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in substantial violation of the Open Meetings Act shall be voidable by the district court if the suit is commenced more than one hundred twenty days after but within one year of the meeting of the public body in which the alleged violation occurred. A suit to void any final action shall be commenced within one year of the action.

(2) The Attorney General and the county attorney of the county in which the public body ordinarily meets shall enforce the Open Meetings Act.

(3) Any citizen of this state may commence a suit in the district court of the county in which the public body ordinarily meets or in which the plaintiff resides for the purpose of requiring compliance with or preventing violations of the Open Meetings Act, for the purpose of declaring an action of a public body void, or for the purpose of determining the applicability of the act to discussions or decisions of the public body. It shall not be a defense that the citizen attended the meeting and failed to object at such time. The court may order payment of reasonable attorney's fees and court costs to a successful plaintiff in a suit brought under this section.

(4) Any member of a public body who knowingly violates or conspires to violate or who attends or remains at a meeting knowing that the public body is in violation of any provision of the Open Meetings Act shall be guilty of a Class IV misdemeanor for a first offense and a Class III misdemeanor for a second or subsequent offense.

Revised 07/2024

  
**Nebraska Council**  
of School Administrators  
455 South 11<sup>th</sup> Street, Suite A  
Lincoln, NE 68508  
(402) 476-8050  
ncsa.org

  
**PERRY, GUTHERY, HAASE & GESSFORD, P.C., L.L.O.**  
233 South 13<sup>th</sup> Street, Suite 1400,  
Lincoln, NE 68508  
(402) 476-9200  
perrylawfirm.com

PROOF OF PUBLICATION

State of Nebraska )  
 ) ss.  
County of Thomas )

Kendra L. Cutler, being first duly sworn, deposes and says she is the Editor of the Thomas County Herald a weekly legal newspaper having a bona fide circulation of more than 300 copies published in Thedford, Nebraska; and said newspaper has been published for at least 52 consecutive weeks prior to publication of attached notice; that said publication is of general circulation; that attached notice was published 1 time(s) on

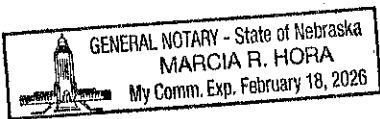
June 5, 2025

Kendra L. Cutler

Subscribed to in my presence and Sworn to before me this 30<sup>th</sup> day of June, 2025

Marcia R. Hora  
Notary Public

Publication Fee \$ 12.45



**Sandhills Schools  
Board  
Public Notice**

The Board of Education of Sandhills Public Schools will meet Monday, June 9, 2025 at 7:00 p.m. in the Lecture Hall at the high school in Dunning, Nebraska. All meetings are open to the public. Agendas are kept continually current and available for public inspection in the Superintendent's Office during regular business hours with reasonable notice.

Publish: June 5, 2025

ZNEZ

~~Notar~~  
Notar 1

PROOF OF PUBLICATION

State of Nebraska )  
 ) ss.  
County of Thomas )

Kendra L. Cutler, being first duly sworn, deposes and says she is the Editor of the Thomas County Herald a weekly legal newspaper having a bona fide circulation of more than 300 copies published in Thedford, Nebraska; and said newspaper has been published for at least 52 consecutive weeks prior to publication of attached notice; that said publication is of general circulation; that attached notice was published 1 time(s) on

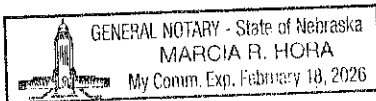
June 19, 2025

Kendra L. Cutler

Subscribed to in my presence and Sworn to before me this 30<sup>th</sup> day of June, 2025

Marcia R. Hora  
Notary Public

Publication Fee \$ 230.93



# Sandhills Public Schools Board Of Education Proceedings

Regular Board of Education June 2025 Meeting Minutes Monday, June 9, 2025 7:00 PM

Sandhills High School Lecture Hall

Regular Board Meeting:

1. Call to Order:

The regular monthly meeting of the Sandhills Public Schools Board of Education is called to order on June 9, 2025 at 7:04 p.m. in the Sandhills

High School Lecture Hall by President Rory Zutavern.

2. Mission Statement:

"To develop KNIGHTS" Knowledgeable, Noble, Independent, Grateful, Honest, Tenacious, and Successful citizens for an ever-changing world." (Approved 11/11/24)

3. Nebraska Open Meetings Law

Posted in the meeting room. The location of the poster was noted.

4. Publication of Meetings

Per policy 204.07 Reasonable advanced notification was made of the meeting. Verification of Publication of minutes in the Thomas County Herald, May 22, 2025.

5. Roll Call

Board members Present: Dillon Simonson, Jeff Martindale, Michelle Milleson, Rory Zutavern, Jill Thompson, and Reed Larsen. Absent: none. Also present were Superintendent Jamie Isom, Principal Patrick Recoy, and Jaylee Simonson, bookkeeper.

6. Pledge of Allegiance

The Pledge of Allegiance was recited by the Board and others in attendance.

7. Approval of Agenda.

A motion made by Michelle Milleson, seconded by Jeff Martindale to approve the agenda as presented: Yea, Nay: Larsen: Yea, Martindale: Yea, Milleson: Yea, Simonson: Yea, Thompson: Yea, Zutavern: Yea. Voting Nay: None. Motion passed 6-0.

8. Public Comment.

The Board sets aside

time to hear comments or concerns from patrons. No public comments were made.

9. Consent Agenda.

A motion made by Jeff Martindale, seconded by Jill Thompson to approve the consent agenda: Yea, Nay: Larsen: Yea, Martindale: Yea, Milleson: Yea, Simonson: Yea, Thompson: Yea, Zutavern: Yea. Voting Nay: none. Motion passed 6-0.

9a. Approve the minutes of the May 12, 2025 regular board meeting

9.b. Approve the Final Report.

9.c. Approve the payment of bills.

10. Any library report.

Kristin Ganoung presented an annual report about the libraries of the district and plans for the future. The elementary library is used quite extensively by students and plans are being made to increase connections with classrooms and instruction. The high school library is adding another Kindle to be available for student checkout. Currently, one Kindle is available and has been checked out the majority of the school year. Preliminary planning is being done for updating library organization, furniture, and equipment. Mrs. Ganoung is pursuing grant opportunities for funding for library updates.

11. Administrative Reports

11.a. Principal's Report - The new language arts series has arrived and is being inventoried so it can be distributed to teachers. Training for staff with the new series will be done in July and into the new year with the help of the ESU. NDE end of the year reporting is largely completed at this point and Power School rollover for the new school year will be done in July. Mr. Recoy and Mrs. Pokorny will be attending Power School training soon. Mr. Recoy also reported on activities related topics as Mr. Trosper is out of town. Congratulations to State Golf competitor with Blake Haake placing 5th in Class D and State Track

competitor Conner Sutton placing 7th in the 800 meter run. NSAA has finalized changes for the 2025-2026 year with changes in determining locations for district play in Basketball, Football, Wrestling, and Golf. Seeding for State Football will also see changes as well as eight-man eligibility.

11.b. Superintendent's Report - Dr. Isom reported on Policy updates. The storm door has been replaced on the kitchen door at Halsey, and siding has been replaced above the door. The Head Cook position has been offered and accepted by Tiffany Glidden. There were a total of four applicants, with three being interviewed, as one application was received after the position was filled. Duda Plumbing has reviewed plumbing repairs in the high school Science room and consideration of a main line filter to improve water quality in the building. Review and approval of handbooks will be added to the July agenda in order to be able to incorporate new policies and review handbooks thoroughly.

12. Discussion Items

12.a. Transportation. The coach bus is in Kearney at Coach Masters for annual inspection and maintenance. Electrical outlets are to be added as they weren't completed at the time of purchase.

12.b. Report on facilities.

Cleaning and painting is underway at both buildings. The activity building mechanical room doors have been cut down to size. The bowing of sections of the gym floor continues to be a work in progress. HVAC in the building has been completed and electrical inspectors were on site recently as well.

13. Committee Reports - No committee reports given.

- Policy Committee
- Building/Facility Committee
- Coop
- American Civics
- Negotiations
- Transportation
- Hiring

14. Action Items.

14.a. Review and approve 2025-2026 Meal Prices

Mrs. Pokorny reviewed the suggested increase in meal prices, basically a \$0.10 increase for each meal, with the recommendation for pricing as follows:

Elementary Breakfast, \$2.10, High School Breakfast, \$2.10, Adult Breakfast, \$5.10, Breakfast

seconds, \$1.60, Extra milk, \$0.35, Elementary Lunch, \$3.35, High School Lunch, \$3.60, and Adult Lunch, \$4.55.

A motion made by Jeff Martindale, seconded by Dillon Simonson to approve meal prices for the 2025-2026 school year as recommended. Larsen: Yea, Martindale: Yea, Milleson: Yea, Simonson: Yea, Thompson: Yea, Zutavern: Yea. Voting Nay: none. Motion passed 6-0.

14.b. Final Reading and approval of Board Policy 504.06 Dress Code and Grooming (formerly Student Appearance)

Policy 504.06 is a result of legislative changes. This policy is based on the model policy created by NDE.

A motion made by Michelle Milleson, seconded by Jill Thompson to approve the final reading and approval of Board Policy 504.06 Dress Code and Grooming. Larsen: Yea, Martindale: Yea, Milleson: Yea, Simonson: Yea, Thompson: Yea, Zutavern: Yea. Voting Nay: none. Motion passed 6-0.

14.c. First reading and review of Board Policies 502.1 Resident Students and 502.2 Nonresident Students/Option Enrollment, 504.12 Cell Phones and Electronic Communication, 506.01 Student Activity Eligibility, 507.05 COPPA Student Privacy Notice, 508.18 Administration of Naloxone, 605.05 Religious-Based Exclusion, 604.16 Behavioral Intervention and Classroom Management, 604.17 Use of Artificial Intelligence, 1005.03 Parental and Family Involvement, and 1005.13 Parental Access to Library Materials.

This group of policies are updates and a few new policies received

from NASB as part of the policy update service.

Policy 504.12 Cell Phones and Other Electronic Communication Devices - LB 140 details the Legislature's requirements for limiting cell phone use in district facilities during instruction hours.

Policy 506.01 Student Activity and Policy 506.10 Physicals - LB 89, called the Stand With Women Act created statutory definitions for "male" and "female" and set certain limitations on participation in single-sex sports. Policy 506.01 includes mention of the requirement for a physical (which will include determination of the student's sex) prior to sports participation and the districts adherence to NSAA by-laws.

Policy 507.05 Student Privacy Notice and Admin. Reg. 507.05R1 Approved Web-Based Educational Services and Programs - This policy is intended to help districts meet the guidelines of the Children's Online Privacy Protection Act (COPPA).

Policy 508.12 Asthma and Allergic Reaction Protocol - LB 457 directs HHS and NDE to develop a model policy relating to allergies and anaphylaxis emergencies that districts may adopt or use as a guideline for their own policy by July 1, 2026.

Policy 508.18 Administration of Naloxone (Narcan) - LB 195 more specifically sets forth immunity for persons administering Narcan or Naloxone for opioid related overdoses. This does not change policy 508.18 Administration of Naloxone (Narcan) since that provision was already mentioned in previous statutes and our policy. We've included it here for your use.

Policy 604.16 Behavioral Intervention and Classroom Management - NDE has created a model Behavioral Intervention policy and districts are required to adopt similar or stronger language in their policies. We have put the main language for Board expectations into Policy 604.16 but

have put the detailed procedures for removal from the classroom and utilizing system supports into

an Administrative Regulation 604.16R1. We've also done a moderate amount of re-writing of the policy portion of this, such as removing the instruction to "provide a structured approach for managing dysregulated behavior."

Policy 1005.03 Parental and Family Involvement in the Schools - LB 428 detail specifying the kinds of information that must be available to all parents along with a general requirement that districts should tell parents how they can access that information.

Policy 1005.13 Parental Access to Library Materials - LB 390 requires districts to provide access to lists of the books in each school library, and if the parents wish, to monitor what books are being checked out by their students.

A motion made by Michelle Milleson, seconded by Reed Larsen Approve first reading and/or review of Board Policies 502.01, 502.02, 504.12, 506.01, 507.05, 508.18, 605.05, 604.16, 604.17, 1003.05 and 1005.13. Larsen: Yea, Martindale: Yea, Milleson: yea, Simonson: Yea, Thompson: Yea, Zutavern: Yea/ Voting Nay: none. Motion passed 6-0.

14.d. Review and approve Board Policies Section 400 Personnel Policies 401, 402.01 - 403.08.

This regular review is a group of policies from the 400 sections of the current policy manual. Most policies have very few changes.

A motion made by Jeff Martindale, seconded by Dillon Simonson Review and review and approve Board Policy Section 400 Administration policies 401, 402.01 - 403.08. Larsen: Yea, Martindale: Yea, Milleson: Yea, Simonson: Yea, Thompson: Yea, Zutavern: Yea. Voting Nay: none. Motion passed 6-0.

15. Adjourn

The regular meeting of the Board of Education

meeting June 9, 2025 was adjourned at 8:40 by President Rory Zutavern.

OFFICIALS MEETING NOTICE: The next regular meeting of the Sandhills Public Schools Board of Education will be held at the high school lecture hall in Dunning, NE and will begin at 7:00 p.m. on July 14, 2025.

OFFICIAL MEETING NOTICE: The Board of Education of the Sandhills Public Schools Board of Education will hold a public hearing regarding Board Policy 1005.03 Parental and Family Involvement at 7:00 p.m. prior to the regular meeting of the Board to be held on that day.

Expenditures:

Ace Hardware	18.36
Art of Education	
University, The	727.00
Consolidated	
Telephone	393.44
Corporate Payment	
Systems	595.37
Creative Printers	
Inc.	184.57
Custer Public Power	
District	2,651.69
DAS State Accounting	
Central Finance	396.67
Dunning	
Water	365.00
Eakes Office	
Solutions	371.02
ESU 10	6,282.96
Flinn Scientific	
Inc.	56.65
Hometown	
Leasing	532.28
Ingram Library	
Services	450.41
KC Electric	425.39
Library	
Store, The	206.55
MCI	57.69
NIBC	275.00
PGH & G Attorneys	
At Law	365.00
Presto X	
Company	231.79
Quill	765.30
Sandhill Oil	
Company	4,185.68
Staples	54.896
TEAM Physical	
Therapy	482.76
Theford Lumber &	
Supply	458.88
Village of	
Theford	470.45
Waldinger Corporation	
The	1,060.00
Payroll &	
Liabilities	192,204.33
Total	213,580.20

Publish: June 19, 2025  
ZNEZ

**SANDHILLS PUBLIC SCHOOLS**  
**Regular Board of Education June 2025 Meeting Minutes**  
Monday, June 9, 2025  
7:00 PM  
Sandhills High School Lecture Hall

**Regular Board Meeting:**

1. **Call to order**

The regular monthly meeting of the Sandhills Public Schools Board of Education is called to order on June 9, 2025 at 7:04 p.m. in the Sandhills High School Lecture Hall by President Rory Zutavern.

2. **Mission Statement**

"To develop **KNIGHTS**" **K**nowledgeable, **N**oble, **I**ndependent, **G**rateful, **H**onest, **T**enacious, and **S**uccessful citizens for an ever-changing world." (Approved 11/11/24)

3. **Nebraska Open Meetings Law**

Posted in the meeting room. The location of the poster was noted.

4. **Publication of Meetings**

Per policy 204.07 Reasonable advanced notification was made of the meeting. Verification of Publication of minutes in the Thomas County Herald, May 22, 2025.

5. **Roll Call**

Board members Present: Dillon Simonson, Jeff Martindale, Michelle Milleson, Rory Zutavern, Jill Thompson, and Reed Larsen. Absent: none. Also present were Superintendent Jamie Isom, Principal Patrick Recoy, and Jaylee Simonson, bookkeeper.

6. **Pledge of Allegiance**

The pledge of Allegiance was recited by the Board and others in attendance.

7. **Approval of Agenda**

A motion made by Michelle Milleson, seconded by Jeff Martindale to approve the agenda as presented: Yea, Nay. Larsen: Yea, Martindale: Yea, Milleson: Yea, Simonson: Yea, Thompson: Yea, Zutavern: Yea. Voting Nay: None. Motion passed 6-0.

8. **Public Comment**

The Board sets aside time to hear comments or concerns from patrons. No public comments were made.

9. **Consent Agenda**

A motion made by Jeff Martindale, seconded by Jill Thompson to approve the consent agenda: Yea, Nay. Larsen: Yea, Martindale: Yea, Milleson: Yea, Simonson: Yea, Thompson: Yea, Zutavern: Yea. Voting Nay: none. Motion passed 6-0.

9.a. Approve the minutes of the May 12, 2025 regular board meeting

9.b. Approve the Financial Report

9.c. Approve the payment of bills

**10. Annual library report**

Kristin Ganoung presented an annual report about the libraries of the district and plans for the future. The elementary library is used quite extensively by students and plans are being made to increase connections with classrooms and instruction. The high school library is adding another Kindle to be available for student checkout. Currently, one Kindle is available and has been checked out the majority of the school year. Preliminary planning is being done for updating library organization, furniture, and equipment. Mrs. Ganoung is pursuing grant opportunities for funding for library updates.

**11. Administrative Reports**

11.a. Principal's Report – The new language arts series has arrived and is being inventoried so it can be distributed to teachers. Training for staff with the new series will be done in July and into the new year with the help of the ESU. NDE end of the year reporting is largely completed at this point and Power School rollover for the new school year will be done in July. Mr. Recoy and Mrs. Pokorny will be attending Power School training soon. Mr. Recoy also reported on activities related topics as Mr. Trosper is out of town. Congratulations to State Golf competitor with Blake Haake placing 5<sup>th</sup> in Class D and State Track competitor Conner Sutton placing 7<sup>th</sup> in the 800 meter run. NSAA has finalized changes for the 2025-2026 year with changes in determining locations for district play in Basketball, Football, Wrestling, and Golf. Seeding for State Football will also see changes as well as eight-man eligibility.

11.b. Superintendent's Report – Dr. Isom reported on Policy updates. The storm door has been replaced on the kitchen door at Halsey, and siding has been replaced above the door. The Head Cook position has been offered and accepted by Tiffany Glidden. There was a total of four applicants, with three being interviewed, as one application was received after the position was filled. Duda Plumbing has reviewed plumbing repairs in the high school Science room and consideration of a main line filter to improve water quality in the building. Review and approval of handbooks will be added to the July agenda in order to be able to incorporate new policies and review handbooks thoroughly.

**12. Discussion Items**

12.a. Transportation

The coach bus is in Kearney at Coach Masters for annual inspection and maintenance. Electrical outlets are to be added as they weren't completed at the time of purchase.

12.b. Report on facilities

Cleaning and painting is underway at both buildings. The activity building mechanical room doors have been cut down to size. The bowing of sections of the gym floor continues to be a work in progress. HVAC in the building has been completed and electrical inspectors were on site recently as well.

13. **Committee Reports** – No committee reports given.

- Policy Committee
- Building/Facility Committee
- Coop
- American Civics
- Negotiations
- Transportation
- Hiring

14. **Action Items**

14.a. Review and approve 2025-2026 Meal Prices

Mrs. Pokorny reviewed the suggested increase in meal prices, basically a \$0.10 increase for each meal, with the recommendation for pricing as follows: Elementary Breakfast, \$2.10, High School Breakfast, \$2.10, Adult Breakfast, \$3.10, Breakfast seconds, \$1.60, Extra milk \$0.35, Elementary Lunch \$3.35, High School Lunch, \$3.60, and Adult lunch, \$4.55.

A motion made by Jeff Martindale, seconded by Dillon Simonson to approve meal prices for the 2025-2026 school year as recommended. Larsen: Yea, Martindale: Yea, Milleson: Yea, Simonson: Yea, Thompson: Yea, Zutavern: Yea. Voting Nay: none. Motion passed 6-0.

14.b. Final Reading and approval of Board Policy 504.06 Dress Code and Grooming (formerly Student Appearance)

Policy 504.06 is a result of legislative changes. This policy is based on the model policy created by NDE.

A motion made by Michelle Milleson, seconded by Jill Thompson to approve the final reading and approval of Board Policy 504.06 Dress Code and Grooming. Larsen: Yea, Martindale: Yea, Milleson: Yea, Simonson: Yea, Thompson: Yea, Zutavern: Yea. Voting Nay: none. Motion passed 6-0.

14.c. First reading and review of Board Policies 502.1 Resident Students and 502.2 Nonresident Students/Option Enrollment, 504.12 Cell Phones and Electronic Communication, 506.01 Student Activity Eligibility, 507.05 COPPA Student Privacy Notice, 508.18 Administration of Naloxone, 605.05 Religious-Based Exclusion, 604.16 Behavioral Intervention and Classroom Management, 604.17 Use of Artificial Intelligence, 1005.03 Parental and Family Involvement, and 1005.13 Parental Access to Library Materials

This group of policies are updates and a few new policies received from NASB as part of the policy update service.

Policy 504.12 Cell Phones and Other Electronic Communication Devices - LB140

details the Legislature's requirements for limiting cell phone use in district facilities during instruction hours.

Policy 506.01 Student Activity and Policy 506.10 Physicals - LB89, called the Stand With Women Act created statutory definitions for "male" and "female" and set certain limitations on participation in single-sex sports. Policy 506.01 includes mention of the requirement for a physical (which will include determination of the student's sex) prior to sports participation and the districts adherence to NSAA bylaws.

Policy 507.05 Student Privacy Notice and Admin. Reg. 507.05R1 Approved Web-Based Educational Services and Programs - This policy is intended to help districts meet the guidelines of the Children's Online Privacy Protection Act (COPPA).

Policy 508.12 Asthma and Allergic Reaction Protocol - LB 457 directs HHS and NDE to develop a model policy relating to allergies and anaphylaxis emergencies that districts may adopt or use as a guideline for their own policy by July 1, 2026.

Policy 508.18 Administration of Naloxone (Narcan) - LB 195 more specifically sets forth immunity for persons administering Narcan or Naloxone for opioid related overdoses. This does not change policy 508.18 Administration of Naloxone (Narcan) since that provision was already mentioned in previous statutes and our policy. We've included it here for your use.

Policy 604.16 Behavioral Intervention and Classroom Management - NDE has created a model Behavioral Intervention policy and districts are required to adopt similar or stronger language in their policies. We have put the main language for Board expectations into Policy 604.16 but have put the detailed procedures for removal from the classroom and utilizing system supports into an Administrative Regulation 604.16R1. We've also done a moderate amount of rewriting of the policy portion of this, such as removing the instruction to "provide a structured approach for managing dysregulated behavior."

Policy 1005.03 Parental and Family Involvement in the Schools - LB 428 detail specifying the kinds of information that must be available to all parents along with a general requirement that districts should tell parents how they can access that information.

Policy 1005.13 Parental Access to Library Materials - LB390 requires districts to provide access to lists of the books in each school library, and if the parents wish, to monitor what books are being checked out by their students."

A motion made by Michelle Milleson, seconded by Reed Larsen Approve first reading and/or review of Board Policies 502.01, 502.02, 504.12, 506.01, 507.05, 508.18, 605.05, 604.16, 604.17, 1003.05, and 1005.13. Larsen: Yea, Martindale:

Yea, Milleson: Yea, Simonson: Yea, Thompson: Yea, Zutavern: Yea. Voting Nay: none. Motion passed 6-0.

- 14.d. Review and approve Board Policies Section 400 Personnel- Policies 401, 402.01 - 403.08

This regular review is a of a group of policies from the 400 sections of the current policy manual. Most policies have very few changes.

A motion made by Jeff Martindale, seconded by Dillon Simonson Review and review and approve Board Policy Section 400 Administration policies 401, 402.01 - 403.08. Larsen: Yea, Martindale: Yea, Milleson: Yea, Simonson: Yea, Thompson: Yea, Zutavern: Yea. Voting Nay: none. Motion passed 6-0.

15. **Adjourn**

The regular meeting of the Board of Education meeting June 9, 2025 was adjourned at 8:40 by President Rory Zutavern.

**OFFICIAL MEETING NOTICE:** The next regular meeting of the Sandhills Public Schools Board of Education will be held at the high school lecture hall in Dunning, NE and will begin at 7:00 p.m. on July 14, 2025.

**OFFICIAL MEETING NOTICE:** The Board of Education of the Sandhills Public Schools Board of Education will hold a public hearing regarding Board Policy 1005.03 Parental and Family Involvement at 7:00 p.m. prior to the regular meeting of the Board to be held on that day.

Cash Receipt Listing by Fund

Fund: 01 GENERAL FUND

<u>Receipt Number</u>	<u>Received From</u>	<u>Receipt Date</u>	<u>Cash Receipt Description</u>	<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Amount</u>
	LOGANCOUNT Logan Country Treasure	06/13/2025	Taxes	01 1100	LOCAL DISTRICT TAXES	19,642.09
	THOMASCOUN Thomas County Treasure	06/13/2025	Taxes	01 1100	LOCAL DISTRICT TAXES	39,158.97
	CUSTERCOUN Custer County Treasure	06/13/2025	Taxes	01 1100	LOCAL DISTRICT TAXES	10,130.48
	BLAINECOUN Blaine County Treasure	06/09/2025	Taxes	01 1100	LOCAL DISTRICT TAXES	106,420.74
	LOUPCOUNTY Loup County Treasure	06/25/2025	Taxes	01 1100	LOCAL DISTRICT TAXES	3,480.33
	BROWNCOUNT Brown County Treasure	06/25/2025	Taxes	01 1100	LOCAL DISTRICT TAXES	2,840.03
Account Number Total: 01 1100					LOCAL DISTRICT TAXES	181,672.64
	LOGANCOUNT Logan Country Treasure	06/13/2025	Taxes	01 1125	MOTOR VEHICLE TAX	0.88
	THOMASCOUN Thomas County Treasure	06/13/2025	Taxes	01 1125	MOTOR VEHICLE TAX	1,049.75
	CUSTERCOUN Custer County Treasure	06/13/2025	Taxes	01 1125	MOTOR VEHICLE TAX	141.21
	BLAINECOUN Blaine County Treasure	06/09/2025	Taxes	01 1125	MOTOR VEHICLE TAX	2,652.63
Account Number Total: 01 1125					MOTOR VEHICLE TAX	3,844.47
	WESTERNNEB Western Nebraska Bank	06/30/2025	Interest	01 1510	INTEREST	540.51
Account Number Total: 01 1510					INTEREST	540.51
	GENERALFUN General Fund	06/13/2025	Miller Retirement Reimbursement	01 1920	CONTRIBUTIONS & DONATIONS	114.05
Account Number Total: 01 1920					CONTRIBUTIONS & DONATIONS	114.05
	THOMASCOUN Thomas County Treasure	06/13/2025	Taxes	01 2110	COUNTY FINES/LICENSE FEES	67.07
	CUSTERCOUN Custer County Treasure	06/13/2025	Taxes	01 2110	COUNTY FINES/LICENSE FEES	9.58
	CUSTERCOUN Custer County Treasure	06/13/2025	Taxes	01 2110	COUNTY FINES/LICENSE FEES	0.05
	BLAINECOUN Blaine County Treasure	06/09/2025	Taxes	01 2110	COUNTY FINES/LICENSE FEES	325.00
Account Number Total: 01 2110					COUNTY FINES/LICENSE FEES	401.70
	STATEOFNEB State of Nebraska	06/30/2025	State of NE	01 3110	STATE AID	18,940.00
Account Number Total: 01 3110					STATE AID	18,940.00

**Cash Receipt Listing by Fund**

**Fund: 01 GENERAL FUND**

<u>Receipt Number</u>	<u>Received From</u>	<u>Receipt Date</u>	<u>Cash Receipt Description</u>	<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Amount</u>
	STATEOFNEB State of Nebraska	06/03/2025	SPED Reimbursement 23-24	01 3120	SPECIAL EDUCATION SCHOOL AGE	18,792.00
	STATEOFNEB State of Nebraska	06/09/2025	SPED Reimbursement 23-24	01 3120	SPECIAL EDUCATION SCHOOL AGE	21,301.00
Account Number Total: 01 3120					SPECIAL EDUCATION SCHOOL AGE	40,093.00
	THOMASCOUN Thomas County Treasure	06/13/2025	Taxes	01 3130	HOMESTEAD EXEMPION	953.68
	CUSTERCOUN Custer County Treasure	06/13/2025	Taxes	01 3130	HOMESTEAD EXEMPION	30.93
	BLAINECOUN Blaine County Treasure	06/09/2025	Taxes	01 3130	HOMESTEAD EXEMPION	618.45
Account Number Total: 01 3130					HOMESTEAD EXEMPION	1,603.06
	NATIONALIN National Insurance Services	06/25/2025	Credit on Acct from 23-24	01 5301	INSURANCE ADJUSTMENTS	455.69
Account Number Total: 01 5301					INSURANCE ADJUSTMENTS	455.69
Fund Total: 01						247,665.12

Summary Totals

<u>Account Type</u>		<u>Cash Accounts</u>		<u>Receivable Accounts</u>
Subtotal Revenue	247,665.12	01 101		247,665.12
Subtotal Expense		Total:		247,665.12
Subtotal General Ledger				
Total:	247,665.12			

District Financial Statement

June 30 , 2025  
Financial Statement

		General	Lunch	Operational	Building	Activity
Beginning Balance	6/1/2025	\$1,565,145.48	\$15,013.83	\$6,000.00	\$124,160.34	\$38,204.69
Revenue Received		\$247,665.12	\$95.00	\$54,211.49	\$8,854.31	\$290.91
Expenditures		\$208,658.87	\$10,207.19	\$54,211.49	\$3,895.00	\$16,688.48
Ending Balance	6/30/2025	\$1,604,151.73	\$4,901.64	\$6,000.00	\$129,119.65	\$21,807.12

		Depreciation Fund	Activity Building Loan	Building Floor Loan
Beginning Balance	6/1/2025	\$152,492.36	\$425,770.50	\$101,949
Revenue Received		\$48.88		
Expenditures		\$27,900.00		
Ending Balance	6/30/2025	\$124,641.24	\$425,770.50	

		CD #0114	CD #9867
Ending Balance	6/30/2025	\$116,397.41	\$108,847.33

6/30/2025

FUND	Budget Amount	YTD \$ spent	% of Budget
General	5,203,060.00	2,557,968.63	49.16%
Lunch	178,912.00	139,965.87	78.23%
Building	351,000.00	266,236.47	75.85%
Depreciation	235,307.00	27,900.00	11.86%
Activities	180,893.00	103,322.87	57.12%
		3,095,393.84	

# District Financial Statement

**Cash Receipt Listing by Fund**

**Fund: 08 BUILDING FUND**

<u>Receipt Number</u>	<u>Received From</u>	<u>Receipt Date</u>	<u>Cash Receipt Description</u>	<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Amount</u>	
	LOGANCOUNT Logan Country Treasure	06/13/2025	Taxes	08 1100	TAXES	944.31	
	THOMASCOUN Thomas County Treasure	06/13/2025	Taxes	08 1100	TAXES	1,883.90	
	BLAINECOUN Blaine County Treasure	06/09/2025	Taxes	08 1100	TAXES	5,116.24	
	CUSTERCOUN Custer County Treasure	06/13/2025	Taxes	08 1100	TAXES	487.05	
	LOUPCOUNTY Loup County Treasure	06/25/2025	Taxes	08 1100	TAXES	167.24	
	BROWNCOUNT Brown County Treasure	06/25/2025	Taxes	08 1100	TAXES	136.54	
					Account Number Total: 08 1100	TAXES	8,735.28
	WESTERNNEB Western Nebraska Bank	06/30/2025	Interest	08 1510	INTEREST	41.96	
					Account Number Total: 08 1510	INTEREST	41.96
	THOMASCOUN Thomas County Treasure	06/13/2025	Taxes	08 3130	HOMESTEAD EXEMPTION	45.86	
	BLAINECOUN Blaine County Treasure	06/09/2025	Taxes	08 3130	HOMESTEAD EXEMPTION	29.73	
	CUSTERCOUN Custer County Treasure	06/13/2025	Taxes	08 3130	HOMESTEAD EXEMPTION	1.48	
					Account Number Total: 08 3130	HOMESTEAD EXEMPTION	77.07
					Fund Total: 08		8,854.31

Summary Totals

Account Type

Subtotal Revenue	8,854.31
Subtotal Expense	
Subtotal General Ledger	
Total:	<u>8,854.31</u>

Cash Accounts

08 101	8,854.31
Total:	<u>8,854.31</u>

Receivable Accounts

**Cash Receipt Listing by Fund**

**Fund: 06 LUNCH FUND**

<u>Receipt Number</u>	<u>Received From</u>	<u>Receipt Date</u>	<u>Cash Receipt Description</u>	<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Amount</u>
	PATRONS Patrons	06/13/2025	Daily Lunch Sales	06 1611	DAILY SALES LUNCH	95.00
Account Number Total: 06 1611					DAILY SALES LUNCH	95.00
					Fund Total: 06	95.00

Summary Totals

Account Type

Subtotal Revenue	95.00
Subtotal Expense	
Subtotal General Ledger	
Total:	95.00

Cash Accounts

06 101	95.00
Total:	95.00

Receivable Accounts

Activity Fund Balance Report - Detail - Exclude Encumbrances

05/2025 - 05/2025

Regular; Beginning Month 05/2025; Processing Month 05/2025; Fund Balance Account 05 704 0037; Fund Number 05

Fund: 05 STUDENT ACTIVITIES FUND

Chart of Account Number		Chart of Account Description					Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description						
<b>05 704 0037</b>			<b>SANDHILLS/THEDFORD CO-OP BALANCE</b>			<b>*Previous Balance</b>				(5,634.82)	
05 704 0037			SANDHILLS/THEDFORD CO-OP BALANCE								
05 1710 0037			SANDHILLS/THEDFORD CO-OP RECEIPTS								
05/01/2025	CR	1			BOYS BB DISTRICT FINALS		0.00	220.27			
05/01/2025	CR	1			GOLF ENTRY FEES		0.00	350.00			
05 5200 0037			CO-OP FUND TRANSFERS IN FROM DISTRICT								
05/20/2025	CR	6			DISTRICT SUPPORT TO COOP		0.00	10,000.00			
05 2900 610 000 5 037			SANDHILLS/THEDFORD CO-OP EXPENDITURES								
05/05/2025	CD	8576	5	13055	JH FOOTBALL HELMETS	ALLTEAM SPORTSWEAR	1,246.00	0.00			
05/05/2025	CD	05082025	5	13056	HS GOLF MEET ENTRY FEE	NORTH PLATTE ST. PAT'S	50.00	0.00			
05/05/2025	CD	BLEVINSTRACK	5	13057	TRACK MEET ENTRY FEE	STAPLETON HIGH SCHOOL	160.00	0.00			
05/05/2025	CD	05072025	5	13058	BRADY JH TRACK MEET	BRADY PUBLIC SCHOOLS	60.00	0.00			
05/05/2025	CD	HS GOLF MEET	5	13059	BOYS GOLF MEET ENTRY FEE	AINSWORTH SCHOOLS	60.00	0.00			
05/05/2025	CD	DIST TRACK2025	5	13060	HS DISTRICT TRACK MEET	SUTHERLAND PUBLIC SCHOOLS	129.58	0.00			
05/05/2025	CD	03252025	5	13062	PIZZAS FOR COOP MEETING	SANDHILL OIL CO.	31.98	0.00			
05/05/2025	CD	05142025	5	13064	MULLEN GOLF INVITE	MULLEN HIGH SCHOOL	50.00	0.00			
05/09/2025	CD	05192025	5	13071	DISTRICT D-3 GOLF TOURNAY	AINSWORTH SCHOOLS	75.00	0.00			
05/10/2025	CD	05152025	5	13073	VALENTINE GOLF MEET ENTRY FEE	Valentine High School	75.00	0.00			
05/12/2025	CD	051025	5	13074	PRACTICE GOLF ROUNDS - AINSWORTH	HARTWIG, MICK M	45.00	0.00			
05/12/2025	CD	051025	5	13074	PRACTICE GOLF ROUNDS - COLUMBUS	HARTWIG, MICK M	23.83	0.00			
05/20/2025	CD	052025	5	13077	MEAL MONEY FOR STATE GOLF	CASH	135.00	0.00			
05/20/2025	CD	052025	5	13077	MEAL MONEY FOR STATE TRACK	CASH	900.00	0.00			
<b>05 704 0037</b>			<b>SANDHILLS/THEDFORD CO-OP BALANCE</b>			<b>*Current Activity</b>				7,528.88	
						<b>*Ending Balance:</b>	3,041.39	10,570.27	0.00	1,894.06	
					Fund Total: 05		3,041.39	10,570.27	0.00	1,894.06	

Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
05 704	FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 704 0101	ANNUAL	1,399.92	0.00	0.00	0.00	0.00	0.00	1,399.92
05 704 0104	ACTIVITIES	2,679.84	1,395.88	61.14	0.00	0.00	0.00	1,345.10
05 704 0111	CLASS OF 2024	82.65	0.00	0.00	0.00	0.00	0.00	82.65
05 704 0112	CLASS OF 2025	1,024.90	547.50	0.00	0.00	0.00	0.00	477.40
05 704 0116	CLASS OF 2026	1,584.07	977.10	0.00	0.00	0.00	0.00	606.97
05 704 0120	DRAMA	384.03	113.22	0.00	0.00	0.00	0.00	270.81
05 704 0122	ELEMENTARY	957.48	0.00	1.30	0.00	0.00	0.00	958.78
05 704 0123	FBLA	1,655.19	365.10	0.00	0.00	0.00	0.00	1,290.09
05 704 0125	FFA	5,344.11	1,964.00	0.00	0.00	0.00	0.00	3,380.11
05 704 0128	CONCESSION STAND	771.82	0.00	40.00	0.00	0.00	0.00	811.82
05 704 0129	HONOR SOCIETY	504.33	111.82	0.00	0.00	0.00	0.00	392.51
05 704 0130	MUSIC	2,847.41	0.00	0.00	0.00	0.00	0.00	2,847.41
05 704 0133	SCHOLARSHIPS	3,156.47	0.00	0.00	0.00	0.00	0.00	3,156.47
05 704 0135	SIXTH GRADE TRIP	5,952.90	3,281.39	0.00	0.00	0.00	0.00	2,671.51
05 704 0136	SPEECH	159.11	0.00	0.00	0.00	0.00	0.00	159.11
05 704 0137	ST BOYS BASKETBALL	0.00	0.00	188.47	0.00	0.00	0.00	188.47
05 704 0139	ST FOOTBALL	3,086.99	1,680.00	0.00	0.00	0.00	0.00	1,406.99
05 704 0141	ST VOLLEYBALL	6,252.47	6,252.47	0.00	0.00	0.00	0.00	0.00
05 704 0145	DIGITAL DESIGN	361.00	0.00	0.00	0.00	0.00	0.00	361.00
Fund Total: 05		38,204.69	16,688.48	290.91	0.00	0.00	0.00	21,807.12

<b>GENERAL FUND DISBURSEMENT</b>				
<b>MONTH</b>	<b>2023-24</b>	<b>2024-2025</b>	<b>DIFFERENCE</b>	
SEPTEMBER	\$376,497.78	\$299,224.94	\$77,272.84	
OCTOBER	\$265,619.94	\$261,816.13	\$3,803.81	
NOVEMBER	\$328,428.91	\$244,381.81	\$84,047.10	
DECEMBER	\$235,389.20	\$248,084.42	-\$12,695.22	
JANUARY	\$236,630.43	\$250,888.35	-\$14,257.92	
FEBRUARY	\$254,757.91	\$320,663.50	-\$65,905.59	includes floor 50% payment
MARCH	\$287,954.21	\$298,167.49	-\$10,213.28	
APRIL	\$277,113.30	\$244,237.70	\$32,875.60	
MAY	\$247,406.07	\$226,854.00	\$20,552.07	
JUNE	\$227,251.25	\$213,580.20	\$13,671.05	
JULY	\$232,619.98	\$222,243.13	\$10,376.85	
AUGUST	\$357,440.91			
<b>TOTALS</b>	<b>\$3,327,109.89</b>	<b>\$2,830,141.67</b>	<b>\$139,527.31</b>	
<b>GENERAL FUND RECEIPTS</b>				
<b>MONTH</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>DIFFERENCE</b>	
SEPTEMBER	\$590,957.29	\$561,488.63	-\$29,468.66	
OCTOBER	\$270,736.42	\$214,645.88	-\$56,090.54	
NOVEMBER	\$110,524.10	\$18,837.83	-\$91,686.27	
DECEMBER	\$77,494.79	\$161,092.23	\$83,597.44	
JANUARY	\$479,813.72	\$433,140.49	-\$46,673.23	
FEBRUARY	\$324,364.72	\$622,339.43	\$297,974.71	
MARCH	\$99,463.53	\$120,303.27	\$20,839.74	
APRIL	\$75,948.18	\$104,224.72	\$28,276.54	
MAY	\$867,497.18	\$998,584.88	\$131,087.70	
JUNE	\$302,737.64	\$247,665.12	-\$55,072.52	
JULY	\$36,665.32			
AUGUST	\$48,402.34			
<b>TOTALS</b>	<b>\$3,284,605.23</b>		<b>\$282,784.91</b>	

Activity Fund Balance Report - Detail - Exclude Encumbrances

06/2025 - 06/2025

Regular; Beginning Month 06/2025; Processing Month 06/2025; Fund Balance Account 05 704 0037; Fund Number 05

Fund: 05 STUDENT ACTIVITIES FUND

Chart of Account Number		Chart of Account Description				Expenses	Revenues	Balance Change	Balance	
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name				
<b>05 704 0037</b>		<b>SANDHILLS/THEDFORD CO-OP BALANCE</b>				<b>*Previous Balance</b>			1,894.06	
05 704 0037		SANDHILLS/THEDFORD CO-OP BALANCE								
05 1710 0037		SANDHILLS/THEDFORD CO-OP RECEIPTS								
06/03/2025	CR	1			CUSTOM SPORTS \$ & GOLF ENTRIES		0.00	164.00		
06/16/2025	CR	4			GOLF ENTRY/LEFTOVER STATE TRK MEAL MONEY		0.00	110.00		
06/24/2025	CR	5			LEFTOVER STATE GOLF MEAL MONEY		0.00	45.00		
05 2900 610 000 5 037		SANDHILLS/THEDFORD CO-OP EXPENDITURES								
06/03/2025	CD	2025-2026 NCA	5	13081	2025-26 NCA MEMBERSHIP & CLINIC	KUNTZ, ADAM	110.00	0.00		
06/03/2025	CD	929481189	5	13078	SEVEN BADEN ELITE VOLLEYBALLS	BSN SPORTS	625.88	0.00		
06/03/2025	CD	2025-2026 NCA	5	13079	2025-26 NCA MEMBERSHIP	TROSPER, JAKE	55.00	0.00		
06/03/2025	CD	2025-2026 NCA	5	13080	2025-26 NCA MEMBERSHIP & CLINIC	RAY, REBECCA J	110.00	0.00		
06/05/2025	CD	06052025	5	13088	COOP ATHLETIC BANQUET	EWOLDTS	238.31	0.00		
06/05/2025	CD	06052025	5	13088	COOP ATHLETIC BANQUET	EWOLDTS	4.18	0.00		
06/05/2025	CD	06052025	5	13088	COOP ATHLETIC BANQUET	EWOLDTS	(41.61)	0.00		
06/06/2025	CD	06062025	5	13089	NSAA 2025-2026 CO-OP FEES-XC & WRESTLING	NSAA	145.00	0.00		
06/09/2025	CD	05272025	5	13090	DRIVING RANGE BALLS AT STATE GOLF	HARTWIG, MICK M	9.35	0.00		
06/24/2025	CD	008563	5	13092	TWO PAIR MEDIUM FB SHOULDER PADS	ALLTEAM SPORTSWEAR	402.00	0.00		
06/24/2025	CD	05122025	5	13093	COOP - HORSESHOE PADS, BANDAGES & WRAPS	AMAZON CAPITAL SERVICES	31.08	0.00		
06/24/2025	CD	2025	5	13095	COACHING MEMBERSHIP FEE - 2025-26	GREENE, ZETA	55.00	0.00		
06/24/2025	CD	MAY 2025	5	13096	HOT DOGS FOR ATHLETIC BANQUET	US BANK	176.37	0.00		
06/25/2025	CD	05292025	5	13098	LODGING AT STATE GOLF - COACH	QUALITY INN COLUMBUS	210.85	0.00		
06/25/2025	CD	05292025	5	13098	LODGING AT STATE GOLF - BRADY	QUALITY INN COLUMBUS	111.50	0.00		
06/25/2025	CD	052525	5	13099	STATE TRACK ROOMS-8 ROOMS FOR TWO NIGHTS	STAYBRIDGE SUITES OMAHA WEST	2,400.00	0.00		
06/25/2025	CD	JUNE SF	5	13100	STORAGE BAGS FOR VB JERSEYS	EWOLDTS	9.57	0.00		
06/25/2025	CD	JUNE SF	5	13100	FOOD FOR ATHLETIC BANQUET	EWOLDTS	23.57	0.00		
06/25/2025	CD	175989	5	13101	4-36 AND 3-23 GAME VOLLEYBALL SCOREBOOKS	MRG HAUFF	65.50	0.00		
06/25/2025	CD	4152025ST	5	13103	GBB, XC, FB, G/B WRESTLING UPDATES	SPORTBOARDZ	188.50	0.00		
<b>05 704 0037</b>		<b>SANDHILLS/THEDFORD CO-OP BALANCE</b>				<b>*Current Activity</b>			(4,611.05)	
						<b>*Ending Balance:</b>	4,930.05	319.00	0.00	(2,716.99)
				Fund Total: 05			4,930.05	319.00	0.00	(2,716.99)

**Activity Fund Balance Report - Detail - Exclude Encumbrances**

06/2025 - 06/2025

Regular; Beginning Month 06/2025; Processing Month 06/2025; Fund Balance Account 05 704 0037; Fund Number 05

**Fund: 05      STUDENT ACTIVITIES FUND**

Chart of Account Number

Chart of Account Description

<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>	<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
-------------------	-----------	--------------------	-------------------	----------------	--------------------	--------------------	-----------------	-----------------	-----------------------	----------------

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 1	Fund Number 01	GENERAL FUND	
Acco Brands	20250618	Office Supplies	85.06
Total Acco Brands			<u>85.06</u>
Ace Hardware	20250630	Custodial Supplies	39.98
Total Ace Hardware			<u>39.98</u>
Activity Fund	20250630	Activity Fund Transfer	5,000.00
Total Activity Fund			<u>5,000.00</u>
Blick Art Materials	20250620	Teaching Supplies	122.03
Blick Art Materials	20250620-0001	Teaching Art Supplies	199.50
Total Blick Art Materials			<u>321.53</u>
Cash-Wa Distributing	20250626	Custodial Supplies	301.80
Total Cash-Wa Distributing			<u>301.80</u>
Consolidated Telephone	20250623	Telephone	393.37
Total Consolidated Telephone			<u>393.37</u>
Corporate Payment Systems	20250701	Credit Card charges	3,804.20
Total Corporate Payment Systems			<u>3,804.20</u>
Creative Printers, INC	20250702	Board Advertising	243.38
Total Creative Printers, INC			<u>243.38</u>
Custer Public Power District	20250623	Utilities	1,902.89
Total Custer Public Power District			<u>1,902.89</u>
DAS State Accounting - Central Finance	20250624	Internet	396.67
Total DAS State Accounting - Central Finance			<u>396.67</u>
Discount School Supply	20250620	Teaching Supplies	22.30
Total Discount School Supply			<u>22.30</u>
Dunning Water	20250626	Utilities	365.00
Total Dunning Water			<u>365.00</u>
Eakes Office Solutions	20250626	Custodial Supplies	905.41
Eakes Office Solutions	20250630	Custodial Supplies	169.54
Total Eakes Office Solutions			<u>1,074.95</u>
Flinn Scientific Inc.	20250630	Teaching Supplies	45.66
Total Flinn Scientific Inc.			<u>45.66</u>
Gibbs Smith Education	20250626	Digital/Material for 4th Grade Nebraska	821.13
Total Gibbs Smith Education			<u>821.13</u>
Grocery Kart	20250702	Staff Development	69.20
Total Grocery Kart			<u>69.20</u>
Gumdrop Books	20250618	Library Books Elementary	341.71
Gumdrop Books	20250623	Elementary Library Books	328.60

Vendor Name	Invoice Number	Description	Amount
Total Gumdrop Books			<u>670.31</u>
HD Supply Formerly Home Depot Pro	20250620	Teaching Supplies	29.00
Total HD Supply Formerly Home Depot Pro			<u>29.00</u>
Hometown Leasing	20250630	Copier Lease	532.28
Total Hometown Leasing			<u>532.28</u>
Hubert Company	20250618	Teaching Supplies	27.90
Total Hubert Company			<u>27.90</u>
JAMF Software LLC	20250626	Annual Renewal	1,100.00
Total JAMF Software LLC			<u>1,100.00</u>
Kearney Quality Sew & Vac, Inc.	20250702	Custodial Supplies	33.49
Total Kearney Quality Sew & Vac, Inc.			<u>33.49</u>
Lakeshore Learning Materials	20250618	Elementary Teaching Supplies	47.49
Lakeshore Learning Materials	20250620	Teaching Supplies Elementary	175.69
Lakeshore Learning Materials	20250623	Teaching Supplies	227.01
Lakeshore Learning Materials	20250623-0001	Teaching Supplies Elementary	9.49
Total Lakeshore Learning Materials			<u>459.68</u>
Lunch Fund	20250702	Transfer Lunch	5,000.00
Total Lunch Fund			<u>5,000.00</u>
MCI	20250630	Telephone	58.00
Total MCI			<u>58.00</u>
Midwest Floor Specialists	20250630	Halsey Gym Floor	4,155.00
Total Midwest Floor Specialists			<u>4,155.00</u>
Midwest Technology Products	20250620	Custodial Supplies Elementary	98.60
Total Midwest Technology Products			<u>98.60</u>
Nebraska Public Health Environmental Laborato	20250630	Water Testing	15.00
Total Nebraska Public Health Environmental Laborato			<u>15.00</u>
NIBC,	20250626	Ice Machine	275.00
Total NIBC,			<u>275.00</u>
Presto X Company	20250618	Pest Control	246.65
Total Presto X Company			<u>246.65</u>
Pyramid School Products	20250626	Teaching Supplies	788.80
Pyramid School Products	20250626-0001	Supplies	48.87
Total Pyramid School Products			<u>837.67</u>
Quill	20250620	Teaching Supplies	7.30
Quill	20250620-0001	Office Supplies	21.50
Quill	20250620-0002	Teaching Supplies PE	50.38
Quill	20250620-0003	Office Supplies	352.72
Quill	20250620-0004	Teaching Supplies Elementary	48.44

Vendor Name	Invoice Number	Description	Amount
Quill	20250620-0005	Teaching Supplies Elementary	3.90
Quill	20250620-0006	Teaching Supplies Elementary	44.00
Quill	20250620-0007	Teaching Supplies	141.08
Quill	20250620-0008	Teaching Supplies Elementary	167.77
Quill	20250620-0009	Office Supplies	19.20
Total Quill			<u>856.29</u>
Redcort Software Inc	20250623	TimeClock	95.00
Total Redcort Software Inc			<u>95.00</u>
School Health	20250620	Health Supplies	8.26
Total School Health			<u>8.26</u>
School Specialty, Inc.	20250618	Teaching Supplies HS	112.52
School Specialty, Inc.	20250618-0001	Teaching Supplies Elementary	90.75
School Specialty, Inc.	20250623	Teaching Supplies PE	97.97
School Specialty, Inc.	20250626	Teaching Supplies	171.70
Total School Specialty, Inc.			<u>472.94</u>
Software Unlimited, Inc.	20250630	Accounting Software Renewal	4,750.00
Total Software Unlimited, Inc.			<u>4,750.00</u>
Staples	20250620	Teaching Supplies	141.80
Staples	20250620-0001	Office Supplies	201.84
Staples	20250620-0002	Teaching Supplies Elementary	66.38
Staples	20250623	Custodial Supplies	36.48
Staples	20250623-0001	Teaching Supplies Elementary	22.26
Staples	20250623-0002	Teaching Supplies Elementary	15.87
Staples	20250623-0003	Custodial Supplies	72.90
Staples	20250626	Supplies	735.92
Staples	20250626-0001	Office Supplies	46.87
Total Staples			<u>1,340.32</u>
TEAM Physical Therapy	20250618	PT Services	253.92
Total TEAM Physical Therapy			<u>253.92</u>
Theford Lumber and Supply	20250626	Custodial Supplies Elementary	1,159.84
Total Theford Lumber and Supply			<u>1,159.84</u>
Village Of Halsey	20250618	April25-May26	750.00
Total Village Of Halsey			<u>750.00</u>
Village of Thedford	20250626	Utilities May Bill	470.45
Village of Thedford	20250702	June Bill	470.45
Total Village of Thedford			<u>940.90</u>
Fund Number 01			<u>39,053.17</u>
Checking Account ID 1			<u>39,053.17</u>

**Board Report - Board**

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 6	Fund Number 06	LUNCH FUND	
Staples	20250630	Lunch Supplies	38.48
Total Staples			<hr/> 38.48
Fund Number 06			<hr/> 38.48
Checking Account ID 6			<hr/> 38.48

**Board Report - Board**

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 08	Fund Number 08	BUILDING FUND	
Frey's Heating and Air	20250626	Furnish and install minisplit	3,588.00
Total Frey's Heating and Air			<hr/> 3,588.00
Fund Number 08			<hr/> 3,588.00
Checking Account ID 08			<hr/> 3,588.00

**Payroll Register - Totals Combined**

	<u>PIK/Gross</u>	<u>Amount</u>	<u>Expense/ Employer</u>	<u>Adjustment Amount</u>	<u>Check Total</u>	<u>Payee ID</u>	<u>Payee Name</u>	
<b>ADD</b>								
CUSTODIAN Custodian			5,936.52					
EXTRADUTY Extra Duty			2,120.00					
NURSE Nurse			52.50					
OT Overtime			318.97					
SECRETARY Secretary			2,468.81					
SPEDPARA SPED-Para			434.36					
SUMHELP Summer Help			2,751.00					
			<u>14,082.16</u>					
<b>CONTRACT</b>								
BSNSMGR Business Mgr			3,750.00					
COACH Coach			1,783.68					
COACH1 Coach			2,117.44					
COACH2 Coach			360.59					
COACH3 Coach			162.12					
COOK Cook			1,768.17					
KITCHENMGR Kitchen Mgr			2,121.83					
MORNINGSUP Morning Supervisor			113.87					
PRINCIPAL Principal			7,083.33					
SPONSOR Sponsor			1,503.07					
SUPERINT Superintendent			5,666.67					
TEACHER Teacher			88,380.50					
			<u>114,811.27</u>					
<b>DEDUCTION</b>								
403B 403B		100.00			100.00	MGTRUSTCOM	Matrix Trust	A
403BROTH 403BROTH		300.00			300.00	MGTRUSTCOM	Matrix Trust	A
AFLACLAT AFLACLAT		73.84			73.84	AFLAC	Aflac	
COLONIALLI Colonial Life		928.00			928.00	COLONIALLI	Colonial Life and Accident Insurance	
COLONLIFE Col Life		388.10			388.10	COLONIALLI	Colonial Life and Accident Insurance	
DENTAL DENTAL		693.02	802.63		1,495.65	BLUECROSSB	Blue Cross Blue Shield of Nebraska	
DISABILITY DISABILITY		42.95	563.10		606.05	MADISONNA1	Madison National Life	
HEALTH HEALTH			36,045.45		36,045.45	BLUECROSSB	Blue Cross Blue Shield of Nebraska	
HEALTHADJU Insurance			(2,311.03)		(2,311.03)	BLUECROSSB	Blue Cross Blue Shield of Nebraska	
NPERSADJUS NPERS ADJUST	3,857.84	114.05			114.05	SPS	Sandhills Public Schools	
SUPPINS SUPPINS		821.92			821.92	AFLAC	Aflac	
VSP VSP		454.21			454.21	VISONSERVI	Vison Service Plan	
		<u>3,916.09</u>	<u>35,100.15</u>	<u>0.00</u>	<u>39,016.24</u>			
<b>RET DEDUCTION</b>								
NPERS RETIREMENT	121,657.94	9,732.65	9,829.96		19,562.61	SANDHILLSP	Sandhills Public School	
		<u>9,732.65</u>	<u>9,829.96</u>	<u>0.00</u>	<u>19,562.61</u>			
<b>TAX</b>								
FIT FIT	116,742.60	6,480.99			6,480.99	SANDHILLSP	Sandhills Public School	
FUTA FUTA	115,909.14					SANDHILLSP	Sandhills Public School	
MEDICARE MEDICARE	122,437.07	1,775.36	1,775.36		3,550.72	SANDHILLSP	Sandhills Public School	
SITNE SIT NE	116,742.60	3,927.72			3,927.72	SANDHILLSP	Sandhills Public School	
SOCSEC SOC SEC	122,437.07	7,591.08	7,591.08		15,182.16	SANDHILLSP	Sandhills Public School	
SUTANE SUTA NE	117,429.14					SANDHILLSP	Sandhills Public School	
WCNE WORK COMP NE	120,227.08					SANDHILLSP	Sandhills Public School	
		<u>19,775.15</u>	<u>9,366.44</u>	<u>0.00</u>	<u>29,141.59</u>			
						Net Pay:	95,469.54	
						Cash Total:	183,189.98	
Non - FIT Taxable Deductions		12,150.83						
Non - SIT Taxable Deductions		12,150.83						
Non - SOC SEC Taxable Deductions		2,204.13						
Non - MEDICARE Taxable Deductions		2,204.13						
Direct Deposits		93,021.63						
Automatic Payments		400.00						

**Payroll Register - Totals Combined**

<u>PIK/Gross</u>	<u>Amount</u>	<u>Expense/ Employer</u>	<u>Adjustment Amount</u>	<u>Check Total</u>	<u>Payee ID</u>	<u>Payee Name</u>
Adds + Contracts + Deduction Adds	128,893.43					

June 2025 Charges	
Amount	Description

101.22 Pizza Palace - FFA Activity  
 487.14 Menards - Custodial Supplies  
 109.95 Kearney Quality Sew and Vac - Vaccum Service Custodial  
 76.06 Amazon - Teaching Supplies Elementary 6th grade  
 13.76 Amazon - Teaching Supplies Elementary 2nd  
 29.69 Amazon - Teaching Supplies Elementary  
 235.29 Amazon - Teaching Supplies Elementary Kindergarten  
 112.30 Amazon - Teaching Supplies Elementary 2nd  
 133.10 Amazon - Teaching Supplies Elementary 3rd Grade  
 31.47 Amazon - Teaching Supplies Elementary Kindergarten  
 133.50 Amazon - Teaching Supplies Elementary  
 82.50 Amazon - Teaching Supplies Elementary  
 59.90 Amazon - Teaching Supplies Elementary  
 232.39 Amazon - 124.78 Art Supplies 107.79 Library Tech supplies  
 330.44 Amazon - Tech Supplies Elementary  
 59.97 Amazon - Furniture Elementary  
 184.90 Walmart - Teaching Supplies HS  
 269.99 Amazon - Teaching Desk 6th Grade  
 29.85 Amazon - Business Class Supplies  
 40.00 Walmart - Supplies Teaching HS  
 151.92 SmartSign - Tech Supplies  
 130.00 UNL - Food Service Training  
 34.45 USPS - postage elementary  
 74.73 Pump & Pantry - Fuel  
 644.00 Ultimates - Custodial supplies Elementary  
 55.20 Walmart - Art Supplies  
 61.70 Fuel - Chadron Football Camp

3,905.42	<b>TOTAL DUE</b>
	<b>Activity</b>

July 2025 Charges

Amount	Description
--------	-------------

9.95 Amazon - Business Class Supplies  
19.9 Amazon - Business Class Supplies  
-29.85 Amazon - Business Supplies Refund  
182.13 Blick Art Supplies - Art Supplies  
9.95 Amazon - Business Supplies  
53.97 Menards - Grounds Supplies  
170.74 Menards - Custodial Supplies  
34.02 Amazon - Business Supplies  
53.73 Amazon - PE Supplies  
18.99 Amazon - Office Supplies  
51.96 Amazon - PE Supplies  
76.11 Vista Print - Banners  
55.89 Amazon - Office Supplies  
451.55 Blick Art Supplies - Art Supplies

	<b>TOTAL DUE</b>
1,159.04	<b>Activity</b>

**Activity/Athletic Director's Report - Jake Trosper**

**7/14/25**

Troy Saner was hired as our new Assistant varsity boys basketball coach.

NCA Coaches Clinic will be on July 22nd and 23rd.

August 4th is the start date for high school conditioning.

The first day of Fall sports practice is August 11th.

The football team will be serving food for the Loup 2 Loup Race again this year.

The volleyball team and boys basketball team will be helping with the SORC race in Arnold.

Principals Report  
7/14/25

We've had a busy summer so far. Nearly half of our teaching staff have attended summer trainings and workshops. Many more staff members are signed up for training in July. The training is a wide range from Multi-Tiered Support Systems (MTSS) to PowerSchool to teaching novels and promoting language learning. Language arts training for CKLA Amplify begins this week. We are divided into three training groups by grade. This is the first training of 3 provided by Amplify.

The Nebraska Department of Education end of the year tasks are complete and PowerSchool has been rolled over to the new school year. A special thanks to Jaylee and Bobbi for their help with this process. We will now begin to enroll new students and get ready for the upcoming year.

The summer crews are diligently working to clean, paint, and repair the rooms and buildings for the upcoming school year. A special thanks to Chad Sutton for installing a new screen door and siding on the elementary school kitchen door area. We are still working through some repairs from the lightning damage at the elementary, but they seem minimal compared to what could have been.

The Sandhills Open Road Challenge (SORC) will again partner with the school to provide the driver meeting in Dunning on the evening of Wednesday, August 6th kicking off the SORC weekend. Students, coaches, and staff will be helping again with race car number applications and meals. Facilities at Halsey will be used on the 7th, and in Dunning on the 9th.

I've begun sending out weekly information about the importance of attendance. I plan on being diligent with delivering the message to parents and students about attendance and their student's progress throughout the year. Although our unexcused absences last year were zero, our excused absences were very high. The NDE reviews absences and defines chronic absence as, *"missing 10% of a child's time in membership. It counts all absences: excused, unexcused, and suspensions."* With our low enrollment and still offering a wide variety of activities, we need to make every attempt to minimize absences for other reasons.

## Superintendents Report

July 14, 2025

1. More policy! I have added the next short section of the 400 Board Policies for review and approval. Again, there were few changes from the existing policy. And, policies reviewed last month as recommended by NASB, are added for approval. Policies that are to be reviewed annually are also included. The Parental Involvement policy states there is to be a hearing annually as well so that is scheduled the same time as the board meeting as those typically don't take much time.
2. Handbooks are on the agenda for approval. The existing handbooks along with the templates from the school attorney were reviewed and reworked. The high school and elementary student handbooks have been combined, and a separate one for activities has been developed. There are some sections that are new, some rearranged, etc. but everything should be there that is supposed to. Mr. Recoy has highlighted the portions that we want to be sure that you are aware of changes.
3. Carpet in the 2<sup>nd</sup> grade room at the elementary was to be replaced again this summer as the installation last summer left a ridge where there was a seam. This summer, they are short handed and don't have anyone to do the removal of the existing, plus installation of the new would likely not happen until into August, so because of the uncertain time line, Anita and I talked about it thought it best to postpone until perhaps the holiday break in December, or have to reschedule for next summer.
4. The adjustor from ALICAP and an engineer were here to look at the gym floor addition. They will do more testing of concrete later this month in an effort to determine the cause of the raised flooring. They walked around outside, took up the transition piece in places and took pictures. The adjustor will reach out to H2I and begin the process of determining whose responsibility is what. At this writing, I haven't heard from the adjustor, but will touch base with him before the board meeting. Mr. Recoy filled the low sections by the gutters and found pipe to use as extensions. Thank you, Mr. Recoy!
5. We believe it was a lightning strike that caused damage to one of the rooftop units at the high school, and no, not the one that is being repaired. Waldinger's has been out and should be preparing an estimate for repairs and I have let ALICAP know. I have attached a video to the meeting along with this report taken by Jody to help explain. I made Facility Advocates aware of the damage and they and Waldinger's are in contact, so if there is any overlap, both parties would know.

Other lighting damage was done at the elementary, primarily the storage building where some siding was damaged, along with a raised area in the roof. Electrical panels had some damage, but has been repaired. Again, thanks to Mr. Recoy for repairing the siding and corner piece that was damaged!

6. As part of the August board meeting, I plan to have a preliminary budget prepared for review, and then it can be determined if you would like to have a special budget work session sometime prior to the September board meeting when the 2025-2026 budget would need to be approved.
7. I will be attending a Superintendent work session with NDE in North Platte on July 15 and then administrator days on July 23-25 in Kearney.

DR. BRIAN L. MAHER, COMMISSIONER



TEL 402.471.2295  
FAX 402.471.0117



P.O. Box 94987  
Lincoln, NE 68509-4987



education.ne.gov



June 9, 2025

Administrator  
Sandhills Public Schools  
PO Box 29  
Dunning, NE 68833

RE: 2025/2026 Accreditation

Dear Administrator,

On June 6, 2025, the State Board of Education voted to grant accreditation to Sandhills Public Schools for the period July 1, 2025, through June 30, 2026. This action is based upon records indicating that Sandhills Public Schools operated in compliance with Title 92, *Nebraska Administrative Code*, Chapter 10 (Rule 10), *Regulations and Procedures for the Accreditation of Schools*. This action confers upon your school system the legal right to fulfill provisions of the compulsory education law.

We have appreciated the cooperation you have extended to us during the past year in the continued efforts to provide a quality education to Nebraska students.

Sincerely,

Decua Jean-Baptiste Ed. D.  
Director of Accreditation  
Office of Accreditation, Certification, & Approval  
Nebraska Department of Education

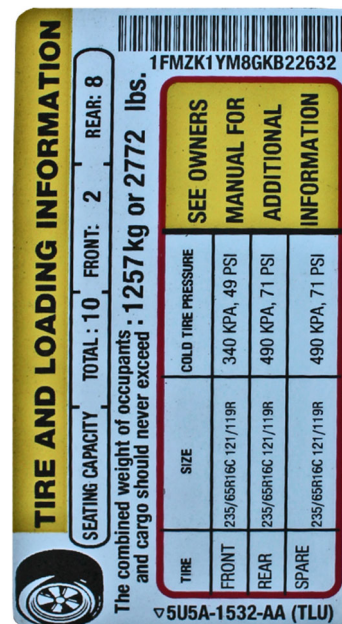
## The use of 12 and 15 passenger rated vans for student transportation is illegal.

Federal law prohibits the use of any passenger vehicle, for student transportation, which is rated for more than 10 passengers plus the driver by the manufacturer. Federal law also contains substantial penalties for schools, rental agencies and vehicle dealerships.

The rated capacity can be found on the Tire and Loading Information sticker which is normally located on the inside driver's door.

The passenger rating is determined by the vehicle manufacturer and cannot be changed by anyone other than a manufacturer.

It is illegal for the school or anyone other than a manufacturer to remove seats from a van to meet the mandated passenger requirement for student transportation. This would apply to both a school and/or a dealership if the intention is to circumvent the mandated passenger rating for school transportation.



## Van vs Bus

### This is a Van



- A van will have a sliding or cargo style door for additional passenger entry
- 12 & 15 Passenger Rated Vans are illegal for student transportation

### These are buses



- A bus will have a service door and a stepwell for passenger entry
- Buses are rated for more than 10 passengers in addition to the driver

## Tire & Load Stickers

Any VAN used for student transportation shall have a legible tire and load sticker applied by the manufacturer indicating a passenger rating of 10 passengers or less. 12 and 15 passenger rated vans are illegal for student transportation.

Note: The vehicle shall not have any attachment/access points and or tracks for additional passenger seats. This excludes vans designed for wheel chairs.



## Second Stage Manufacturer/Converter

Currently no new vehicle manufacture is producing a gas powered, 10 passenger rated van. An available option for schools to purchase a 10 passenger rated van is by using a reputable, licensed, second stage manufacturer.

The second stage manufacturer takes a NEW VAN, still on a Manufacturers Certificate/ Statement of Origin, which may or may not have a passenger rating. Altering the vehicle per ALL applicable Federal Motor Vehicle Safety Standards, Federal and State Laws necessary to produce a 10 passenger rated van. The second stage manufacturer then certifies the passenger rating and applies the appropriate Tire and Load sticker. The school SHALL NOT purchase or take possession of any van until the second stage manufacturer completes the work and applies the appropriate Tire and Load sticker with the 10 passenger rating.

Bear in mind, federal and state laws pertaining to the passenger rating necessary for legal and safe transportation of students. The requirement for a reputable second stage manufacture is paramount in the event the vehicle is involved in a crash.



**TIRE AND LOADING INFORMATION**

SEATING CAPACITY TOTAL: 10 FRONT: 2 REAR: 8

The combined weight of occupants and cargo should never exceed: 1257 kg or 2772 lbs.

1FMZK1YM8GKB22632

		SEE OWNERS MANUAL FOR ADDITIONAL INFORMATION		
TIRE	SIZE	COLD TIRE PRESSURE		
FRONT	235/65R16C 12/119R	340 KPA, 49 PSI	490 KPA, 71 PSI	490 KPA, 71 PSI
REAR	235/65R16C 12/119R			
SPARE	235/65R16C 12/119R			

▽5U5A-1532-AA (TLU)

THIS VEHICLE WAS ALTERED BY:  
DRIVERGE VEHICLE INNOVATIONS  
30 FUNSTON RD KC KANSAS

IN: MO. 06 YR. 2023  
AND AS ALTERED IT CONFORMS TO ALL APPLICABLE U.S.A. FEDERAL MOTOR VEHICLE SAFETY, BUMPER AND THEFT PREVENTION STANDARDS AFFECTED BY THE ALTERATION AND IN EFFECT IN:

MO. 06 YR. 2023  
COMPLETE BELOW IF GVWR, GAWR, OR VEHICLE TYPE IS CHANGED OR ALTERED

GVWR: 4,196 KG( 9,250 LB)  
GAWR-FRONT: KG( 4,130 LB)  
1,873 KG( 4,130 LB)  
GAWR-INTERMEDIATE (1): KG( ) LB)  
GAWR-INTERMEDIATE (2): KG( ) LB)  
GAWR-REAR: 2,822 KG( 5,780 LB)  
VEHICLE TYPE: MPV  
1FBAX2Y85PKA86317

SUITABLE TIRE-RIM CHOICE

FRONT:	235/65R16C	TIRES,
16X6.5J	RMS, @	360 KPA
( 52	PSI COLD	SINGLE
INTERMEDIATE (1):	RMS, @	TIRES,
(	PSI COLD	KPA
INTERMEDIATE (2):	RMS, @	TIRES,
(	PSI COLD	KPA
REAR:	235/65R16C	TIRES,
16X6.5J	RMS, @	520 KPA
( 74	PSI COLD	SINGLE

JUNE  
2025

# NASB BOARD NOTES

A MONTHLY PUBLICATION FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS



Leadership

Innovation

Vision

Engagement

#liveNASB

#weLIVEhere

2,000,000 Nebraskans

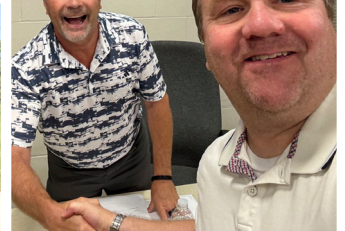
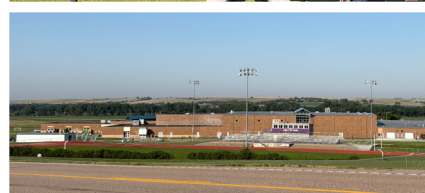
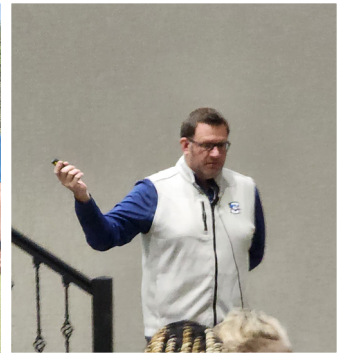
329,000 Students

1,700 Locally Elected School Board Members

260 Member Districts/ESUs

ONE NEBRASKA

# Snapshots



## IN THIS EDITION OF BOARD NOTES

THIS MONTH IN ...

- TRAINING, NETWORKING, ENGAGEMENT & EVENTS
- SCHOOL LAW & SUNK PUTTS: IN PICTURES
- LEADERSHIP WORKSHOPS: STRENGTHENING GOVERNANCE AT THE BOARD TABLE
- SCHOOL FINANCE COMMISSION, DC & MORE
- NASB CALL FOR LEGISLATIVE PROPOSALS DUE JULY 1
- WE ARE 50 DAYS FROM AREA MEMBERSHIP MEETINGS
- YOUR NASB BOARD OF DIRECTORS & STAFF
- YOUR 2025 NASB AFFILIATES
- ... AND MUCH MORE!

The NASB provides programs, services, and advocacy to strengthen public education for all Nebraskans. Learn more at [www.NASBonline.org](http://www.NASBonline.org)

# THIS MONTH IN ...

Leadership

Innovation

Vision

Engagement

#liv



2,000,000 Nebraskans

329,000 Students

1,700 Locally Elected School Board Members

260

<https://members.nasbonline.org/>

## THIS MONTH IN ...

A quick snapshot of the various programs, services, support and events NASB has planned for its members in the coming month!

**ADVOCACY & GOVERNMENT RELATIONS ...** The 2025 90-Day Session has reached its end but the work continues. This Summer the NASB Legislation Committee meets to look toward 2026, we are following some Interim Studies and are excited to share a number of updates with you all this Fall at Area Membership Meetings! As always, keep tabs on both the NASB GR page and Bills page, and you'll see a quick Federal Update on Page 7 as well. Call Colby & Matt any time!

**ALICAP & INSURANCE ...** On July 18th the ALICAP Board of Trustees will be meeting to set budget for the 25-26 year. Billing statements to all ALICAP members will be sent out shortly thereafter. All ALICAP Members can expect to see their 25-26 Contribution Statements by August 1st. We're looking forward to another great year of pooling!

**AWARDS OF ACHIEVEMENT ...** We request board members and school districts check board member points for accuracy. The points year will close on July 31. We will recognize board members at our Area Membership Meetings.

**BOARD LEADERSHIP ...** Check out "At the Board Table" on page 6 to learn about all things Board Leadership.

**DATA ANALYTICS ...** NASB's Data Analytics can help you to evaluate your standardized testing data in a meaningful way to provide an evidence-based foundation to target your district's curriculum changes where they can have the most impact. It's a good way of comparing those raw data scores as meaningful levels of achievement compared to similar districts or districts near you, then letting that knowledge guide your planning discussions.

**EDUCATION LEADERSHIP SEARCH SERVICE ...** We are filling requests for proposals for districts who anticipate a change in leadership after the 25-26 school year. Contact us with questions on search protocol or to schedule a proposal for this Summer.

**ENERGY PURCHASING ...** Natural gas prices are up, and thoughts of a slowing economy have now been overtaken by turmoil in the Mideast. NASB has over 115 school districts and ESUs across Nebraska participating in our NJUMP and CJUMP purchasing consortiums to leverage their purchasing power and achieve lower, more predictable utility bills. Our market consultants continue to watch the trends daily to ensure our districts can stretch their utility dollars as far as possible.

**GALLUP STRENGTHS ...** Our featured Gallup theme this month is **Input**. People with Input in their Dominant Strengths bring information, insights, and resources. They appreciate opportunities to share what they have acquired.

**MEMBER ENGAGEMENT ...** It has been GREAT to connect with so many of you at the NASB golf outing, School Law Seminar, and Legislative Lunch at Logan View. Thank you for your engagement! Recent visits have been to Norris, Milford, ESU #6, East Butler, Osceola, and Hyannis.

**POLICY ...** LB 383 has defined the creation of deepfake files as a violation of Nebraska state statutes. Deepfakes are images or video files that have been manipulated using artificial intelligence (AI) to replace one person's likeness with another's. It is already a violation of school policy to employ school resources for inappropriate uses but for dealing with deepfakes, administrators will now need to consider the involvement of law enforcement.

**TECHNOLOGY ...** Welcome New Superintendents! Congratulations on your new role, whether this is your first year or you're starting at a new district! If your district isn't currently using Sparq Data for board meetings and staff negotiations, consider us a great addition for the new school year. We're here to help make your district's operations more streamlined and efficient. For current subscribers needing training on any of our software, we're always happy to assist. Please feel free to reach out with any questions about how Sparq Data can support your district's success!

# TRAINING, NETWORKING, ENGAGEMENT & EVENTS



Leadership

Innovation

Vision

Engagement

#liveNASB

#weLIVEhere



2,000,000 Nebraskans 329,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

<https://members.nasbonline.org/events>

To register for an NASB event, click on the 'My Membership' link, then navigate to the 'Events' dropdown and select 'Register'. If you do not have an email and password to log in or have forgotten it, please contact NASB at 402-423-4951 for assistance.

**Now Hiring - Part-time, Events & Engagement Assistant**

**Visit the ABOUT US page for more information!**

<https://members.nasbonline.org/about-us>



**Call for Legislative Proposals Due July 1**

<https://members.nasbonline.org/government-relations/legislative-proposals>



**Leadership Workshop - Monday, July 28 - Gering**

**Leadership Workshop - Tuesday, July 29 - Kearney**

**Leadership Workshop - Wednesday, July 30 - Lincoln**



**Area Membership Meetings begin August 19**



**Tuesday, August 19 - Valentine**

**Wednesday, August 20 - Gering**

**Thursday, August 21 - Kearney**

**Tuesday, August 26 - York**

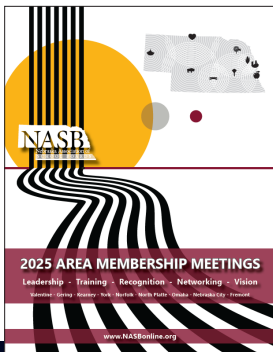
**Wednesday, August 27 - Norfolk**

**Wednesday, September 3 - North Platte**

**Tuesday, September 9 - Omaha**

**Wednesday, September 10 - Nebraska City**

**Wednesday, September 24 - Fremont**



**Other Events, October through December 2025 ...**

**Labor Relations - State Education Conference - New Board Member Workshop**

# SCHOOL LAW & SUNK PUTTS: IN PICTURES

Leadership

Innovation

Vision

Engagement

#liveNASB

#weLIVEhere



2,000,000 Nebraskans

329,000 Students

1,700 Locally Elected School Board Members

260 Member Districts/ESUs

ONE NEBRASKA

<https://members.nasbonline.org/events>

We appreciate everyone who joined us in Kearney earlier this month for another fantastic golf outing, followed by the School Law Seminar! An incredible way to kick off Summer with some sun, networking, and learning!



# LEADERSHIP WORKSHOPS: STRENGTHENING GOVERNANCE

Leadership

Innovation

Vision

Engagement

#liveNASB

#weLIVEhere



2,000,000 Nebraskans 329,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

<https://members.nasbonline.org/events/nasb-leadership-workshop>

## REGISTER NOW FOR THE 2025 NASB LEADERSHIP WORKSHOPS

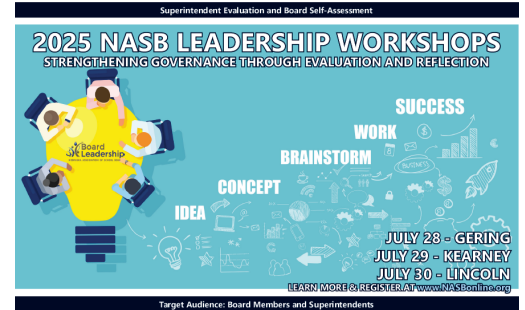
**MONDAY, JULY 28 - GERING CIVIC CENTER**

**TUESDAY, JULY 29 - KEARNEY HOLIDAY INN**

**WEDNESDAY, JULY 30 - COURTYARD MARRIOTT LINCOLN**

Registration Deadline - Wednesday, July 23

**Whether you are in your first term or bring years of experience to the board table, this workshop is for you and your superintendent.**



Join us for a hands-on workshop designed to elevate your board's leadership through effective superintendent evaluation and meaningful board self-assessment.

**Newly elected?** Receive an understanding of your legal responsibilities and how evaluation processes shape strong governance from the start.

**Experienced board member?** Refine practices, bring clarity to superintendent evaluation, and deepen your board's collective impact.

**Superintendent?** Collaborate with your board in shaping an evaluation process that incorporates your input, reflects your professional goals, and defines what you need from the board to lead effectively.

### We will discuss and address:

- Board's legal responsibility to evaluate
- Contents of an effective evaluation tool
- Importance of a superintendent self-evaluation
- Value and role of all board members in the process
- How to turn the results into goals to improve student success
- Importance of board self-assessment
- Impact of effective board governance on superintendent leadership
- Value of board goals to support superintendent and student success

**Leave with the resources and shared understanding needed to strengthen governance, enhance board-superintendent collaboration, and support long-term student success.**

## Strengthening Governance Through Evaluation & Reflection

**Stacie Higgins, NASB Board Leadership Associate - Marcia Herring, NASB Director of Board Leadership  
Troy Loeffelholz, NCSA Associate Executive Director**

4:30 PM - Registration

5:00 PM - Welcome and Workshop Takeaways

5:15 PM - The Why Behind Evaluation

6:00 PM - Dinner Break

6:30 PM - Conducting an Effective Superintendent Evaluation

7:15 PM - Board Self-Assessment—Why It Matters

8:00 PM - Closing: From Reflection to Action

See the full agenda at



# AT THE BOARD TABLE

Leadership

Innovation

Vision

Engagement

#liveNASB

#weLIVEhere



2,000,000 Nebraskans

329,000 Students

1,700 Locally Elected School Board Members

260 Member Districts/ESUs

ONE NEBRASKA



## YOUR NASB BOARD LEADERSHIP UPDATE

<https://members.nasbonline.org/board-leadership>



### 2025

For more information about NASB Board Leadership Services, including: Board Retreats, Strategic Planning, Community Engagement and Alignment, Online Survey Services/Superintendent Evaluation, Board Self-Assessment, Board Resources, or Board Governance publications, please contact:

Marcia Herring - Katie Corfield - Caden Frank - Stacie Higgins - Ben Anderjaska  
Stephanie Summers - Avary Pansing-Brooks - Becky Erdkamp

### JULY BOARD MEETING AGENDA ITEMS

Please see the June 13 email from [shiggins@NASBonline.org](mailto:shiggins@NASBonline.org) for the draft of the July Board Meeting Agenda. If you have questions or need us to resend the email, please feel free to contact Marcia at 402-450-5152 or Stacie at 402-209-1608.

#### Upcoming Board Leadership Events

Leadership Workshops  
July 28 - Gering  
July 29 - Kearney  
July 30 - Lincoln

### JOIN US FOR THE NASB LEADERSHIP WORKSHOP NEAREST YOU!

Join us for a hands-on workshop designed to elevate your board's leadership through effective superintendent evaluation and meaningful board self-assessment.

**For newly elected board members ... For experienced board members ... For superintendents ...**  
Learn more on page 5, or <https://members.nasbonline.org/events/nasb-leadership-workshop>

#### We will discuss and address:

- Board's legal responsibility to evaluate
- Contents of an effective evaluation tool
- Importance of a superintendent self-evaluation
- Value and role of all board members in the process
- How to turn the results into goals to improve student success
- Importance of board self-assessment
- Impact of effective board governance on superintendent leadership
- Value of board goals to support superintendent and student success

See the full agenda at



**Leave with the resources and shared understanding needed to strengthen governance, enhance board-superintendent collaboration, and support long-term student success.**

# SCHOOL FINANCE COMMISSION, DC & MORE

Leadership

Innovation

Vision

Engagement

#liveNASB

#weLIVEhere



2,000,000 Nebraskans 329,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

<https://members.nasbonline.org/government-relations>  
<https://nasb.envisiams.com/legislative-bills>

Applications for the School Financing Review Commission, created by LB 303, are open.

This board needs representatives from all school sizes which includes board members, superintendents, and members of the public. The law requires the appointments be made within 30 days of the bill becoming law making the deadline to apply July 4th.

If you are interested in serving on this Commission apply here:

<https://governor.nebraska.gov/boards-commissions-open-positions>



## NASB CALL FOR LEGISLATIVE PROPOSALS DUE JULY 1

<https://members.nasbonline.org/government-relations/legislative-proposals>

If there is anything you'd like to see added, amended, or removed from the Advocacy Handbook in future years, submit your proposal or idea by July 1.

BILLS TRACKED / TESTIFIED

112 / 67

SUPPORT / OPPOSE

31 35

SBM's WHO SAT IN THE  
CHAIR ON OUR BEHALF!

13!

I'M JUST A BILL ...

Introduction  
Committee  
General File  
Select File  
Final Reading  
Governor  
Law

**FEDERAL UPDATE** ... While Nebraska advocacy is cooling off, our work at the federal level has started to heat up. NASB's leadership has been engaged in discussions with our federal delegation on these issues and will continue to share the stories of districts from across the State!

Congress is currently working on passage of President Trump's "Big Beautiful Bill". The House has already passed their version, with the Senate currently debating its version. These two will be combined in a "reconciliation" process. There are two components of these bills which NASB continues to engage:

**1) Medicaid and SNAP:** Both the Senate and House version of the bill have cuts to each program. While not directly tied to education, we should be paying attention. Should federal dollars be cut as proposed it would have a big impact on our state budget, resulting in the loss of federal funding. If the past is to be any indication of the future, we know that State Aid to K-12 education will be one place lawmakers will look to make up the loss in federal funding. We also know that cuts to both SNAP and Medicaid will impact kids, which will be felt by classroom teachers.

**2) Federal tax credits for non-public education:** Within both the House and Senate bills is a provision providing for tax credits for donations to scholarship granting organizations that provide funding for non-public schools. Nebraskans have already spoken on this issue and showed their support for our public K-12 system. If this is approved, it will add between \$23.2 and \$67 Billion to the national deficit depending on which version is passed.

# WE ARE 50 DAYS FROM AREA MEMBERSHIP MEETINGS

Leadership

Innovation

Vision

Engagement

#liveNASB

#weLIVEhere



2,000,000 Nebraskans 329,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

<https://members.nasbonline.org/events/area-membership-meetings>

## 2025 AREA MEMBERSHIP MEETINGS

Leadership - Training - Recognition - Networking - Vision

Valentine - Gering - Kearney - York - Norfolk - North Platte - Omaha - Nebraska City - Fremont

WELCOME & OPENING SESSION - LEGISLATIVE UPDATE - TRAINING SESSIONS

**BRAIN SCIENCE – FEAR AND ANXIETY VS EXECUTIVE FUNCTION ...** The mental health of students and staff has taken center stage in recent years, especially as social media and other external influences increasingly affect brain development. This session will explore the neuroscience behind fear and anxiety and how they interact with executive function – the brain’s ability to manage emotions, focus attention, and make decisions. We will discuss how toxic stress impacts brain development and how we can develop more resilient school districts, school buildings, classrooms, and students. - *John Spatz*

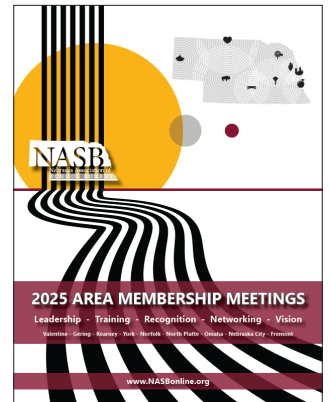
**WHAT’S NEW WITH SPARQ DATA SOLUTIONS? ...** Learn about our newest product, Sparq Online Publishing. We will walk you through the functionality and how this new application will increase visibility, improve your ability to update your policies quickly and efficiently, and streamline how you receive updates from NASB. Additionally, we will walk through changes and updates to our Sparq Negotiations and Meetings platforms. - *Darion Miller & Nicole Kobus*

**IT’S NOT JUST WHAT YOU DO, IT’S HOW YOU DO IT: STRATEGIES TO TAKE YOUR GOVERNANCE TEAM TO THE NEXT LEVEL ...** Evaluation of the superintendent and board is the first step toward reciprocal accountability and contributes to a high functioning board-superintendent relationship. Explore board responsibilities, with a focus on cultivating a high-performing leadership team. Whether you are a new board member or an experienced leader, you will gain practical insights and resources to help the board lead with purpose and model accountability through evaluation and self-assessment. - *Marcia Herring, Caden Frank, Stacie Higgins, and Stephanie Summers*

**WHAT MAKES POOLING UNIQUE AND BENEFICIAL FOR SCHOOLS? ...** If you’re new to your district, new to serving on the school board, or your district is new to ALICAP, this session is perfect for you! We will cover how being a member owner of a pool is exceptional, but also fiscally savvy, for your public school. Public entities are allowed to self-insure, and ALICAP is a prime example of that permission. Come listen to how pooling works best for you and how your school can maximize membership. - *Megan Boldt*

**CELL PHONES, DRESS CODES, PARENTAL INVOLVEMENT, AND WHAT!? ...** The big topics our Legislature dealt with this year, plus the ones they still aren’t done with. We haven’t seen the last of a few big ideas that were tabled this time around. - *Jim Luebbe*

**FROM VISION TO IMPACT: DRIVING STRATEGIC ALIGNMENT THROUGH COMMUNITY ENGAGEMENT ...** Strategic planning is a visionary roadmap sustained through community trust. We will explore how the board leads and supports a process that is inclusive, transparent, and aligned with district priorities. Learn how to engage stakeholders to ensure goals, initiatives, and resources are connected, and get the tools and strategies to help align vision with action to drive lasting impact. - *Marcia Herring, Caden Frank, Stacie Higgins, and Stephanie Summers*



**SEE PHOTOS FROM LAST YEAR’S AMMs ON PAGE 9**



## SEE YOU SOON!

Tuesday, August 19 - Valentine  
 Wednesday, August 20 - Gering  
 Thursday, August 21 - Kearney  
 Tuesday, August 26 - York  
 Wednesday, August 27 - Norfolk  
 Wednesday, September 3 - North Platte  
 Tuesday, September 9 - Omaha  
 Wednesday, September 10 - Nebraska City  
 Wednesday, September 24 - Fremont

# BRINGING TRANSPARENCY AND EASE

Leadership

Innovation

Vision

Engagement

#liveNASB

#weLIVEhere



## Bringing Transparency and Ease to Your Board's Governance

Provide your board with easy-to-use solutions that are developed for school boards and enhanced by school boards.

- ✓ Simplified Board Meetings
- ✓ Improved Policy Visibility
- ✓ Increased Board Effectiveness
- ✓ Streamlined Staff Negotiations



Please reach out at [info@sparqdata.com](mailto:info@sparqdata.com) for more information.





**Play Structures | Free Standing | Sports Equipment | Inclusive |  
Shades & Shelters | Site Amenities | Surfacing | Versacourt |  
Playground Screening | Fitness Equipment | Dog Parks | Swings**

**+10 YEARS OF EXPERIENCE & HIGH QUALITY PROCESSES**

**THEAMERICANPLAYGROUND.COM**

**531-867-3665**

**S.MELOCCARO@THEAMERICANPLAYGROUND.COM  
R.YANEZ@THEAMERICANPLAYGROUND.COM**



# YOUR NASB BOARD OF DIRECTORS & STAFF

Leadership

Innovation

Vision

Engagement

#liveNASB

#weLIVEhere

<https://members.nasbonline.org/board-of-directors>



Region 1 - Neal Kanel  
HTRS



Region 2 - Brenda Sherman  
ESU 3



Region 3 - Kyle Fisher  
Springfield Platteview



Region 4 - Elizabeth Kumru  
Ralston



Region 5 - Shavonna Holman  
Omaha



Region 6 - Ricky Smith  
Omaha



Region 7 - Nancy Kratky  
Omaha



Region 8 - John Goodwin  
Lincoln



Region 9 - Mara Krivohlavek  
Lincoln



Region 10 - Ed Swotek  
Malcolm  
NASB Vice President



Region 11 - Jim Vlach  
Lyons-Decatur Northeast



Region 12 - Lisa Wagner  
Central City



Region 13 - Marilyn Bohn  
ESU 10



Region 14 - Steve Koch  
Hershey



Region 15 - Allison Sandman  
Wauneta-Palisade



Region 16 - Suzanne Sapp  
Ashland-Greenwood  
NASB Secretary



Region 17 - Michelle Reikofski  
Osmond



Region 18 - Susan Ernest  
Leyton



Region 19 - Stacy Jolley  
Millard  
NASB President



At-Large - Lisa Albers  
Grand Island



At-Large - Steve Blocher  
West Point  
NASB Treasurer



At-Large - Pam Holcomb  
Broken Bow



At-Large - Erick Lee  
Arapahoe-Holbrook

John Spatz  
Executive Director



## YOUR NASB STAFF

<https://members.nasbonline.org/about-us/nasb-staff>

Nate Alspaugh  
IT Specialist



Ben Anderjaska  
Board Leadership  
Engagement Specialist



Makenzie Barry  
ALICAP Data &  
Financial Specialist



Shari Becker  
Director of Education  
Leadership Search Service



Matt Belka  
Director of Marketing,  
Communications & Advocacy



Megan Boldt  
Associate Executive Director  
Director of ALICAP



Craig Caples  
Director of Technology



Colby Coash  
Associate Executive Director  
Dir. of Government Relations



Lily Coash-Johnson  
Events & Engagement  
Assistant



Katie Corfield  
Board Leadership Online  
Survey Specialist



Sharon Endorf  
Director of  
Member Engagement



Becky Erdkamp  
Board Leadership Associate



Caden Frank  
Board Leadership Community  
Engagement Specialist



Lindsey Headrick  
Administrative Specialist



Marcia Herring  
Director of Board Leadership



Stacie Higgins  
Board Leadership Specialist



Sallie Horky  
Chief Operating Officer



Rachel Horstman  
Business Manager



Jim Luebke  
Director of Policy Services



Avary Pansing Brooks  
Board Leadership  
Engagement Specialist



Galina Slobonyuk  
Executive Administrative  
Assistant



Stephanie Summers  
Board Leadership Associate



# YOUR 2025 NASB AFFILIATES

Leadership

Innovation

Vision

Engagement

#liveNASB

#weLIVEhere



2,000,000 Nebraskans

329,000 Students

1,700 Locally Elected School Board Members

260 Member Districts/ESUs

ONE NEBRASKA



**Paul Grieger**  
Managing Director,  
Public Finance  
402-392-7986  
pgrieger@dadco.com



**Cody Wickham**  
Senior Vice President,  
Public Finance  
402-392-7989  
cwickham@dadco.com



**Andy Forney**  
Senior Vice President,  
Public Finance  
402-392-7988  
aforney@dadco.com

## Building a Better Future with Nebraska's Public Finance Partner

**D.A. Davidson & Co.** has long been a leader in innovative debt financing for school districts. What we're most proud of are the relationships we've nourished and the strong community improvements that are made as a result.

Our public finance professionals take a personal interest and a hands-on approach, carrying our deals from start to finish. Because you deserve solutions tailored to fit you.

- School Bond Issues
- Tax Anticipation / Construction Notes
- Lease-Purchase Financing
- QCPUF Bonds
- Refinancing Bond Issues



**D | A | DAVIDSON**

450 Regency Parkway, Suite 400 | Omaha, NE 68114  
dadavidson.com | D.A. Davidson & Co. member FINRA and SIPC

<https://members.nasbonline.org/about-us/affiliate-members>

**2025 Platinum Level Affiliates** - American Fidelity - BCDM Architects - Boyd Jones Construction - BVH Architecture - Carlson West Povondra Architects - Clark & Enersen - CMBA Architects - D.A. Davidson - Envisi - Facility Advocates - Hamilton - Hausmann Construction - Nebraska Liquid Asset Fund - Northland, a First National Nebraska Company - Piper Sandler - Public Risk Management - Sampson Construction - Sparq Data Solutions - Third Rail Content

**2025 Gold Level Affiliates** - 914 Coatings - ABcreative, Inc. - BD Construction - Blue Cross Blue Shield of Nebraska - Cornhusker International - Darland - DLR Group - Lunchtime Solutions - MCL Construction - Navitas - Omaha Public Schools Foundation

**2025 Silver Level Affiliates** - Amergis Staffing - Creative Sites - OneSource The Background Check Company - TeamMates Mentoring

**2025 Bronze Level Affiliates** - Alley Poyner Macchietto Architecture - Ameritas Investment Company - Community Building Solutions - Cunningham Recreation - Demco - Fisher Tracks, Inc. - Mueller Robak, LLC - National Insurance Services - Nebraska Safety Center - Opaa! Food Management of Nebraska - RSW Floors and More - Watts and Hershberger, P.C.

# YOUR 2025 NASB AFFILIATES

Leadership

Innovation

Vision

Engagement

#liveNASB

#weLIVEhere



2,000,000 Nebraskans

329,000 Students

1,700 Locally Elected School Board Members

260 Member Districts/ESUs

ONE NEBRASKA

## YOUR 2025 PLATINUM AFFILIATES

If your business would like to become an Affiliate Member of NASB, please visit: <https://members.nasbonline.org/about-us/affiliate-members>



## YOUR 2025 GOLD AFFILIATES



# YOUR 2025 NASB AFFILIATES

Leadership

Innovation

Vision

Engagement

#liveNASB

#weLIVEhere

View the full, detailed listings with contact info at:  
<https://members.nasbonline.org/about-us/affiliate-members>

## ACCOUNTING

Watts and Hershberger, P.C.

## ARCHITECTS

Alley Poyner Macchietto Architecture

**BCDM Architects**  
PLATINUM LEVEL AFFILIATE

**BVH Architecture**  
PLATINUM LEVEL AFFILIATE

**Carlson West Povondra Architects**  
PLATINUM LEVEL AFFILIATE

**Clark & Enersen**  
PLATINUM LEVEL AFFILIATE

**CMBA Architects**  
PLATINUM LEVEL AFFILIATE

**DLR Group**  
GOLD LEVEL AFFILIATE

## BUILDING CONTROLS AND BUILDING SERVICES

**Navitas**  
GOLD LEVEL AFFILIATE

## CONSTRUCTION SERVICES

**914 Coatings**  
GOLD LEVEL AFFILIATE

**BD Construction**  
GOLD LEVEL AFFILIATE

**Boyd Jones**  
PLATINUM LEVEL AFFILIATE

**Darland**  
GOLD LEVEL AFFILIATE

**Hausmann Construction**  
PLATINUM LEVEL AFFILIATE

**MCL Construction**  
GOLD LEVEL AFFILIATE

**RSW Floors and More**

**Sampson Construction**  
PLATINUM LEVEL AFFILIATE

## ENERGY SERVICES

Community Building Solutions

**Facility Advocates**  
PLATINUM LEVEL AFFILIATE

## EQUIPMENT AND FURNITURE

**ABcreative, Inc.**  
GOLD LEVEL AFFILIATE

Demco

## FINANCIAL SERVICES

Ameritas Investment Company

**D.A. Davidson & CO.**  
PLATINUM LEVEL AFFILIATE

**Nebraska Liquid Asset Fund**  
PLATINUM LEVEL AFFILIATE

**Northland, a First National Nebraska Company**  
PLATINUM LEVEL AFFILIATE

**Piper Sandler**  
PLATINUM LEVEL AFFILIATE

## FOOD SERVICE

**Lunchtime Solutions**  
GOLD LEVEL AFFILIATE

**Opaa! Food Management**

## FUNDRAISING

**Omaha Public Schools Foundation**  
GOLD LEVEL AFFILIATE

## INSURANCE SERVICES

**American Fidelity**  
PLATINUM LEVEL AFFILIATE

**Blue Cross Blue Shield of Nebraska**  
GOLD LEVEL AFFILIATE

**National Insurance Services**

**Public Risk Management/ALICAP**  
PLATINUM LEVEL AFFILIATE

## LEGAL SERVICES

Mueller Robak, LLC

## PLAYGROUND/SCOREBOARDS/SURFACING

**Creative Sites, LLC**  
SILVER LEVEL AFFILIATE

**Cunningham Recreation/GameTime**

**Fisher Tracks, Inc.**

## SAFETY & SECURITY

**OneSource - The Background Check Company**  
SILVER LEVEL AFFILIATE

## STUDENT SERVICES

**Amergis Educational Staffing**  
SILVER LEVEL AFFILIATE

**TeamMates Mentoring Program**  
SILVER LEVEL AFFILIATE

## TECHNOLOGY/SOFTWARE

**Envisi**  
PLATINUM LEVEL AFFILIATE

**Hamilton**  
PLATINUM LEVEL AFFILIATE

**Sparq Data Solutions**  
PLATINUM LEVEL AFFILIATE

## TRANSPORTATION PRODUCTS

**Cornhusker International**  
GOLD LEVEL AFFILIATE

**Nebraska Safety Center**

## VIDEO CREATION & PRODUCTION

**Third Rail Content, Inc.**  
PLATINUM LEVEL AFFILIATE

Board Notes is published on a monthly basis as a member service. Advertising is available in every issue. To advertise or become an Affiliate, please contact Matt Belka for further information. Articles or advertising contained herein do not necessarily represent the views or policies of NASB.



1311 STOCKWELL STREET  
LINCOLN, NE 68502  
WWW.NASBONLINE.ORG

RETURN SERVICE REQUESTED

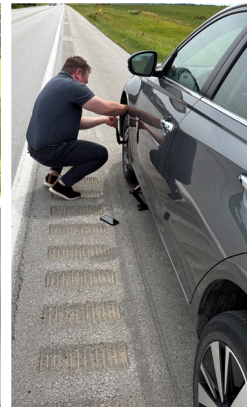
# NASB BOARD NOTES

A MONTHLY PUBLICATION FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS

JUNE 2025



<b>Leadership</b>	<b>Innovation</b>	<b>Vision</b>	<b>Engagement</b>	<b>#liveNASB</b>	<b>#weLIVEhere</b>
2,000,000 Nebraskans	329,000 Students	1,700 Locally Elected School Board Members	260 Member Districts/ESUs	ONE NEBRASKA	



The NASB provides programs, services and advocacy to strengthen public education for all Nebraskans. Learn more at [www.NASBOnline.org](http://www.NASBOnline.org)

# Sandhills Public Schools Student-Parent Handbook 2025-2026

\*Approved July 14th, 2025 by the Sandhills Board of Education



Sandhills High School  
107 Gandy Ave.  
P.O. Box 29  
Dunning, NE 68833  
308-538-2224  
(Fax) 308-538-2228

Sandhills Elementary School  
408 HWY 2  
P.O. Box 99  
Halsey, NE 69142  
308-533-2203  
(Fax) 308-533-2338

**(All parents must submit online form to indicate receipt annually)**  
**Foreword**

# Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year

## Table of Contents

		Page
<b>Section 1</b>	<b>Intent of Handbook</b>	<b>5</b>
<b>Section 2</b>	<b>School Calendar</b>	<b>5</b>
<b>Section 3</b>	<b>Members of the Board of Education</b>	<b>5</b>
<b>Section 4</b>	<b>Administrative Staff</b>	<b>6</b>
<b>Section 5</b>	<b>Staff</b>	<b>6</b>

### Article 1 - Mission and Beliefs

		Page
<b>Section 1</b>	<b>Mission Statement</b>	<b>8</b>
<b>Section 2</b>	<b>Belief Statements</b>	<b>8</b>
<b>Section 3</b>	<b>Complaint Procedures</b>	<b>8</b>

### Article 2 - School Day

		Page
<b>Section 1</b>	<b>Daily Schedule</b>	<b>9</b>
<b>Section 2</b>	<b>Shortened Schedules</b>	<b>9</b>
<b>Section 3</b>	<b>Severe Weather and School Cancellations</b>	<b>10</b>
<b>Section 4</b>	<b>Closed Campus</b>	<b>11</b>
<b>Section 5</b>	<b>Supervision Responsibility Before/After School</b>	<b>11</b>

### Article 3 - Use of Building and Grounds

		Page
<b>Section 1</b>	<b>Visitors</b>	<b>13</b>
<b>Section 2</b>	<b>Smoke-Free Environment</b>	<b>13</b>
<b>Section 3</b>	<b>Care of School Property</b>	<b>13</b>
<b>Section 4</b>	<b>Playground Rules</b>	<b>13</b>
<b>Section 5</b>	<b>Lockers</b>	<b>14</b>
<b>Section 6</b>	<b>Searches of Lockers and Other Types of Searches</b>	<b>14</b>
<b>Section 7</b>	<b>Video Surveillance</b>	<b>15</b>
<b>Section 8</b>	<b>Recording of Others</b>	<b>15</b>
<b>Section 9</b>	<b>Use of Cell Phones or Other Electronic Devices</b>	<b>15</b>
<b>Section 10</b>	<b>Student Valuables</b>	<b>16</b>
<b>Section 11</b>	<b>Lost and Found</b>	<b>16</b>
<b>Section 12</b>	<b>Accidents</b>	<b>16</b>
<b>Section 13</b>	<b>Laboratory/Shop Safety Glasses</b>	<b>16</b>
<b>Section 14</b>	<b>Bulletins and Announcements</b>	<b>16</b>
<b>Section 15</b>	<b>Celebrations</b>	<b>16</b>
<b>Section 16</b>	<b>Copyright</b>	<b>16</b>
<b>Section 17</b>	<b>Behavioral Points of Contact</b>	<b>17</b>

# Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year

## Article 4 – Attendance

		Page
<b>Section 1</b>	<b>Attendance</b>	<b>18</b>
<b>Section 2</b>	<b>Attendance and Absences</b>	<b>18</b>
<b>Section 3</b>	<b>Make-up Work</b>	<b>19</b>
<b>Section 4</b>	<b>Attendance is Required to Participate in Activities</b>	<b>20</b>
<b>Section 5</b>	<b>Truancy</b>	<b>20</b>

## Article 5 - Scholastic Achievement

		Page
<b>Section 1</b>	<b>Grading System</b>	<b>22</b>
<b>Section 2</b>	<b>High School Yearly Course Requirements</b>	<b>22</b>
<b>Section 3</b>	<b>Graduation Requirements</b>	<b>23</b>
<b>Section 4</b>	<b>Promotion and Retention</b>	<b>24</b>
<b>Section 5</b>	<b>Schedule Changes</b>	<b>24</b>
<b>Section 6</b>	<b>Interim Reports</b>	<b>24</b>
<b>Section 7</b>	<b>Report Cards/Transcripts</b>	<b>25</b>
<b>Section 8</b>	<b>Parent-Teacher Conferences</b>	<b>25</b>
<b>Section 9</b>	<b>Honor Roll</b>	<b>25</b>
<b>Section 10</b>	<b>National Honor Society</b>	<b>25</b>

## Article 6 - Support Services

		Page
<b>Section 1</b>	<b>Special Education Services</b>	<b>27</b>
<b>Section 2</b>	<b>Students with Disabilities: Section 504</b>	<b>28</b>
<b>Section 3</b>	<b>Health Services</b>	<b>29</b>
<b>Section 4</b>	<b>Insurance</b>	<b>31</b>
<b>Section 5</b>	<b>Transportation Services</b>	<b>31</b>

## Article 7 - Drugs, Alcohol and Tobacco

		Page
<b>Section 1</b>	<b>Drug-Free Schools</b>	<b>33</b>
<b>Section 2</b>	<b>Education and Prevention</b>	<b>33</b>
<b>Section 3</b>	<b>Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco</b>	<b>33</b>

# Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year

## Article 8 - Student Conduct Rules

		Page	
<b>Section 1</b>	<b>Purpose of Student Conduct Rules</b>	<b>34</b>	
<b>Section 2</b>	<b>Forms of School Discipline</b>	● <b>Short-Term Suspension</b>	34
		● <b>Long-Term Suspension</b>	35
		● <b>Expulsion</b>	36
		● <b>Emergency Exclusion</b>	37
		● <b>Other Forms of Student Discipline</b>	37
		● <b>Student Conduct Expectations</b>	38
		● <b>Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment</b>	38
		● <b>Additional Student Conduct Expectations and Grounds for Discipline</b>	40
		● <b>Inappropriate Public Displays of Affection</b>	45
		● <b>Law Violations</b>	45
		● <b>Anti-Bullying</b>	45
		● <b>Network, E-Mail, Internet, and Other Computer Use Rules</b>	45
		● <b>Possession and use of an Electronic Device</b>	47
● <b>Risks of Social Media</b>	47		
	● <b>Specific Rule Items</b>	48	

## Article 9 – Student Fees Policy

		Page
<b>Section 1</b>	<b>Student Activity Fees</b>	<b>49</b>

## Article 10 - State and Federal Programs

		Page
<b>Section 1</b>	<b>Notice of Nondiscrimination</b>	<b>55</b>
<b>Section 2</b>	<b>Designation of Coordinators</b>	<b>55</b>
<b>Section 3</b>	<b>Multicultural</b>	<b>55</b>
<b>Section 4</b>	<b>Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973</b>	<b>56</b>
<b>Section 5</b>	<b>Notification of Rights Under FERPA</b>	<b>56</b>
<b>Section 6</b>	<b>Military Recruiters</b>	<b>59</b>
<b>Section 7</b>	<b>Combined District and School Title I Parent/Family Involvement</b>	<b>59</b>
<b>Section 8</b>	<b>Student Privacy Protection Policy</b>	<b>59</b>
<b>Section 9</b>	<b>Homeless Students</b>	<b>61</b>
<b>Section 10</b>	<b>Breakfast and Lunch Programs</b>	<b>61</b>
	<b>Acknowledgment of Receipt Form</b>	<b>65</b>

# Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year

## Foreword

### **Section 1            Intent of Handbook**

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Sandhills Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

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

The Policies of the Board of Education may cover areas not addressed in this Handbook. Every parent or guardian and student should familiarize themselves with Board Policies online at: <https://meeting.sparqdata.com/Public/Organization/sandhills>

### **Section 2            School Calendar**

Please refer to the live district calendar available at [www.sandhillsknights.org](http://www.sandhillsknights.org). Dates and times are subject to change and changes will most likely occur. Please contact the main office for assistance.

### **Section 3            Members of the Board of Education**

Name	Position	Phone Number	Email
Rory Zutavern	President	402-440-4383	rory.zutavern@sandhillsknights.org
Jeff Martindale	Vice President	308-880-0789	jeff.martindale@sandhillsknights.org
Reed Larsen	Secretary	208-390-9750	reed.larsen@sandhillsknights.org
Michelle Milleson	Treasurer	308-539-4872	michelle.milleson@sandhillsknights.org
Jill Thompson	Member	308-882-0108	jill.thompson@sandhillsknights.org
Dillon Simonson	Member	308-880-0810	dillon.simonson@sandhillsknights.org

## Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year

### Section 4 Administrative Staff

Name	Position	Phone Number	Email
Jamie Isom	Superintendent	308-538-2224	jamie.isom@sandhillsknights.org
Patrick Recoy	K-12 Principal	308-538-2224	patrick.recoy@sandhillsknights.org
Jaylee Simonson	Business Manager & HS Secretary	308-538-2224	jaylee.simonson@sandhillsknights.org
Monique Leach	Elementary Secretary	308-533-2203	monique.leach@sandhillsknights.org

### Section 5 Staff

Teacher/Staff Member	Email Address	Grades/Subject Area
<b>Elementary School Building Staff</b>		
Kristin Webster	kristi.webster@sandhillsknights.org	Kindergarten
Jeanine Saner	jeanine.saner@sandhillsknights.org	1st Grade
Julie Teahon	julie.teahon@sandhillsknights.org	2nd Grade
Delite Zutavern	delite.zutavern@sandhillsknights.org	3rd Grade
Trish Rodocker	trish.rodocker@sandhillsknights.org	4th Grade
Janine Catlett	janine.catlett@sandhillsknights.org	5th Grade
Brittni Bradley	brittni.bradley@sandhillsknights.org	K-5 PE & Title I
Jean Cox	jean.cox@sandhillsknights.org	Library Aide
Anita Peterson	anita.peterson@sandhillsknights.org	Custodian/Facilities
<b>District Wide Staff</b>		
Bobbi Zimmerman	bobbi.zimmerman@sandhillsknights.org	K-12 Guidance & Tech Coordinator
Danielle Thompson	danielle.thompson@sandhillsknights.org	K-12 Special Education

**Sandhills Public Schools Student-Parent Handbook  
2025-2026 School Year**

Kris Ganoung	kris.ganoung@sandhillsknights.org	K-12 Music
Kristin Ganoung	kristin.ganoung@sandhillsknights.org	K-12 Art & Library
Cindy Coffman	ccoffman@esu10.org	ESU 10 Speech Path.
Tiffany Glidden	tiffany.glidden@sandhillsknights.org	Kitchen Supervisor
Roxannie Payne	roxannie.payne@sandhillsknights.org	Kitchen Aide
<b>High School Building Staff</b>		
Chantelle Milleson	chantelle.milleson@sandhillsknights.org	6th Grade
Andra Smith	andra.smith@sandhillsknights.org	7-12 Agriculture
Jake Trosper	jake.trosper@sandhillsknights.org	6-12 PE
Chris Rodgers	chris.rodgers@sandhillsknights.org	7-12 Math
Florence Bernardo	florence.bernardo@sandhillsknights.org	7-12 Language Arts
Adam Marten	adam.marten@sandhillsknights.org	7-12 Social Science
Zeta Greene	zeta.greene@sandhillsknights.org	7-12 Science
Elise Miller	elise.miller@sandhillsknights.org	7-12 Business
Jody Anderson	jody.anderson@sandhillsknights.org	Custodian/Facilities
Jack Moody	jack.moody@sandhillsknights.org	6-12 Para

# **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

## **Article 1 – Mission and Beliefs**

### **Section 1      Mission Statement**

The Sandhills Public School mission is to develop K.N.I.G.H.T.S. Knowledgeable, noble, independent, grateful, honest, tenacious, successful citizens for an ever-changing world.

### **Section 2      Belief Statements**

- We believe the Sandhills Public Schools exist for the benefit of all students and the community and shall work toward meeting the needs of each while encouraging and challenging all students to achieve their greatest potential.
- We believe the students of the Sandhills Public Schools should develop problem-solving and critical thinking skills leading them to become lifelong learners.
- We believe the students of Sandhills Public Schools should understand the importance of uniqueness in both themselves and others, becoming informed citizens who function as useful and productive members of society.
- We believe the students of the Sandhills Public Schools shall understand the operation, application, and function of current and developing technology in a changing society.

### **Section 2      Complaint Procedures**

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are other procedures identified in the Handbook to address specific complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

1.     Complaint procedure  
Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.  
Step 2. Address the concern with the Principal if the matter is not resolved at Step 1.  
Step 3. Address the concern with the Superintendent if the matter is not resolved at Step 2.  
Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.
  
2.     Conditions Applicable to All Levels of Complaint Procedure  
All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

# Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year

## Article 2 – School Day

### Section 1 Daily Schedule Monday through Thursday

Period	Start Time	End Time	Period	Start Time	End Time
*Breakfast	7:45 am	7:58 am	Period 5	11:40 am	12:29 pm
Homeroom	8:00 am	8:14 am	Lunch	12:29 pm	12:59 pm
Period 1	8:16 am	9:05 am	Period 6	1:01 pm	1:50 pm
Period 2	9:07 am	9:56 am	Period 7	1:52 pm	2:41 pm
Period 3	9:58 am	10:47 am	Period 8	2:43 pm	3:32 pm
Period 4	10:49 am	11:38 am			

### Section 2 Shortened Schedules Friday Schedule

Period	Start Time	End Time	Period	Start Time	End Time
*Breakfast	7:45 am	7:58 am	Period 5	11:08 am	11:53 pm
Period 1	8:00 am	8:45 am	Lunch	11:53 pm	12:23 pm
Period 2	8:47 am	9:32 am	Period 6	12:25 pm	1:10 pm
Period 3	9:34 am	10:19 am	Period 7	1:12 pm	1:57 pm
Period 4	10:21 am	11:06 am	Period 8	1:59 pm	2:44 pm

### 2:00 Dismissal Schedule

Period	Start Time	End Time	Period	Start Time	End Time
*Breakfast	7:45 am	7:58 am	Period 5	10:44 am	11:23 pm
Period 1	8:00 am	8:39 am	Lunch	11:25 pm	12:04 pm
Period 2	8:41 am	9:20 am	Period 6	12:06 pm	12:38 pm
Period 3	9:22 am	10:01 am	Period 7	12:40 pm	1:19 pm
Period 4	10:03 am	10:42 am	Period 8	1:21 pm	2:00 pm

## Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year

### 10:00 Late Start Schedule

Period	Start Time	End Time	Period	Start Time	End Time
No Breakfast Served			Lunch	12:30 am	1:00 pm
Period 1	10:00 am	10:36 am	Period 5	1:02 pm	1:38 pm
Period 2	10:38 am	11:14 am	Period 6	1:40 pm	2:16 pm
Period 3	11:16 am	11:52 am	Period 7	2:18 pm	2:54 pm
Period 4	11:54 am	12:30 am	Period 8	2:56 pm	3:32 pm

### Section 3 Severe Weather and School Cancellations

The Superintendent may close public schools in case of severe weather or an emergency. Parents and students will be notified via the messaging system regarding school closings. In addition, the district webpage and Facebook page will also carry these important announcements.

It is the responsibility of the student's parent/guardian to make certain the district office has current and up to date contact information in order to be successfully notified by the system. Representatives of the Superintendent's staff will also notify local news media when inclement weather warrants such action. The information is usually broadcast regularly by radio and television stations (KBBN - 95.3, KBRB - 92.7 FM, KCNI- 96.3 & 1280 AM, KBEAR- 92.3 FM, and KOLN/KGIN TV, KNOP TV, SandhillsExpress.com). Due to the size of the Sandhills District, it is possible to have inclement weather in one area and not others. Parents are encouraged to contact school personnel about questions regarding school closings.

Parental Decisions. Parents may decide to keep their children at home during inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will generally be considered an excused absence.

Pickup During Inclement Weather. Parents should not come to school during severe weather, such as during a tornado warning since students will be moved into safe areas of the building and will not ordinarily be released during inclement weather or dangerous circumstances.

Emergency Closing Procedures. Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information. If conditions allow and supervision is available in

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

### **Section 4      Closed Campus**

All students are required to remain on campus during the school day. In order to leave the building, a student's parent must provide written or verbal permission. On occasion, students are allowed, with teacher/staff permission, to leave the building to quickly retrieve something from their vehicle, etc. Any time a student leaves the building they must sign out at the main office and sign in upon return.

### **Section 5      Supervision Responsibility Before/After School**

#### Arrival at Sandhills Elementary School/Dismissal From Sandhills Elementary School

The Elementary Center at Halsey will be opened at 7:35 a.m. and closed at 4:00 p.m. Monday through Thursday. However, parents are to stay informed regarding schedule changes which are communicated by messages, notes, or the school calendar. It is the responsibility of the parent to make certain their student is properly cared for outside of school supervised hours. On Friday school will be dismissed at 2:30 p.m., so the building will only be opened until 3:00 p.m.

Children arriving before 7:35 a.m. should remain outside the building unless arrangements have been made with their teacher, or until the Purdum bus arrives at school. Supervision will be provided for students riding the Purdum bus after school until the bus returns to pick up students. Because the safety of your child is paramount to us, the supervisor will have a list of students staying after school.

If you pick your child up early, please let the office know. Also, if your child does not usually stay after school and you would like them to, please contact the school secretary in advance in order to accommodate your needs. Students not riding the Purdum bus after school are to leave the school grounds immediately after school unless other arrangements have been made.

#### Arrival at Sandhills High School/Dismissal From Sandhills High School

Students are expected to arrive at school no more than 20 minutes prior to the first class or school program in which they are participating. Prior to that time, the school is not responsible for supervision of the students. Students will ordinarily be admitted to the school building 20 minutes prior to the first class. Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

school-sponsored activity. The school is not responsible for supervision of students once the students are to have left school grounds. It is expected that students, who are not involved in a school sponsored activity, will proceed home in a timely manner. If a student is staying after school to receive assistance from a teacher, prior arrangements must be made with that teacher and student(s) must be supervised by that teacher.

Certain days on the calendar are “shortened days,” meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days, so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

### Signing a Child In and Out of School

Parents or guardians are required to check in with the office if they are entering after their child’s first class or leaving prior to their child’s final class. The parent or guardian must report to the main office for this purpose. Parents may not go directly to the classrooms. The schools will only release children to adults designated by the parent or an emergency contact.

# **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

## **Article 3 – Use of Building and Grounds**

### **Section 1 Visitors**

All visitors must report to the office, upon entering the main entrance, to communicate their business with main office personnel. Visits to classrooms may be limited or regulated depending on the circumstances. Visitation by parents or relatives to classrooms are welcomed and encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern. Visitors must recognize the importance of communicating their wishes to visit with the classroom teacher before the visit and to obtain administrative permission. Wanting to visit without reasonable notice is not appropriate. If a concern exists it should be promptly communicated to the classroom teacher and administration if necessary. Simply contact the main office and we will gladly assist you in the process. Student visitors must be approved by the administration or designee before the visit and in accordance with board policy. Student visitors will be allowed to visit for a portion of the school day in order to minimize distraction to the educational process. Prospective transfer/option students are welcome to visit, with their parents or guardian by appointment with the administration. The administration reserves the right to make decisions regarding visitors on a case-by-case basis if deemed necessary.

### **Section 2 Smoke-Free Environment**

All of our school buildings and grounds are smoke and tobacco-free. No smoking or tobacco is allowed on school grounds or at any school activity.

### **Section 3 Care of School Property**

1. Students are responsible for the proper care of all books, equipment, supplies, and furniture supplied by the school.
2. Students who damage property, break windows, or cause other harm to school property or equipment will be required to pay the cost to repair or replace the item.

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

### **Section 4 Playground Rules for Sandhills Elementary School**

1. Students must stay within sight of the playground supervisor at all times. If a student is to leave the playground area to go off school grounds the student must have a parental note from home.
2. There will be no throwing of snowballs on school grounds.
3. Tackle football is not allowed.
4. Students are to sit down on the slides. No going down backwards or head first. Only one person may go down the slide at a time.
5. Obscene language is not allowed on school property.

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

6. No baseballs allowed at school only softballs will be permitted. Students not at bat need to stand behind the backstop. Helmets need to be worn while batting.
7. Students are not to jump or stand in the swings. Only one person on a swing at a time.
8. The playground supervisor has complete authority over the students and is not to accept any inappropriate behavior. The supervisor will report any problems to the student's teacher and/or to the superintendent. The supervisor will never use corporal punishment on a student.
9. Jump ropes are only to be used for jumping.
10. No students are to play directly on or around the propane tanks.
11. When in the gym, soft sole shoes are to be worn. Students will be allowed to use only basketballs, nerf balls, and wiffle balls.
12. Only hand over hand will be allowed while climbing on the monkey bars. Always use this equipment as instructed without sitting or crawling on the top.
13. Annie-Annie Over will not be allowed to be played due to the chance of students running into one another.
14. No jumping out of the swings while they are in motion.
15. No items brought from home are allowed on the playground.
16. While on the playground, shoes must be worn.
17. Students are expected to comply with the requests and directions of the playground supervisor.

### **Section 5      Lockers**

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students, except as assigned by school officials. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Students may not display images, information or messages that may cause a substantial disruption to the operations of the school. If a staff member sees or learns of an image or message that may cause a disruption, the staff member may ask the student to remove the image or message from the locker. If the student refuses, then the administration will meet with the student and parents to discuss the situation. The principal shall have the final say on whether a student needs to remove the image or message from the locker.

### **Section 6      Searches of Lockers and Other Types of Searches**

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

The following rules apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

1. School Administration may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.
3. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

### **Section 7 Video Surveillance**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the administration. As a result, notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

### **Section 8 Recording of Others**

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including students, parents, and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

### **Section 9 Use of Cell Phones or Other Electronic Devices**

1. K-6 Students may not use cell phones or other electronic personal devices during the school day. We recognize today's technology needs/wishes and ask that parents inform their child's classroom teacher if their child has a phone or personal device. If the need to use such a device arises, it must be approved and supervised by the teaching staff. The use of cell phones or other image capable technology in restrooms is strictly forbidden. Violation of this rule will result in confiscation of devices in addition to further disciplinary action if deemed necessary by the classroom teacher and or administration.

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

2. 7-12 Students may not use cell phones or other electronic personal devices during class time or passing periods, unless otherwise permitted by a teacher for the purpose of an academic activity. Cell phones or other electronic communication devices are to be kept in the students' lockers. A student who violates this rule may be required to turn their phone into the office or lose phone/device privileges for an extended period of time.
3. 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 and administration when the student has a compelling need to have the device.

### **Section 10 Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. The school does not guarantee or represent that the student's property will not be subject to loss, theft, or damage.

### **Section 11 Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

### **Section 12 Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Supt/Principal.

### **Section 13 Laboratory/Shop Safety Glasses**

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

### **Section 14 Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution need to be approved by the Principal's office. The person or organization responsible for distributing the posters is responsible for seeing that all posters are removed within 48 hours after the event or when directed by the Principal.

### **Section 15 Celebrations**

Celebrations and classroom parties will be held under the direction of the classroom teacher or sponsoring teacher. These may be held for special occasions, holidays, birthdays, or other special events.

### **Section 16 Copyright**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

### **Section 17 Behavioral Points of Contact**

The District maintains a registry of local mental health and counseling resources, including those resource services that can be accessed by families and individuals outside of school. To gain more information about these resources, parents and/or students should contact their building counselor or principal. This information, as well as the District's behavioral points of contact, are also listed on the District's website.

# **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

## **Article 4 – Attendance**

### **Section 1                      Attendance**

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations and staff are responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

If your child is ill, tardy, or absent for any reason, please call the school no later than 8:30. If you know your child will be absent from school in advance, please call the office. It is the policy of our school to call parents when children become ill or are hurt more than taking simple first aid. If a child is injured severely an accident report form will be filled out detailing the cause of the accident. It is also a good idea if parents provide the school with alternative names and telephone numbers in case the parent/parents cannot be reached. Please be sure to keep the office informed of any changes of addresses or telephone numbers during the school year.

### **Section 2                      Attendance and Absences**

Excused and Unexcused Absences. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

1.     Excused Absences. Absences should be cleared through the Principal's office in advance, whenever possible. An absence or tardy, even with parental approval, may not be considered excused by the school. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be typically excused, provided the required procedures have been followed:
  - a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
  - b. Illness which causes a student to be absent from school.
  - c. Doctor or dental appointment which requires the student to be absent from school.
  - d. Court appearances that are required by a court order.
  - e. School sponsored activities which require students to be absent from school.
  - f. Other absences which have received prior approval from the Principal.

The Principal has the discretion to deny approval for a student's absence, depending on circumstances, such as the student's absence record, the student's academic status, the tests or other projects which may be missed, and other relevant reasons.

2.     Unexcused Absences: An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence and may be required to make up work and the time missed.

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

### Tardy to School.

1. K-5 Elementary students will be considered tardy at 8:25 a.m.
2. 6-12 Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first-class rings at 8:00 a.m.

Tardy to Class. 6-12 Students have a sufficient time period between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings unless they have a pass from a staff member. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher.

Tardy Discipline Policy: Students who are tardy for 1st period will report to the office to get a pass before entering classes. All Teachers are responsible to give a tardy to late students and log tardies into PowerSchool. The school's intent and purpose is to model proper time management and punctual behavior on the part of students. If a student begins to accumulate multiple tardies, that student will meet with the Superintendent/Principal or designee to discuss a remedy to their lateness which may include disciplinary action including, but not limited to, detention time served at the discretion of the administration.

Leaving School or Class. Students who leave school for any reason during the school day must check out of the office before leaving. Students leaving school must be cleared in advance by the student's parent or legal guardian. Upon returning to school that same day, students must check in at the office.

College Visitation: Students wishing to visit a college will follow these guidelines:

1. Communicate with the Guidance Counselor and or Principal in order to obtain approval prior to the visit. It is strongly recommended the visit being arranged with the college by the Guidance Counselor to insure the best services during the visit.
2. Get all schoolwork made up before attending the visit.
3. The student must be accompanied by their parent(s) when visiting a college.
4. Pre-approved college visits, through the Guidance Counselor or Principal, will be counted as a school activity and not against the student's attendance record.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, may be considered truant.

### **Section 3                      Make-up Work**

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed for make-up work will be determined by the teacher. The student has the

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

responsibility to contact teachers, initially, regarding make-up assignments. The Superintendent/Principal reserves the right to work with the teacher(s) to grant additional time for a student to complete make-up work in the event of special circumstances. The Supt/Principal reserves the right to make all final decisions related to conflicts due to student make-up work issues.

The student is expected to communicate with each classroom teacher prior to any planned excused absence. In the event of an illness, etc, where the student cannot make prior arrangements, they are to communicate with each teacher regarding make-up work the first day back from the absence(s). To request make-up work parents are encouraged to email their student's teachers.

### **Section 4 Attendance is Required to Participate in Activities**

Full-time students must attend school all day on the day of any scheduled school activity in order to participate in the activity. Part-time eligible students must attend their classes on the day of the school activity in order to participate in the activity. A "school activity" includes athletic contests, practices, and dances. Failure to attend may result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

### **Section 5 Truancy**

A student who engages in unexcused absences may be considered truant under state law. Truancy is a violation of school rules. The consequence of trancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child aged six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three (3) days report such violation to the Superintendent or designee. The Superintendent or designee shall immediately cause an investigation into any such report to be made. The Superintendent or designee shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent or designee believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

Excessive Absenteeism. Parents will be notified periodically as student attendance checks are conducted. Parents are encouraged to closely monitor their students' attendance via Power School or by contacting the office. Students who accumulate ten (10) unexcused absences in a semester shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.

2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

# Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year

## Article 5 – Scholastic Achievement

### Section 1      Grading System

Students will receive letter grades on report cards and transcripts. The following scale will be used to assign letter grades and a grade point average from a percent:

A	93-100
B	92-86
C	85-78
D	77-70
F	69-0

Each teacher will define the grading procedures to be used in their classes. Parents may view their student's grades and progress online at <https://sandhills.powerschool.com/public/>. Usernames and password information is available by contacting the school.

### Section 2                      High School Yearly Course Requirements

High school students in all grade levels are required to register in the following courses: Math, Social Studies, Science, Health and Physical Education, and Language-Arts and electives as required. The Guidance Counselor, under the direction of the administration, will assist each student in course selection and registration which best suits the student according to available course offerings in alignment with the student's personal plan for high school and beyond. Additionally, there are many online course opportunities in which students can enroll. In order to create equity, the following "online course guidelines" will be used by the administration in determining who is eligible to take courses online:

#### **Online and/or College Course Guidelines - Sandhills High School**

Purpose: The purpose of online or college coursework will be to provide educational opportunities for motivated students in addition to regular course offerings in the high school schedule. The purpose of online courses is to enhance, not replace, the typical schedule for a high school student.

Eligibility: Be a junior or senior or be identified as a high ability learner by the high school. Be willing and motivated to be a self-learner and possess a solid work ethic. --- Hold an overall "B" grade point average or higher. Have taken the ACT test or other qualifying placement test, as determined by the credit granting institution. Have the support of the Counselor and Principal. The Principal can make exceptions providing the student has demonstrated the integrity and work ethic to successfully complete an independent online course.

Guidelines/Rationale: Online courses are not meant to replace current courses in the schedule. They are meant to challenge students beyond the regular schedule and further prepare them for the rigors of college. Students enrolling in online courses are expected to complete course

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

requirements during study halls or on their own time. Exceptions to this guideline will only be made under special circumstances (determined by the principal and counselor) where an online course may be taken in place of courses already found in the class schedule. Online course choices must align with student future goals and interests. Online courses will not be approved if the intent is to simply avoid course offerings in the regular high school schedule. Final recommendation of students for online courses is the discretion of the Principal and Guidance Counselor. There is no guarantee the school district will be able to pay for online courses. Funding is subject to availability on a year-to-year basis. If funding is available, courses that are dual credit will be considered for funding. Otherwise, all tuition, fees, and materials will be the responsibility of the student and parent. The school supports the concept of online learning and will assist students with funding whenever possible. Students will be limited to 1 course per semester. If funded by the school district, the student and parent agree to reimburse the school for all tuition, fees, and materials in the event the student does not earn at least a "C" or drops the course before completion. Not all online courses are college credit eligible. The main programs the school will work with to provide online courses are the University of Nebraska System and Mid Plains Community College.

### **Section 3      Graduation Requirements**

To participate in commencement exercises or receive a Sandhills Public Schools' diploma, a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions.

To be eligible for graduation from Sandhills High School, a student must have earned a minimum of 240 semester hours credit in grades 9 through 12 inclusive. A minimum of 40 earned semester hours credits must be earned during the school year in which the student intends to graduate. Credit hours will be computed in accordance with the Nebraska Department of Education.

Satisfactory completion of the following courses must be presented in the candidate's record:

English	40 semester hours
Social Sciences	40 semester hours
Science	30 semester hours
Math	40 semester hours
Vocational, Fine Arts, Music, or Art Courses	20 semester hours
P.E. and Health	10 semester hours
Financial Literacy Course	5 semester hours
Speech Fundamentals	5 semester hours
Senior College Prep	5 semester hours
Elective Courses	30 semester hours
Computer Literacy	10 semester hours
Personal Finance	5 semester hours
Computer Science	5 semester hours (Class of 2027)

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

Exceptions to these requirements may be made by the Board of Education upon the recommendation of the Superintendent, who will support the recommendation with justifiable reasons. A complete record of the recommendation and of the action taken upon it by the Board shall be included in the minutes. The candidates for graduation shall be presented to the Board of Education for approval.

A student who has not met the requirements for graduation but who has attended school regularly may, with the recommendation of the Superintendent, be granted a Certificate of Attendance. Students receiving a Certificate of Attendance shall not be eligible to participate in graduation exercises.

Valedictorian and Salutatorian. The senior with the highest grade cumulative "percentage" will be named valedictorian for their graduating class. The senior with the second highest cumulative grade "percentage" will be named salutatorian. The cutoff date for grade entries and determination of these honors will be as close to graduation as appropriate to effectively allow for graduation planning and preparation. The Superintendent will make the final decision regarding all logistics and honors associated with Valedictorian and Salutatorian. Students who have equal grade percentages when figured to 2 decimal places will be considered "co-honorees".

### **Section 4 Promotion and Retention**

Students will be placed at the grade level and in the courses best suited to them academically, socially, and emotionally as determined by the school's professional staff. 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 professional staff to be appropriate for the educational interests of the student and the educational program.

### **Section 5 Schedule Changes**

Students needing schedule changes should notify the Guidance Counselor or Principal. Schedule changes must be initiated by the teachers involved, the Principal or counselor, and the student's parent or guardian. Final approval of all schedule changes will be made by the Principal. In general, all schedule changes must be completed, with required signatures, within the 1st week of each semester. Students will be notified regarding due dates or timelines for schedule/class changes.

### **Section 6 Interim Reports**

Various supplemental reports may be made available to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines appropriate.

Included in the *academic improvement report* will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

### **Section 7 Report Cards/Transcripts**

Report cards are issued at the end of each semester. The report card is designed to aid the parent in determining the progress of their child. Percentage based grades are used to designate a student's progress. A grade of 69 or below carries no credit. A grade of "I" (incomplete) received at the end of a grading period must be made up within two weeks or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. No incompletes will be given at the end of the second semester, as all course work must be completed by the end of the second semester or fourth quarter.

### **Section 8 Parent-Teacher Conferences**

Parent-teacher conferences will be held each semester. Refer to the school calendar for the schedule. Final dates/times for conferences will be set in the best interest of the school, parents, and students. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

### **Section 9 Honor Roll**

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined on a semester basis. Students will be recognized accordingly:

To be eligible for the honor roll a student must be a fulltime student of Sandhills Public School. To be on the High Honor Roll, a student must have a grade point average above 95.0% and no grade below a 93%, students with an average above 93.0% and no grade below an 88% are eligible for Honor Roll. Honor Roll will be determined after the end of each term. Students who have an incomplete at that point will not be eligible for honor roll.

### **Section 10 National Honor Society**

The National Honor Society chapter of Sandhills Public Schools is a duly chartered and affiliated chapter of this prestigious national organization.

#### Admission to the National Honor Society

Membership is open to those students who meet the required standards in four (4) areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five (5) member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each semester.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.0 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experience and participation in school or community service is required.

To evaluate a candidate's character, the faculty council uses two (2) forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four (4) criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings when and as scheduled and participation in the chapter service projects(s).

### Removal from National Honor Society

A student may be removed from the NHS by action of the Principal upon a determination by the Principal that the student:

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the Principal's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten (10) calendar days of receipt of the Principal's removal decision. The appeal procedures shall be established at the discretion of the Superintendent to allow a fair opportunity for the student's views and information to be considered. The decision of the Superintendent on the appeal shall be final.

# **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

## **Article 6 - Support Services**

### **Section 1 Special Education Services**

#### What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

#### Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

#### How are Students With Disabilities Identified?

Referrals are made by staff or parents to a Student Assistance Team. If the Student Assistance Team or comparable problem-solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

#### Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at the school's expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

#### Reevaluation

Students identified for special education will be reevaluated at least every three (3) years by the student's IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, is needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

#### Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infants and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents will be given a copy of the IEP.

### Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents at a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

### More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website.

### **Section 2     Students with Disabilities: Section 504**

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided to students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

### **Section 3 Health Services**

#### Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home may include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of information you feel is important for your student's success in the classroom and/or safety at school.

#### Guidelines for Administering Medication

Whenever possible, students should be provided medications outside of school hours. In the event it is necessary that a student take or have medication at school, the parents/guardians must

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

provide a signed written consent for the student to be given medication at school. A consent form is available at the school health office. If a student has asthma or diabetes and is capable of self-managing his or her health condition, the student may coordinate with the health office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. Medications may require a physician's authorization to be given at school or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition. The school nurse may limit medications as the nurse deems appropriate.

### School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades are screened for vision, hearing, dental defects, height, and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students with identified health concerns may also be screened. Parents who do not wish their child to participate in the school screening program must communicate in writing to the school administration at the start of the school year.

### Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

### Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete an affidavit.

Unimmunized students may nonetheless be excluded from school in the event of a disease outbreak.

Child Care and School Immunization Standards can be found at <https://dhhs.ne.gov/Pages/Licensed-Child-Care-Immunization.aspx>

### Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

### Guidelines for Head Lice

The following guidelines are in place to better control a nuisance condition, reduce absenteeism due to head lice, and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice.
3. A child who is sent home from school for head lice should miss no more than two (2) school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.

### **Section 4 Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. The school furnishes forms that will allow individuals to purchase a Student Accident Insurance Plan if you are interested. These forms will be made available at the beginning of each school year.

### **Section 5 Transportation Services**

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the following rules while riding school buses:

#### **Behavior on School Buses**

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

1. General Conduct Rules Apply: While riding a school bus, a student must follow the same student conduct rules which apply when the student is on school property or attending school activities, functions, or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.
2. Special Conduct Rules for Riding School Buses.
  - A. Rules for Getting On and Off the Bus
    1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick-up time. If you miss the bus, immediately return to your home, and tell your parents so they can take you to school.
    2. While waiting for the bus, stay at least five (5) feet away from the street, road, or highway. Wait until the bus comes to a complete stop before approaching the bus.
    3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
    4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
  - B. Rules on the Bus
    1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
    2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
    3. Talk quietly and use appropriate language.
    4. Keep all parts of your body inside the bus.
    5. Keep your arms, legs, and belongings to yourself.
    6. No fighting, harassment, bullying, intimidation, or horseplay.
    7. Do not throw any object.
    8. No eating, drinking, use of tobacco, alcohol, drugs, or flammables.
    9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
    10. Do not damage the school bus.
3. Getting the Driver's Assistance: If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance in an emergency, take all action needed to safely get the help of the driver.

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

4. Consequences for Rule Violations: Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

### **Article 7 – Drugs, Alcohol and Tobacco**

#### **Section 1 Drug-Free Schools**

The District is a safe and drug-free school zone. Any use, possession, distribution, manufacture, sale, consumption, or ingestion of illicit drugs or tobacco products on school grounds, at a school activity, or in a school vehicle is strictly prohibited.

#### **Section 2 Education and Prevention**

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades.

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. All students will be provided with an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor.

Safe and Drug-Free Schools—Parental Notice. Pursuant to the provisions of federal law, if, upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction, a parent objects to the participation of their child in such programs and activities, then the parent may notify the District of such objection in writing. Upon receipt of such notice, the student will be withdrawn from the program or activity to which parental objection has been made.

#### **Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco**

The District prohibits the possession, use, or distribution of illicit drugs (including electronic nicotine delivery systems) and alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. The conduct prohibited includes, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.

5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product.

### **Disciplinary Sanctions**

Violation of any of the above prohibited conduct will result in student discipline, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardians will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

## **Article 8 – Student Conduct Rules**

### **Section 1 Purpose of Student Conduct Rules**

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of these student conduct rules will result in disciplinary action.

### **Section 2 Forms of School Discipline**

Students who violate the student conduct rules may be subject to the following forms of discipline:

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 (5) 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:

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

- 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, but not more than 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 on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

Notwithstanding the foregoing, no pre-kindergarten through second grade student may be short-term 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 these disciplinary procedures.

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five (5) school days but less than twenty (20) school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. Pursuant to the Nebraska Student Discipline Act, 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.

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

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 (10) 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 (10) 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. Suspension 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 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.

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) if the Superintendent approves the suspension of an expulsion. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
  - f. 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 or institution accredited by one (1) of the six (6) regional accrediting bodies in the United States.
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 (5) school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or designee determines that an emergency exclusion shall extend beyond five days, a hearing may, upon a parent or guardian’s request, be held and a final determination made within ten (10) school days after the initial date of exclusion. Such appeal procedures shall substantially comply with the procedures set forth in this Handbook for a long-term suspension or expulsion and be modified by the Board of Education 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

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

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.

6. 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.
  
7. 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 interfere with the educational process otherwise seriously. 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.
  - a. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
  - b. 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.
  - c. 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.
  - d. 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.
  - e. 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.
  - f. 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.

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

- g. 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.
- h. Public indecency or sexual conduct. This includes "deep fakes" or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.
- i. 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.
- j. 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.
- k. 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.
- l. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes, including (but not limited to) a violation of the District's dress code and electronic communication device rules.
- m. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
- n. 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

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

(including skin color, hair texture and protective hairstyles), gender, disability, national origin, or religion.

- o. Willfully violating behavioral expectations for riding school buses or vehicles.

In addition to the foregoing, 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 known and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The term “dangerous weapon” includes any personal safety or security device (such as tasers, mace, and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device to school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student’s locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

Further, a student will be expelled for one (1) calendar year if the student knowingly and intentionally possesses, uses, or transmits 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. The term “firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. The only exception to this rule is if the student obtains prior written permission to bring the firearm on school grounds by the Superintendent for a school-related purpose.

- 8. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules may be grounds for disciplinary action, up to and including an expulsion.
  - a. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is reasonably forecasted to interfere with the learning environment or teaching

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

process in our school. The following is a non-exhaustive list of examples of attire that are not appropriate at school:

- i. Clothing that shows an inappropriate amount of bare skin or underwear; revealing or baggy; tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise deemed inappropriate by the administration. Clothing or jewelry that advertises or
- ii. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- iii. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horseplay” or that would damage property (e.g. cleats).
- iv. Headwear including hats, caps, and bandannas.
- v. Clothing or jewelry which exhibits nudity, makes sexual references, or carries lewd, indecent, or vulgar double meaning.
- vi. Clothing or jewelry that is gang related.
- vii. Visible body piercing that is determined to be an educational disruption by the administration.
- viii. Any other clothing that the administration deems inappropriate for the school setting.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval.

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. Further, students will also be permitted to wear attire, including religious attire, natural and protective hairstyles, adornments or other characteristics associated with race, national origin, or religion, as long as the attire does not interfere with the educational process and does not endanger another person, as determined by the administration.

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

A student dress code violation will be treated as a minor rule violation and may not require the student to miss substantial classroom time, instructional time, or

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

school activities. However, a repeated violation of school rules may subject the student to further discipline, as outlined in the Student Discipline Policy.

b. Academic Integrity.

- i. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

- ii. Definitions: The following definitions provide a guide to the standards of academic integrity:

- (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

- (a) Tests (includes tests, quizzes and other examinations or academic performances):

- (i) Advance Information: Obtaining, reviewing, or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

- (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

- (iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

- (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
  - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- (i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
  - (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
  - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
  - (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
  - (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

- (2) “Plagiarism” means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves the use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
  - (b) Falsely Presenting Work as One’s Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student’s paper.
- (3) “Contributing” to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (i) Academic Sanction. The instructor will refuse to accept the student’s work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standard, the instructor will assign a grade which the instructor determines to be appropriate for the work.
  - (ii) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student’s parents or guardian.
  - (iii) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

9. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. IDPA is considered a violation of the student conduct code and is grounds for short-term suspension, long-term suspension, expulsion, mandatory reassignment, or less forms of discipline.
10. Law Violations  
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.
11. Anti-Bullying:  
One of the missions of the District is to provide safe and secure environments for all students and staff. Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report. The school's anti-bullying policy is available for review on the District's website.
12. Network, E-Mail, Internet, and Other Computer Use Rules:
  - a. General Rules:
    - i. The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Access for all staff and students is a privilege and not a right.
    - ii. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
    - iii. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
    - iv. Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained, or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

- v. The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.
  
- b. Rules for Acceptable Use of Computers and the Network: The following rules for acceptable use of computers and the network, including Internet, shall apply to all students:
  - i. Students shall not erase, remake, or make unusable anyone else's computer, information, files, or programs.
  - ii. Students shall not let other people use their name, account, log-on password, or files for any reason (except for authorized staff members).
  - iii. Students shall not use or try to discover another user's account or password.
  - iv. Students shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
  - v. Students shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
  - vi. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software.
  - vii. Students shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create, or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
  - viii. Students shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources.
  
- c. Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.
  
- d. Student and Parent Agreements: Students and parents will be required to sign a computer and network use agreement/lease as a condition of the student

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

being permitted to use equipment associated with the 1 to 1 laptop initiative. Said lease agreement will contain specific expectations and information regarding proper computer use and care. Those who refuse to sign the agreement will not be allowed to personally possess a school issued laptop. They will, however, be provided computer technology in order to complete work in school.

13. Possession and use of Electronic Device:
- a. Prohibited Use of Electronic Devices: Students shall not use electronic devices for:
    - i. activities which disrupt the educational environment;
    - ii. illegal activities in violation of state or federal laws or regulations;
    - iii. unethical activities, such as cheating on assignments or tests;
    - iv. immoral or pornographic activities;
    - v. activities in violation of Board or school policies and procedures relating to student conduct and harassment;
    - vi. recording others (photographs, videotaping, sound recording, etc.) 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;
    - vii. "sexting;" or
    - viii. 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.
  - b. Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.
14. Risks of Social Media: The purpose of this message is to give our students information about the risks of using social networking sites. These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress-such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on a site, may affect you years later. What you post may affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on social networking sites.

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

Parents are encouraged to use the online resources provided by Facebook, and other social networking sites, that teach proper use and warn of the dangers associated with social networking. Our goal, as a school district, is to promote responsible use of technology in a positive and productive manner. School issued laptop computers are to be used for school purposes only. Recreation on social networking sites, games, etc., is not considered appropriate school purposes.

14. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.
- a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
  - b. As a general rule, pop, candy, snack, etc. are not allowed in the classrooms. Individual teachers reserve the right to allow such items, from time to time, providing it does not interfere with the educational process. The pop machine is closed to students during the school day, unless special permission is granted by staff. The administration reserves the right to further restrict the consumption of pop, candy, etc. above and beyond the discretion of the classroom teachers.
  - c. Students are expected to bring all books and necessary materials to class. This includes a study hall and homeroom.
  - d. Assignments for all classes are due as assigned by the teacher.
  - e. Students are not to operate classroom back doors without permission of the teacher.
  - f. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
  - g. Students are to be in the classroom and getting ready for class on the tardy bell.
  - h. Special classes such as Industrial Technology, Art, or P.E. will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
  - i. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
  - j. Students are to stand back from the entry steps and doors in the mornings before school and at lunch before the bell so that others may pass in and out of the entry doors.
  - k. Snow handling is prohibited.

# Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year

## Article 9 – Student Fees Policy

The District’s general policy is to provide free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District’s policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District has set forth in policy its guidelines or policies for specific categories of student fees. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The policy includes specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics. The District’s entire Student Fees Policy is available on the District’s website.

### 2025-2026 Student Fees Specification of Required Materials and Fees

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
<b>Elementary Program</b>		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music—Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drumsticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. Some rentals are available for a fee to not exceed \$100 per year.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None—necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from

**Sandhills Public Schools Student-Parent Handbook  
2025-2026 School Year**

		class supply lists which may be handed out by the office or individual teachers.
Field Trips	Transportation and admission costs of field trips	None—costs of school sponsored; class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	\$50 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Five cents (.05) per page when charges apply.
School Meals		Breakfast—\$2.10 Lunch—\$3.35 Adults—\$4.55 Seconds—\$1.60 A la carte - Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
<b>Secondary Program</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and socks, running shorts, T-shirt
Art and shop classes and special projects	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes

**Sandhills Public Schools Student-Parent Handbook  
2025-2026 School Year**

Music—Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. Some rentals are available for a fee to not exceed \$100 per year.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None—necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Advanced math or science classes	Specialized calculators	Refundable damage deposit of \$25 per semester will be required for students who wish to use school calculators outside the classroom. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Five cents (.05) per page when charges apply.
School Meals		Breakfast—\$2.10 Lunch—\$3.60 Adults—\$4.55 A la Carte—\$ Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	See section 5 Scholastic Achievement
College entrance tests and preparation	Prep programs & tests	The school will provide one ACT test in conjunction with state assessments. Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test beyond the state

## Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year

		assessment, are optional and to be paid directly to the private companies involved by the student or parent.										
Summer school courses	Classes offered during the summer, or at night, if any	\$50 per class.										
<b>Extracurricular and other programs</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>										
<b>Athletic Programs</b>												
Admission	Spectator fees for admission to events	\$6.00 per event maximum. For District and Conference events hosted by the School, cost to be set by NSAA										
Athletic Physicals	NSAA required athletic physicals	Cost varies; students are responsible for payment directly to student's physician or clinic.										
Athletic Participation Fee	Fee to participate in athletic programs.	In the event an athletic participation fee is charged, the fee will be \$50 per year maximum.										
Equipment and attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.	<p>Required items include athletic undergarments (supporter, bra, socks, and undershirts), practice attire, including shorts, shirts, socks, and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:</p> <table border="1" style="width: 100%;"> <tr> <td>Basketball</td> <td>No additional</td> </tr> <tr> <td>Cross Country</td> <td>No additional</td> </tr> <tr> <td>Football</td> <td>Mouthpiece</td> </tr> <tr> <td>Golf</td> <td>Golf bag &amp; clubs</td> </tr> <tr> <td>Speech/Debate</td> <td>Dress attire; copies of research</td> </tr> </table>	Basketball	No additional	Cross Country	No additional	Football	Mouthpiece	Golf	Golf bag & clubs	Speech/Debate	Dress attire; copies of research
Basketball	No additional											
Cross Country	No additional											
Football	Mouthpiece											
Golf	Golf bag & clubs											
Speech/Debate	Dress attire; copies of research											

**Sandhills Public Schools Student-Parent Handbook  
2025-2026 School Year**

		Track	No additional
		Volleyball	Volleyball knee pads
		Wrestling	Wrestling head gear
Travel meals	Meals	Students are responsible for their own meals while traveling.	
Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps, and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.	
<b>Clubs/Organizations</b>			
Future Business Leaders (FBLA)	State & national dues, meals, and activities	Annual dues not to exceed \$50.00 per club.	
Future Farmers (FFA)	State & national dues, meals, and activities	Annual dues not to exceed \$50.00 per club.	
National Honor Society	State & national dues, meals, and activities	Annual dues not to exceed \$50.00 per club.	
Student Council	State & national dues, meals, and activities	Annual dues not to exceed \$50.00 per club.	
Quiz Bowl	State & national dues, meals, and activities	Annual dues not to exceed \$50.00 per club.	

<b>Social &amp; Recognition Activities</b>		
School dances	Admission to prom, homecoming, etc.	Not to exceed \$25.00 per event
Senior recognition assessment	Optional graduation activities	Participation in class activities attending graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation

**Sandhills Public Schools Student-Parent Handbook  
2025-2026 School Year**

		<p>robes, caps, tassels, class flowers, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities.</p>
<p>Trips</p>	<p>Transportation, lodging, meals, admission to events, etc.</p>	<p>Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum cost of such trips will be \$2,000 per student.</p> <p>If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.</p>

# Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year

## Article 10 – State and Federal Programs

### Section 1 Notice of Nondiscrimination

The School District does not discriminate on the basis of 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 in the admission, access to its facilities or programs or activities, treatment, or employment.

### Section 2 Designation of Coordinators

Any person having concerns or needing information about the District’s compliance with anti-discrimination laws or policies should contact the District’s designated Coordinator for the applicable anti-discrimination law.

Law, Policy, or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

The Coordinator may be contacted at:  
107 Gandy Ave, Sandhills, Nebraska 68833, (308) 538-2224

### Section 3 Multicultural

The philosophy of the District’s multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

stereotypes and discrimination, or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

### **Section 4 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
11. File a local grievance.

### **Section 5 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.

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

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 to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests 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:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

# **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

## **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

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

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.

### **Section 6 Military Recruiters**

The District will provide military recruiters with access to routine directory information of each high school student unless the student's parent or guardian requests in writing that their student's information not be shared with a military recruiter. Parents and guardians who do not want their student's information to be shared with a military recruiter must notify the high school principal in writing. If a parent or guardian does not notify the high school principal in writing, the District will provide a military recruiter with the student's routine directory information.

### **Section 7 Combined District and School Title I Parent and Family Involvement**

The written District parent and family engagement policy has been developed jointly with, updated periodically, and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents is available for review on the District's website.

### **Section 8 Student Privacy Protection Policy**

1. In the event any parent, guardian, or educational decisionmaker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decisionmaker may request a personal conference with appropriate school personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form which may be used by a parent, guardian, or educational decisionmaker to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent, guardian, or educational decisionmaker.

2. Upon reasonable advance request, a parent, guardian, or educational decisionmaker will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.

3. Parents, guardians, and educational decisionmakers are encouraged to communicate to school staff when the parent, guardian, or educational decisionmaker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decisionmaker finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent, guardian, or educational decisionmaker concerning what specific testing, classroom instruction, or

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

other school experience the parent finds objectionable, the basis for the parent's objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent, guardian, or educational decisionmaker and consistent with the mission of the District and legitimate school interests. Parents, guardians, and educational decisionmakers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.

4. Upon request of a parent, guardian, or educational decisionmaker the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

5. The District will notify parents, guardians, and educational decisionmakers when their child may be subjected to a standard norm referenced or criterion referenced test or standardized tests. When reasonable to do so or required by law, the parents, guardians, or educational decisionmakers will be notified of 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, or parent, or guardian, or educational decisionmaker of such student shall be prohibited unless a parent, guardian, or educational decisionmaker requests in writing that such tests be administered to their child.

6. 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

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

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.

7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents, guardians, or educational decisionmakers as to any concerns, objections, or other information such parents, guardians, or educational decisionmakers would wish to provide to the school district concerning a parent's, guardian's, or educational decisionmaker's access, involvement, and participation in activities of the school.

### **Section 9 Homeless Students**

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths. Any person with knowledge of a homeless student in the District should contact the District's Homeless Coordinator. A copy of the District's Homeless Policy is available on the District's website.

### **Section 10 Breakfast and Lunch Programs**

The District has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced priced meals to eligible children in the schools under its jurisdiction. The District provides the United States Department of Agriculture's required nondiscrimination statement:

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, One Petting Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov). USDA is an equal opportunity provider and employer. The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced priced meals in all National School Lunch Programs. In fulfilling its responsibilities, the school food authority:

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced priced meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.
6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced priced meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:
  - A publicly-announced, simple method for making an oral or written request for a hearing.
  - An opportunity to be assisted or represented by an attorney or other person.
  - An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
  - Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing. An opportunity to

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

present oral or documentary evidence and arguments supporting a position without undue interference.

- An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
  - The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
  - The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced priced meals.
9. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced priced meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following information will be available in the office of the Superintendent:

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedure

### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed

## **Sandhills Public Schools Student-Parent Handbook 2025-2026 School Year**

form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410 (2) Fax: (202) 690-7442; or ( 3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov) This institution is an equal opportunity provider.

It is the policy of the Sandhills Public Schools and the Nebraska Department of Education not to discriminate on the basis of sex, disability, race, color, religion, marital status, age, national origin, or genetic information in its educational programs, admission policies, employment, or other agency programs. The following person(s) has/have been designated to handle inquiries regarding complaints, grievance and procedures or the application of these policies of nondiscrimination.

Title: Dr. Jamie Isom, Superintendent  
Address: 107 Gandy Ave, P.O. Box 29, Dunning, NE 68833  
Phone #: (308) 538-2224  
Office for Civil Rights  
8930 Ward Parkway, Suite 2037, Kansas City, MO 64114  
Phone #: (816)-268-0550 Fax: (816)-823-1404; TDD:800-437-0833

**Sandhills Public Schools Student-Parent Handbook**  
**2025-2026 School Year**  
**AVAILABILITY OF HANDBOOKS**

The 2025-2026 Student-Parent Handbook of Sandhills Public Schools is available on the internet at <https://www.sandhillsknights.org/documents/forms%2F-handbooks/703955>

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the 2025-2026 Student-Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please return to the Principal’s Office by **August 22, 2024**. This will allow us time to get the Handbook to all students and parents before school starts while avoiding the necessity of printing more copies of the Handbooks than necessary.

- Thank you for providing the 2025-2026 Student-Parent Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the internet.**
  
- I prefer a paper copy of the Handbook.**

\_\_\_\_\_  
Name

**RECEIPT OF 2025-2026 STUDENT-PARENT HANDBOOK**

This signed receipt acknowledges receipt of the 2025-2026 Student-Parent Handbook of Sandhills Public Schools. We understand that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that we agree to follow such conduct and discipline rules. This receipt also serves to acknowledge that we understand that the District’s policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Parent or Legal Guardian’s Signature

**Sandhills Public Schools**  
**Extra-Curricular Activities - Rights, Conduct, Rules and Regulations**  
**2025-2026**

**Section 1 Extracurricular Activity Participation**

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provides experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students represent all these groups. Such experiences contribute to the knowledge, skill, and emotional patterns that they possess, thereby making them better individuals and citizens.

Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck, and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis, or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility. Every student who participates in an extracurricular activity assumes the risks inherent in such activities.

**Section 2 Extracurricular Activity Code of Conduct**

Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants not only represent themselves, but also their school and community in all their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures, and rules.

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities mean student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to all sports, Pep Band, vocal, band, speech and drama, One-Act, FBLA, FFA, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The Code of Conduct also applies when a student participates or is scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment, or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.

6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. (Note: Refer to “Drug and Alcohol Violations” for further information).
8. Public indecency. This includes “deep fakes” or other computer-generated images of other students or staff intended to bully, harass, intimidate, or humiliate another student or staff member.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules, including (but not limited to) a violation of the District’s dress code and electronic communication device rules..
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
14. Willfully violating the behavioral expectations for those students riding District buses or vehicles used for activity purposes.
15. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
16. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
17. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant’s attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
18. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, if participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
19. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

### Consequences.

Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

### **Section 3                      Drug and Alcohol Violations**

Students may not use, consume, possess or be under the influence of drugs or alcohol. Any violation (even if off school grounds) shall be subject to the disciplinary consequences outlined below.

#### Meaning of Terms.

“Use” or “consume” includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

“Under the influence” means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student or being impaired by reason of the abuse of any material used as a stimulant.

“Possession” includes having control of the substance and includes being in the same area where the substance is present, and no responsible adult is present and responsible for the substance. Possession includes situations where, for example,

- (1) Alcohol is in a vehicle in which the student is present. The student is in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and
- (2) Alcohol is present at a party attended by the student. The student is in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon as the student could safely do so. (Students are expected to leave immediately but are not to do so in a manner that would endanger them.)

### Drug and Alcohol Violations and Consequences

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 20 school days.
2. Second Offense: 40 school days.
3. Third Offense: One calendar year.
4. Reduction for Self-Reporting: If the student has self-reported, the violation shall be reduced to 15 days for the first violation and 35 days for the second violation.
5. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation).  
The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.
6. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing and may be established in the discretion of the administration.

When Suspensions Begin. All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

Letters and Post-Season Honors. A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a Code violation. The coach/sponsor, with the Athletic Director/Principal approval, may make an exception where the student

has self-reported or otherwise demonstrated excellence in character allowing for such honors.

3. Coaches will provide their letter requirements, in writing, to all participants/players at the beginning of their respective activity season.

Self-Reporting. A student who violates the Code of Conduct is highly encouraged to self-report. To qualify as a self-reporter, a student must disclose their rule(s) violation to the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must be forthright and honest about their conduct and any questions asked by the administration. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, a self-reporting student may be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to provide the information fully, completely, and honestly. Students may be disciplined for a failure to be honest and forthright.

#### **Section 4                      Investigation and Appeal**

Determining a Violation Has Occurred. A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Procedures for Extracurricular Discipline. The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether a Code of Conduct violation occurred and, if so, whether a consequence will help the student or other students, further school purposes, or prevent an interference with a school purpose.

2. Meeting. Prior to the implementation of any consequence, the school official considering the suspension, or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person, by phone, or by other electronic means.
  - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the investigation outcome, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential when determined to be appropriate by the school official.
  - b. The suspension may be imposed prior to the meeting if the meeting cannot reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days, or such additional time as is reasonable following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. If the student or student's parent/guardian request an informal hearing before the Superintendent, then the Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and decide.
  - a. A request for a hearing must be signed or sent by the parent or guardian.
  - b. If a hearing is requested:
    - i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
    - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
    - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days, unless good cause exists to render the decision at a later date. The written decision will be mailed or emailed to the parents or guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending the hearing process.
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

## **Section 5                      Attendance**

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined by the Principal are ineligible to participate in extracurricular activity contests or performances.

2. Be on time for all scheduled practices, contests, and departure for contests. In the event a participant is unable to attend practice or contests, the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance, or other activity, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity. Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved in advance by the Principal.

### **Section 6 Academic Standards**

A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

Maintain passing grades in all courses. A student who is not passing one or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will remain ineligible until the student has passed all classes, as determined by the Principal.

### **Section 7 “Team Selection” and “Playing Time”**

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student’s: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

### **Section 8 Relationships Between Parents and Coaches/Sponsors**

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place. Any concerns raised about the coach will be redirected to the coach to address directly with the coach.

Students and parents are expected to communicate professionally with coaches. Any parent who fails to communicate in a professional manner may be asked to leave school grounds.

## Parents' Role in Interscholastic Athletics and Other Extracurricular Activities

### Communicating with Your Children

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction. Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

### Communicating with the Coach

- Communication you should expect from your child's coach includes:
  - Philosophy of the coach
  - Expectations the coach has for your child
  - Locations and times of all practices and contests
  - Team requirements
  - Procedure should your child be injured
  - Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
  - Concerns expressed directly to the coach
  - Notification of any schedule conflicts well in advance
  - Specific concerns in regard to a coach's philosophy and/or expectations •
- Appropriate concerns to discuss with coaches:
  - The treatment of your child, mentally, and physically
  - Ways to help your child improve
  - Concerns about your child's behavior
  - Injuries or health concerns. Report injuries to the coach immediately. Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
- Appropriate procedures for discussing concerns with the coaches:

- Call to set up an appointment with the coach
- Do not confront a coach before or after a contest or practice ((these can be emotional times for all parties involved and do not promote resolution)
- What should a parent do if the meeting with the coach did not provide satisfactory resolution?
  - Call the Supt/Principal or Designee to set up a meeting with the administration, coach, and parent present.
  - At this meeting, an appropriate next step can be determined, if necessary.
  - It is not appropriate to contact individual board members at any time regarding activity concerns. Board members are to only entertain such concerns at board meetings in which said person(s) with the concern have been properly placed on the board meeting agenda. Contact the Superintendent with questions regarding the proper procedure for communicating concerns at board meetings.

### **Section 9 Good Sportsmanship—Behavior Expectations of Spectators**

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents, and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

The administration supervising an activity shall have the authority to implement good sportsmanship expectations. Any participant, parent, or spectator who fails to uphold the good sportsmanship expectations may be removed from an event and banned from returning.

#### Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious.
4. Maintain self-control.
5. Do not "boo," stamp feet or make disrespectful remarks toward players or officials.
6. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
7. Know that noisemakers of any kind are not proper for indoor events.
8. Obey and respect officials and faculty supervisors who are responsible for keeping order.
9. Respect the integrity and judgment of game officials. Stay off the playing area at all times.
10. Do not disturb others by throwing material onto the playing area.
11. Show respect for officials, coaches, cheerleaders and student-athletes.
12. Pay attention to the half-time program and do not disturb those who are watching.
13. Respect public property by not damaging the equipment or the facility.
14. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
15. Refrain from the use of alcohol and drugs on the site of the contest.

## **Section 10 School Dances**

A school sponsored dance is a school activity (not part of the general curriculum or school day), subject to all provisions of the Code of Conduct. Attending a school dance is a privilege (not a right) available to those students who meet all requirements for participation.

General Rules of Student Conduct at Dances. In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students from the Sandhills School District and their guests may attend.
  - a. Students currently attending the District's High School, or another Nebraska high school, are generally considered appropriate dates or invited guests. The Principal may prevent a student from attending if the Principal determines that a student may cause a disruption at the dance or would otherwise distract from the dance itself (such as a student who is serving an expulsion).
  - b. Persons who are in a grade level less than 9 or older than 20 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances. All out of school dates will be approved by the Principal at least 1 day prior to the event.
  - c. Some school dances may be restricted to students attending specified grades levels. For any dances at the middle school level, only students attending Sandhills Public Schools in the grade(s) for which the dance is being held may attend.
  - d. Students who have been suspended from school or from extracurricular activities may not attend.
  - e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
  - f. No student or guest will be allowed to leave early and be able to return to the dance. Once a student or guest leaves the dance, they are no longer the responsibility of Sandhills Public Schools.
  - g. Students or their guests who engage in inappropriate behavior, whether on or off the dance floor, may be asked to leave.
2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using these or showing the affects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents or guardians may be contacted.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.
3. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing.

Homecoming Royalty and Similar Honors: Standards and procedures for homecoming will be revisited annually by the administration in order to provide the most appropriate homecoming experience in the best interest of the students. Both schools will work together to plan a homecoming that best reflects the overall needs of students from both schools. The specific details, pertaining to homecoming, will be communicated to students and parents in a timely manner to allow for proper preparations regarding homecoming.

Junior/Senior Banquet: Any junior or senior in good academic/activity standing from Sandhills or Thedford High schools and their date.

Prom Dance: Any Sandhills or Thedford High School Student (grades 9-12) in good academic standing and his/her date. Out of school the administration or prom sponsors shall approve dates.

Juniors and Seniors May Invite: Any district approved student date. Dates shall not include junior high students. Any adult date that turns 21 years of age up to and including the day of the prom is prohibited. All out of school dates must be registered in the office with the correct name, date, grade, age and address by Wednesday noon of prom week. Any students who are dates of Sandhills or Thedford High School Students are expected to conduct themselves as if they were a Sandhills or Thedford High School student. All students who choose to leave the prom will be considered out and WILL NOT be let back into prom or the After Prom Party.

#### **Section 11     Live Stream of District Activities and Events**

Notice is hereby given that district events may be live streamed via available internet or web based technology. The district recognizes the benefit to consider live streaming events for the district's parents, patrons, friends, and relatives. Any official NSAA event, such as district or state contests, may not be live streamed without express permission from the NSAA. Regular season games, contests, events, etc., may be live streamed at the discretion of the district.

**RECEIPT OF Sandhills HIGH SCHOOL  
2025-2026 STUDENT-PARENT ACTIVITY HANDBOOK**

We acknowledge receipt of the 2025-2026 Student-Parent Activity Handbook.

We agree to abide by the extracurricular activity code of conduct set forth in the handbook and the other rules and regulations set forth in the handbook.

We agree to read the handbook. In the event we have a question about the meaning of any of the material in the handbook, we understand that we can request a conference with the Principal or the Athletics Director to get an explanation.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature

# Sandhills Public Schools Staff Handbook

2025-2026

\*Approved July 14th, 2025 by the Sandhills Board of Education



Sandhills High School  
107 Gandy Ave.  
P.O. Box 29  
Dunning, NE 68833  
308-538-2224  
(Fax) 308-538-2228

Sandhills Elementary School  
408 HWY 2  
P.O. Box 99  
Halsey, NE 69142  
308-533-2203  
(Fax) 308-533-2338

**2025-2026  
STAFF HANDBOOK  
SANDHILLS PUBLIC SCHOOLS  
TABLE OF CONTENTS**

	<b>Page</b>	
<b>Section 1</b>	<b>Intent of Handbook</b>	<b>3</b>
<b>Section 2</b>	<b>Mission Statement</b>	<b>3</b>
<b>Section 3</b>	<b>Belief Statements</b>	<b>4</b>

**Article 1 – CONTRACT DAYS**

	<b>Page</b>	
<b>Section 1</b>	<b>Contract Days</b>	<b>4</b>
<b>Section 2</b>	<b>Make-Up Days</b>	<b>4</b>

**Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS**

	<b>Page</b>	
<b>Section 1</b>	<b>Employment</b>	<b>4</b>
<b>Section 2</b>	<b>Assignments</b>	<b>4</b>
<b>Section 3</b>	<b>Personnel File</b>	<b>5</b>
<b>Section 4</b>	<b>Grievances and Complaints</b>	<b>5</b>
<b>Section 5</b>	<b>Compensation</b>	<b>5</b>
<b>Section 6</b>	<b>Benefits</b>	<b>5</b>
<b>Section 7</b>	<b>Payroll and Payroll Deductions</b>	<b>5</b>
<b>Section 8</b>	<b>Expense Reimbursement</b>	<b>6</b>
<b>Section 9</b>	<b>Injuries at Work</b>	<b>6</b>

**Article 3 – ABSENCES FROM WORK**

	<b>Page</b>	
<b>Section 1</b>	<b>Paid Leaves</b>	<b>6</b>
<b>Section 2</b>	<b>Payroll Deductions for Absences in Excess of Paid Leave</b>	<b>7</b>
<b>Section 3</b>	<b>Jury Duty Leave</b>	<b>7</b>
<b>Section 4</b>	<b>Family and Medical Leave Act</b>	<b>7</b>
<b>Section 5</b>	<b>Military and Family Military Leave</b>	<b>9</b>
<b>Section 6</b>	<b>Adoption Leave</b>	<b>9</b>
<b>Section 7</b>	<b>Subpoena to Testify Leave</b>	<b>10</b>
<b>Section 8</b>	<b>Voting Leave</b>	<b>10</b>

**Article 4 - DUTIES AND RESPONSIBILITIES**

**Page**

<b>Section 1</b>	<b>Hours of Work &amp; Meetings</b>	<b>10</b>
<b>Section 2</b>	<b>Arrival to Duty Assignments</b>	<b>10</b>
<b>Section 3</b>	<b>Leaving School</b>	<b>11</b>
<b>Section 4</b>	<b>Lesson Plans</b>	<b>12</b>
<b>Section 5</b>	<b>Daily Class Records</b>	<b>12</b>
<b>Section 6</b>	<b>Classroom and School Procedures</b>	<b>12</b>
<b>Section 7</b>	<b>Supervision of Students</b>	<b>13</b>
<b>Section 8</b>	<b>Managing Student Conduct</b>	<b>15</b>
<b>Section 9</b>	<b>Dispensing Medication</b>	<b>16</b>
<b>Section 10</b>	<b>Reporting Child Abuse</b>	<b>16</b>

#### **Article 5 – PERSONAL AND PROFESSIONAL CONDUCT**

		<b>Page</b>
<b>Section 1</b>	<b>Professional Ethics Standards</b>	<b>17</b>
<b>Section 2</b>	<b>Evaluations</b>	<b>20</b>
<b>Section 3</b>	<b>Role Model</b>	<b>20</b>
<b>Section 4</b>	<b>Relationships</b>	<b>22</b>
<b>Section 5</b>	<b>Professional Attire</b>	<b>24</b>
<b>Section 6</b>	<b>Private Tutoring</b>	<b>24</b>
<b>Section 7</b>	<b>Outside Employment</b>	<b>24</b>
<b>Section 8</b>	<b>Safe Transportation</b>	<b>24</b>

#### **Article 6 – ACADEMIC MATTERS**

		<b>Page</b>
<b>Section 1</b>	<b>Teaching to Student Understanding to Assure Learning</b>	<b>25</b>
<b>Section 2</b>	<b>Measuring and Reporting Academic Achievement</b>	<b>25</b>
<b>Section 3</b>	<b>Parent-Teacher Conferences</b>	<b>26</b>

#### **Article 7 - USE OF SCHOOL FACILITIES AND EQUIPMENT**

		<b>Page</b>
<b>Section 1</b>	<b>Drug-Free Workplace</b>	<b>27</b>
<b>Section 2</b>	<b>Weapon-Free Workplace</b>	<b>27</b>
<b>Section 3</b>	<b>Use of District Computer Network and Internet</b>	<b>27</b>
<b>Section 4</b>	<b>School Facilities</b>	<b>28</b>
<b>Section 5</b>	<b>Care of School Property</b>	<b>28</b>
<b>Section 6</b>	<b>Video Surveillance</b>	<b>29</b>
<b>Section 7</b>	<b>Recording of Others</b>	<b>29</b>
<b>Section 8</b>	<b>Copyright and Fair Use Policy</b>	<b>29</b>

#### **Article 8 - STATE AND FEDERAL PROGRAMS**

		<b>Page</b>
<b>Section 1</b>	<b>Notice of Nondiscrimination</b>	<b>29</b>
<b>Section 2</b>	<b>Designation of Coordinators</b>	<b>30</b>
<b>Section 3</b>	<b>Confidentiality of Student Records (FERPA)</b>	<b>31</b>

**Sandhills Public Schools Staff Handbook  
2025-2026 School Year**

**FOREWORD**

**Section 1                    Intent of Handbook**

Welcome to Sandhills Public Schools! This handbook is intended to be used by staff and others to provide general information about Sandhills Public Schools and to serve as a guide to the District’s policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to staff are intended to apply to all staff. This includes administrative staff, teachers, and classified staff members, to the extent the handbook deals with expectations and conduct.

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

Every staff member is subject to the Policies of the Board of Education. As such, every classified staff member should review the Policies of the Board of Education, available online at: <https://meeting.sparqdata.com/Public/Organization/sandhills>

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will decide based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District. In the event that a staff member does not understand a provision of this Handbook, it is the staff member’s responsibility to seek the administration’s interpretation of such provision.

This handbook will be in effect for the 2025-2026 and subsequent school years unless replaced by a later edition.

**Section 2                    Mission Statement**

The Sandhills Public School mission is to develop K.N.I.G.H.T.S. Knowledgeable, noble, independent, grateful, honest, tenacious, successful citizens for an ever-changing world.

### **Section 3 Belief Statements**

- We believe the Sandhills Public Schools exist for the benefit of all students and the community and shall work toward meeting the needs of each while encouraging and challenging all students to achieve their greatest potential.
- We believe the students of the Sandhills Public Schools should develop problem-solving and critical thinking skills leading them to become lifelong learners.
- We believe the students of Sandhills Public Schools should understand the importance of uniqueness in both themselves and others, becoming informed citizens who function as useful and productive members of society.
- We believe the students of the Sandhills Public Schools shall understand the operation, application, and function of current and developing technology in a changing society.

## **Article 1 – CONTRACT DAYS**

### **Section 1 Contract Days**

Teachers are contracted for 185 contract days for the school year. Contract days shall be serviced by individual teachers on varying schedules as established by the Superintendent or Superintendent’s designee. Classified staff schedules are determined by administration, and/or their supervisor.

### **Section 2 Make-Up Days**

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstances whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days will be scheduled by the administration during the contract year as needed to allow all teaching staff to serve the full number of contract days.

## **Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS**

### **Section 1 Employment of Certified Teachers**

On or after March 15 of each school year teachers may be requested to accept employment for the next school year. It is important for teachers to respond to the request to signify acceptance as a failure to signify acceptance of employment by the designated date shall constitute cause for amendment or termination of the teacher’s contract.

Should a teacher wish to resign from employment the teacher must give written notice of resignation to the Superintendent. The request to resign may be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after April 15 or after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation unless a suitable replacement can be found.

### **Section 2 Assignments**

The duties to be performed by a teacher or classified staff member with the District shall be subject to assignment by the Superintendent or designee. All employees will be expected to devote full time during days of school to the employees position and to perform the assigned

duties diligently and faithfully to the best of the employees ability. Job descriptions, where available, may provide additional information about the position duties.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned such “extra duty” assignments to support the extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the negotiated agreement. The extra-curricular program of the District is an integral part of the overall educational program of the District. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments.

### **Section 3 Personnel File**

The District will follow the requirements of state and federal law and regulation with regard to a teacher’s personnel file.

### **Section 4 Grievances and Complaints**

Grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement, referring to Board Policy. All other employment related grievances or complaints shall be addressed through the administrative chain of command, including the process set forth in board policy.

### **Section 5 Compensation**

Regular Salary and Extra-Duty Compensation. Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained negotiated agreement between the District and the collective bargaining agent for the certificated teaching staff, and the extra-duty salary schedule also incorporated into the negotiated agreement. Classified Staff will be paid based on wages as determined by the Board of Education and/or administration.

Salary Payments. Salary is payable over twelve equal installments. Teachers will be paid on the payroll date each month. In no event shall the Board advance more than one month's salary to any staff member. Upon separation of a teacher’s employment, or upon fulfillment of the contract, the teacher may, at the option of the Board, be paid all salary due in one lump sum.

### **Section 6 Benefits**

Teachers are provided benefits in accordance with the negotiated agreement. Classified staff will be provided benefits, based on their employment status and determination by the Board of Education.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is available in the Superintendent’s Office.

### **Section 7 Payroll and Payroll Deductions**

Payroll deductions shall be made in accordance with law, the negotiated agreement, and/or consent of the teacher or staff member.

## **Section 8 Expense Reimbursement**

Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regularly scheduled working hours between two or more work sites. Teachers shall receive approval from their supervisor before incurring any mileage. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles. A request for reimbursement shall be accurate. Any teacher who falsifies a reimbursement request may be terminated from employment. District provided transportation shall be the first option, and mileage will only be paid if no such District transportation is available and only with prior authorization either by administration.

Materials necessary for instruction are provided by the District. If teachers and/or staff members need additional materials for instruction or school-related purposes, the request should be made to the Principal and/or Superintendent.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include an itemized receipt sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose. There is no guarantee that staff will be reimbursed for the purchase of materials or meals. Therefore, staff should obtain prior authorization from the Principal and/or Superintendent before making such purchases.

## **Section 9 Injuries at Work**

### Accidents

Every accident which results in a personal injury must be reported to the Administration immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher and/or classified staff members, all persons present are also responsible for making a report.

### Workers Compensation

Staff are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

## **Article 3 – ABSENCES FROM WORK**

### **Section 1 Paid Leaves**

All leaves (paid or unpaid) are identified in the Negotiated Agreement. If any teacher has a question about their availability or access to leaves, the teacher must contact the business office for verification. Classified staff leaves are identified according to position and the employee must contact the business office prior to the absence, or as soon as possible.

## **Section 2 Payroll Deductions for Absences in Excess of Paid Leave**

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary and fringe benefits (including the cost of premiums for group health insurance) may be reduced by the day or days of work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator.

## **Section 3 Jury Duty Leave**

A teacher who is summoned for jury service must promptly notify the Principal. The teacher will be allowed time off for jury duty, pursuant to law.

There will be no loss of salary or deduction to the teacher for time spent in jury service. The District may, at its discretion, reduce the teacher's salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty service.

If a teacher reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the Principal.

## **Section 4 Family and Medical Leave Act**

### **Employee Rights and Responsibilities under the Family and Medical Leave Act**

Family and medical leave will be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered

servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, a teacher's health coverage under a "group health plan" will be maintained on the same terms as if the teacher had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

An employee's use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

Eligibility Requirements. An employee is eligible if he or she has been employed with Sandhills Public Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of Sandhills Public Schools within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the teacher from performing the functions of his or her job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. An employee does not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. The teacher must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. The employee may choose, or the District may require use of accrued paid leave while taking FMLA leave. To use paid leave for FMLA leave, the teacher must comply with the District's normal paid leave policies.

Employee Responsibilities. The employee must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the person is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. The employee also must inform the District if the requested leave is for a reason for

which FMLA leave was previously taken or certified. The person also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District will provide a reason for the ineligibility.

The District will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District will notify the employee.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

For additional information you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

[www.wagehour.dol.gov](http://www.wagehour.dol.gov)

To submit a request for use of FMLA, or to plan for payment of benefits while on an FMLA leave, contact the Superintendent at (308) 538-2224.

### **Section 5 Military and Family Military Leave**

Military leave and family military leave will be granted to the extent required by state and federal law and in accordance with Board Policy.

Staff requesting to take military leave or family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days and consult with their Principal to schedule the leave to not unduly disrupt operations of the District. For leaves of less than 5 days, the teacher is to notify the Superintendent of the leave request as soon as practicable. Staff are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

### **Section 6 Adoption Leave**

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as the employee is permitted to take a leave of absence upon the birth of the staff child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the teacher for purposes of adoption. The staff member shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the teacher may otherwise agree. Advance notice of an anticipated adoption shall be provided by the teacher to the Superintendent as early as possible.

### **Section 7 Subpoena to Testify Leave**

A staff member must promptly notify the Principal when the teacher receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the staff member is testifying on behalf of the District, the absence will be treated like a jury duty leave.

In the event the subpoena involves a personal matter, the staff member will be required to use available leave days. The Superintendent shall make the final determination as to whether a matter is personal to the staff member.

### **Section 8 Voting Leave**

Staff members will be allowed paid time off to vote in an election if the staff member: (a) is a registered voter; (b) does not have 2 consecutive hours between the time of the opening and closing of the polls during which the teacher is not required to be present at work; and (c) applies for voting leave prior to or on election day with the Principal.

When voting leave is available, a staff member will be entitled to be absent from work on election day for such a period as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the staff members salary on account of such absence. The Building Principal may specify the hours during which the employee may be absent for voting leave.

## **Article 4 – DUTIES AND RESPONSIBILITIES**

### **Section 1 Hours of Work & Meetings**

Regular, dependable, in-person attendance at work is an essential function of a teacher's employment position.

Certificated employees are required to serve at the playground, lunchroom and hall supervision as designated by the Principal.

Teachers shall attend meetings assigned by the Superintendent of Schools, principals, department heads and team leaders.

### **Section 2 Arrival to Duty Assignments**

The duty day begins at 7:45 am and ends at 3:55 pm. This time frame represents the standard amount of time teachers must be available, and in the building, performing instructive duties. As professionals, teachers are fully aware it requires significantly more time, than the standard duty day hours, to successfully fulfill the requirements of their position. It is essential to be on time for the start of the school day in order to assist students or attend short notice meetings called by the administration. In the event a teacher is running late, they are to contact the main office to ensure their students are properly supervised until their arrival.

The Elementary School at Halsey will be opened at 7:35 a.m. and closed at 4:00 p.m. Monday through Thursday. However, parents are to stay informed regarding schedule changes which are communicated by messages, notes, or the school calendar. It is the responsibility of the parent to make certain their student is properly cared for outside of school supervised hours. On Friday school will be dismissed at 2:30 p.m., so the building will only be opened until 3:00 p.m. Children arriving before 7:35 a.m. should remain outside the building unless arrangements have been made with their teacher, or until the Purdum bus arrives at school. Supervision will be provided for students riding the Purdum bus after school until the bus returns to pick up students. Because the safety of your child is paramount to us, the supervisor will have a list of students staying after school. If you pick your child up early, please let the office know. Also, if your child does not usually stay after school and you would like them to, please contact the school secretary in advance in order to accommodate your needs. Students not riding the Purdum bus after school are to leave the school grounds immediately after school unless other arrangements have been made.

The High School at Dunning, students are expected to arrive at school no more than 20 minutes prior to the first class or school program in which they are participating. Prior to that time, the school is not responsible for supervision of the students. Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. Teachers, coaches, and staff are welcome to make arrangements to have students arrive early or stay late under their direct supervision.

Classified staff members will arrive at the appointed time by the Superintendent or their designee ready for duty.

### **Section 3 Leaving School**

Teachers and other staff members are to be always on duty during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties.

Teachers may not leave school during duty hours without the approval of the Principal. If the absence has been approved, the teacher must check out with the Principal's office when leaving and check back in with the Principal's office upon return. Teachers who need to leave during the school day for reasons of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Classified staff members leaving the building for non-school reasons, should notify the business office prior to their departure and should clock out until they resume school duties. In the event a teacher is running late, they are to contact the main office to ensure their students are properly supervised until their arrival.

#### **Section 4 Lesson Plans**

Teachers are expected to maintain weekly lesson plans, which identify standards, daily objectives, instructional activities, tasks, etc. Teachers are required to turn in lesson plans on a weekly basis to the Superintendent/Principal unless otherwise directed. The preferred method of turning in lesson plans is electronically. The plans must be in a format accessible to the Principal or substitute teacher if the teacher is absent from school. The lesson plans must be sufficiently clear in establishing objectives and related activities so that they are easily used by a substitute teacher or other staff member not familiar with previous classroom activities or progress. The lesson plans must give specific reference to other instructional sources immediately available which will enhance the instructional lesson. Further, all teachers will incorporate a web-based program or platform related to class plans, assignments, and communication management as appropriate for their grade level and teaching assignments.

#### **Section 5 Daily Class Records**

Every teacher is required to keep a complete and easily understandable written or electronic record of the attendance and achievement of every student.

Upon request, a student's individual record in the teacher's class record shall be made available for review or copying. Information relating to other students should not be allowed to be seen by other students or parents.

#### **Section 6 Classroom and School Procedures**

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

1. Use of Cell Phones

Teachers shall not use personal cell phones during duty time unless the teacher is using a District-issued application or website that directly relates to their teaching duties.

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

2. Use of Teacher Aides

Teacher aides provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A teacher aide must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Teachers ultimately bear responsibility for the actions that occur in the classroom. A teacher aide is not a sufficient substitute for a teacher's duties. Teacher aides may be used to assist the teacher by, among other

tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating grades and recording grades. Teacher aides are to work only on their assigned workdays and within their assigned workday. If the teacher desires the aide to work hours other than the assigned work hours or assigned workday, contact the administration for approval.

3. Classroom Environment

At all times, teachers are expected to organize, maintain, and ensure that their classroom is in a safe, orderly, and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner.

**Section 7 Supervision of Students**

Proper supervision of students is necessary for teachers and other adults responsible for students. Teachers and other adults responsible for student supervision are expected to meet the four “P’s” for student supervision and safety.

1. Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave the classroom unattended; the need to make a copy is not greater than the need to supervise students. If an emergency requires that a teacher leave the classroom, request that another nearby staff member cover the class, or notify the office so someone can help. If the teacher is on recess duty, the teacher’s responsibility is to supervise the students in the assigned area. When talking with other adults or students, the primary duty is supervision, and the teacher is to be aware of what all students are doing.
- Students are not to be in the buildings after school hours unless they are directly supervised by a teacher or staff member assigned specific supervision duties by the Principal or Superintendent. Coaches are required to supervise their athletes until the last one leaves the locker room / building for the evening.
- Be responsible for your own classroom and or hallway area lights. If you are the last one in the building, please help to ensure all lights are out and the doors are locked.
- If the teacher has seen or has been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, the teacher’s supervision of that student must increase with the known risk of injury.

(Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).

- Be careful with touching students. Use of corporal punishment is prohibited. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
- Be careful with language. Profanity or abusive language may not be used. Teachers must be good role models for students. If a student uses such language, the teacher should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger, as often as needed. Do not assume because students heard the directions once they will be remembered.

3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the Principal immediately so repairs may be undertaken.

4. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the Principal immediately so additional warnings may be given.

Contact the Principal for Assistance

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

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the Principal cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Student Searches

The Principal should also be contacted before performing searches of students or their belongings. A student suspected of having an item in violation of school rules should be directed to wait until an administrator or law enforcement is present. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

### Student Rights

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

## **Section 8 Managing Student Conduct**

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for all students in the hallways, in the restrooms, at assemblies, at pep rallies, in other open spaces and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

Read the student-parent handbook and work to incorporate its policies and guidelines into your personal teaching style and classroom management strategies. Do not create rules or procedures that are in conflict with the legal board approved student-parent handbook. Any questions regarding such rules or procedures are to be directed to the Superintendent/Principal.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. On the first day of class, students must be made aware of classroom expectations.
2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
3. If, after attempts to improve student behavior, problems continue, talk to the Principal about possible alternatives in discipline procedures. Be attentive and respond to “bullying.”
4. If a student continues to cause problems, inform the Principal. Be sure to state the problem clearly and expectations in terms of assistance, as, at times, the student’s and teacher’s stories are different. Be prepared to provide documentation.

4. Follow up on any referral. The student may not go to the Principal or the counselor when sent.
5. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student needs special services. Contact the counselor if you have questions as to the procedure.
6. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
7. Read and understand the student handbook and the student conduct rules of the District.
8. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in the District and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself, and others, and to protect property as may be reasonable.
9. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

### **Section 9 Dispensing Medication**

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the nurse's office; except for students who have a diabetes self-management or asthma self-management plan. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol. Any questions about these rules are to be addressed to the Principal.

### **Section 10 Reporting Child Abuse**

Teachers are to promptly report to the appropriate law enforcement agency and the Principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. Administrative staff may sometimes choose to make a report for a teacher. However, simply informing a Principal or supervisor does not end the teacher's responsibility; teachers are obligated by law to make certain a report was made if they do not do it themselves.

## Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

### Section 1 Professional Ethics Standards

The School District expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere include those set forth below. References to “educator” shall include all certificated employees of the District.

#### Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

#### Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance, and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), 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 in its programs and activities.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members to influence professional decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.

- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.
- J. Shall seek no reprisal against any individual who has reported a violation of this rule.

**Principle II - Commitment to the Student:**

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

- A. Shall permit the student to pursue reasonable independent scholastic effort and shall permit the student access to varying points of view.
- B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
- C. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
- E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
- F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
- G. Shall not discipline students using corporal punishment.

**Principle III - Commitment to the Public:**

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears responsibility for instilling an understanding of confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

- A. Shall not misrepresent an institution with which the educator is affiliated and shall take added precautions to distinguish between the educator's personal and institutional views.

- B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

**Principle IV - Commitment to the Profession:**

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

- A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- B. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
- C. Shall practice the profession only with proper certification and shall actively oppose the practice of the profession by persons known to be unqualified.

**Principle V - Commitment to Professional Employment Practices:**

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer or misrepresent an assignment or conditions of employment.
- C. Shall give prompt notice to the employer of any change in availability of service.
- D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign unqualified personnel, tasks for which an educator is responsible.
- F. Shall permit no commercial or personal exploitation of his or her professional position.
- G. Shall use time on duty and leave time for the purpose for which intended.

## **Section 2 Evaluations**

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

## **Section 3 Role Model**

At all times, teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

### Notification of Arrest

Teachers must notify Superintendent by the next business day after:

1. Arrest or Criminal Charges. The teacher is arrested, ticketed, or issued a criminal charge where:
  - a. The maximum penalty for the crime equals or exceeds six months incarceration.
  - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct.
  - c. Conviction would impact performance of teacher's job responsibilities, including offenses that:
    - i. Would impact the responsibility to be a role model for students or relations with other employees of Sandhills Public Schools;
    - ii. Would impact the teacher's ability to operate a motor vehicle if the teacher at times needs to travel during duty time or the teacher at times drives students; or
    - iii. Would impact the teacher's Commercial Drivers License if the teacher's job requires that the employee have a CDL.
  - d. The arrest or the alleged criminal activity occurred while the teacher was on duty, on property of Sandhills Public Schools, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Teachers must also promptly report to the Superintendent whenever the teacher has been sentenced to be incarcerated for any period, even if the offense is not otherwise reportable.
2. Certificate or License. The teacher becomes aware that a complaint has been filed against the teacher that could affect a certificate or license required for the teacher's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the teacher's position.

3. Child Abuse. The teacher becomes aware that a report of child abuse or neglect has been made against the teacher under the Child Protection Act.

Further, teachers must give full disclosure of any Child Protection Act investigation that resulted in an “inconclusive” determination that occurred at any time. Teachers must disclose such findings within ten days following the Teacher’s notice of such determination.

Teachers must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the teacher’s confidential criminal background file.

Failure to notify as required under this section may subject the teacher to disciplinary action, including termination.

### Civility

Each staff member shall behave with civility, fairness, and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with Sandhills Public Schools. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, unprofessional, violent, or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, social media communications and email messages.

Any teacher aware of another teacher’s uncivil behavior shall report the conduct to the teacher’s immediate supervisor or to the Superintendent. There will be no retaliation against the person for making the report.

### Tobacco

The use of tobacco products is prohibited on school grounds.

“Tobacco products” 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. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

## **Section 4 Relationships**

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

### Professional Boundaries Between Employees and Students

All teachers are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that teachers are expected to maintain with a student:

Using e-mail, text messaging, instant messaging, or social networking sites to discuss with

- a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships or communications with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend, communicate with, or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topic that are not related to a specific curriculum.
- Telling sexual jokes to a student.

- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco, or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

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

A teacher who violates this policy may face discipline, up to and including termination of

employment, and may be referred to the appropriate certification or credentialing agencies for further discipline. A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

### **Section 5 Professional Attire**

Teachers are expected to dress professionally on a daily basis. There is no "gold standard" which defines what one must wear. However, as a general rule, jeans and non-education related t-shirts are not allowed and teacher attire must be professional in nature. Teachers may dress according to their job duties for the day. For example, P.E. Teachers may wear suitable physical education attire or the science teacher may wear jeans on an "outside lab day". Fridays are the only days in which teachers may wear jeans without prior administrative approval. Fridays are not meant to be completely casual. Teachers are to still maintain attire that sets them apart from the students in a professional manner. Fridays are great days to wear Knights or spirit apparel in support of our student's activities. Teachers will avoid t-shirts on Fridays (unless they are "Knights" or school related t-shirts). All employees must realize portraying a positive public image is very important. Proper professional attire is an essential part of a positive public image and a respectable school environment. Specific questions regarding teacher attire should be addressed with the Principal or Superintendent.

### **Section 6 Private Tutoring**

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

1. The teacher is discouraged from providing private paid tutoring in the school district.
2. The teacher is not to provide private tutoring during duty time.
3. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

### **Section 7 Outside Employment**

Teachers shall not perform duties unrelated to District employment during duty hours without the prior permission of the Superintendent. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

### **Section 8 Safe Transportation**

When driving a school vehicle or transporting students, teachers are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems must be utilized by all occupants.

When transporting students, teachers are not to use cell phones or otherwise engage in distractions. This rule applies to the driver regardless of whether the vehicle is in motion. The only exception is in the case of emergencies.

## **Article 6 – ACADEMIC MATTERS**

### **Section 1 Teaching to Student Understanding to Assure Learning**

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education (“special education students”), students with other disabilities which impact the educational program (“504 students”), and limited English proficient students (“LEP or ELL students”). The District’s policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

### **Section 2 Measuring and Reporting Academic Achievement**

Grades and Grading. Measuring and accurately reporting the level of each student’s academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on report cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student’s academic achievement for that period.

Recording Grades. Student grades are to be managed on the district's student record system called PowerSchool. Grade books are available for those who like to keep a written record in addition to the electronic grade book on PowerSchool/ PowerTeacher. PowerSchool offers unique ways for the teacher to communicate with parents regarding classroom performance on assignments and tasks. Please refer to the student handbook regarding the grading scale. Teachers are required to update their students' grades on a weekly basis. Many teachers update on Fridays to reflect the students' performance for the week. However, the deadline for weekly grade updates is 3:55 pm on Mondays. This allows the High School Faculty to have current and accurate information for the eligibility list that comes out on Tuesday mornings.

After the third full week of each semester the principal will put out a weekly academically ineligible list. A preliminary list of students who have failing grades will be sent to teachers by

Monday morning. The teachers and the students have the school day on Monday to communicate and make plans to rectify any failing grades. A student who is on the preliminary list can be removed from the weekly ineligible count by either getting their grade to a passing level by the end of the school day on Monday or by a teacher exempting them from the list in the class, or classes, they are failing. Teachers are expected to communicate with both the student directly and with parent(s) or guardian about why the student is failing and what the student can do to get their grade to a passing level. If a student is on the ineligible list, they will be considered ineligible from Tuesday morning to the next Tuesday morning. Regardless of when the student gets their grade to a passing level their ineligibility will last one calendar week.

#### Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades should be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue may result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

Reduced Credit. Some students in certain situations may qualify for less than the number of credits normally granted for a course. If a student is excessively absent from a class for any particular reason, a teacher may request reduced credit. All cases of reduced credit should be approved by the Principal.

Reports to Parents. Grades and credit are assigned on a quarter or semester basis. Reports will be made available to parents at the close of each quarter during the school year.

### **Section 3 Parent-Teacher Conferences**

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, Parent-Teacher conferences will be scheduled and held during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences by the Administration and in advance.

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade books which include all student assignments, work or tests completed before the Parent-Teacher conference.

## **Article 7 – USE OF SCHOOL FACILITIES AND EQUIPMENT**

### **Section 1 Drug-Free Workplace**

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of tobacco (including electronic nicotine delivery systems), alcohol or a controlled substance is prohibited in the workplace. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place on school grounds, in a school utilized vehicle or any location over which the District had control. The possession or distribution of a look-alike drug or look-alike-controlled substance is similarly prohibited. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on a teacher in the workplace or on duty time shall be a violation of the drug-free workplace. In addition, teachers are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the teacher commits a criminal drug or alcohol offense off the workplace or off duty time.

As a condition of employment teachers will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute arrest, citation, or conviction for a violation occurring in the workplace no later than 5 days after such arrest, citation, or conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies.

### **Section 2 Weapon-Free Workplace**

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any teacher or staff member found to be in violation of this policy shall be subject to disciplinary action, up to and including termination. Teachers shall refer to the District's Board Policies on weapons to determine what qualifies as a weapon. If a teacher remains uncertain whether an object constitutes a weapon, the teacher must consult the Administration in advance for a final determination.

### **Section 3 Use of District Computer Network and Internet**

Teachers have access to the District's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the District.

As a condition of using the computers and the Internet, staff agree to the following:

1. Since copyright laws protect software, staff will not make unauthorized copies of software found on school computers by any means. Teachers will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.

2. If a teacher downloads public domain programs for personal use or non-commercially redistributes a public domain program, the teacher assumes all risks regarding the determination of whether a program is in the public domain.
3. Teachers shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the District's mission. Teachers are not permitted to knowingly access information that is profane, obscene, or offensive toward a group or individual based upon race (including skin color, hair texture and protective hairstyles), color, national origin, religion, disability, age, sex, or other protected category. Further, teachers are prohibited from placing such information on the Internet.
4. Teachers will protect the privacy of other computer users' areas by not accessing their passwords without written permission. Teachers will not copy, change, read, or use another person's files. Teachers will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
5. Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
6. Teachers will not attempt to log in to the system as someone other than themselves without the other person's prior permission.
7. Teachers will not use the school network or computers for financial gain or for any commercial or illegal activity.
8. The District reserves the right to inspect a teacher's school computer and computer usage at any time. Teachers have no privacy rights or expectations of privacy regarding use of the District's computers or Internet system.
9. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.
10. Teachers shall not use or access the Internet for any reason that would violate the request that a teacher serve as a role model for students.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action.

#### **Section 4 Use of School Facilities**

A staff member who is issued school keys or fobs shall not lose their keys or fobs and shall not allow others to have access to or to use their keys or fobs. Staff are permitted to have access to school facilities during non-school time provided such access is for work-related purposes or has been approved in advance by the Principal.

Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.) and school postage is to be for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, must not be removed for non-school use without prior approval from the Principal.

#### **Section 5 Care of School Property**

Teachers are responsible for the proper care of all books, equipment, computers, supplies, and furniture supplied by the school. If an item needs maintenance or repair, report it to the Principal. If a teacher learns that a student has damaged school property or equipment, or if a teacher is

responsible for damage to school property, the teacher must promptly report it to the Principal so the item may be replaced or repaired (if possible) and appropriate responsibility for the cost of replacement or repair may be determined.

### **Section 6 Video Surveillance**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

### **Section 7 Recording of Others**

To ensure the privacy and confidentiality of student information, no person (including a teacher) is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Principal or Principal's designee. This prohibition applies to all persons, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

### **Section 8 Copyright and Fair Use Policy**

It is the District's policy to follow the federal copyright law. Teachers are reminded that, when using school equipment and when performing school duties, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship.

Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

## **Article 8 – STATE AND FEDERAL PROGRAMS**

### **Section 1 Notice of Nondiscrimination**

The School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), 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 category in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Complaint and grievance procedures are provided for by the District and set forth in the Board of Education Policy. If an employee does not feel that a complaint of nondiscrimination has been

satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin) or Section 504 (discrimination, harassment, or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights in the U.S. Department of Education (OCR)  
 One Petticoat Lane  
 1010 Walnut Street, 3rd Floor, Suite 320  
 Kansas City, Missouri 64106  
 (816) 268-0550; Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

The U.S. Equal Employment Opportunity Commission (EEOC)  
 Gateway Tower II  
 400 State Avenue, Suite 905  
 Kansas City, KS 66101  
 (800) 669-4000; TTY: (800) 669-6820; Fax (913) 551-6957

**Section 2 Designation of Coordinators**

Any person having inquiries concerning the District’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies, or programs. The contact address for the coordinator is: 809 Gandy Avenue, Dunning NE 68833

Law, Policy, or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans	Discrimination, harassment, or reasonable accommodations of persons	Superintendent

with Disability Act (ADA)	with disabilities	
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

**Section 3 Confidentiality of Student Records (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) gives parents and family members and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District’s policies under FERPA are found in Board policy and in the student handbook.

**RECEIPT OF 2025-2026 STAFF HANDBOOK  
OF SANDHILLS PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the 2025-2026 Staff Handbook. This receipt acknowledges that it is understood that I will read and be familiar with the handbook, I will familiarize myself with Board Policies, and that I understand that the District's policies include specific complaint and grievance procedures that must be used for reporting harassment or discrimination.

Date: \_\_\_\_\_

\_\_\_\_\_  
Staff Signature

# Sandhills Public Schools



P.O. Box 29, 107 Gandy Ave. Phone: 308-538-2224 Dunning, NE 68833 Fax: 308-538-2228

## FUEL BID for 2025-26 School Year

(Name of Vendor) \_\_\_\_\_ (Address) \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_ (Phone) \_\_\_\_\_

The above vendor submits a bid and understands and or agrees to the following:

- 1) Sandhills Public Schools delivery of gasoline and diesel, on an as needed basis to the bus barn tanks located at the high school in Dunning.
- 2) It is the vendor's responsibility to make certain the district's fuel tanks are kept at a level agreed upon by the Superintendent and vendor's representative. It is also the vendor's responsibility to ensure fuel delivered is tax free and/or the district receives the appropriate tax credits.
- 3) The vendor will ensure an appropriate mix/blend of diesel is delivered in advance of cold weather to avoid diesel engine issues due to the cold/winter season.
- 4) It is the vendor's responsibility to understand and abide by any and all legal inspection, equipment, and other requirements as required by law to serve as the district's fuel vendor. Any and all equipment or inspection issues, actions, or needs must obtain the Superintendent's approval before being repaired or resolved.
- 5) The Superintendent, or his designee, will determine the ending inventory in all district tanks.
- 6) Fuel invoices/bills will be paid monthly according to school district procedures.

### VENDOR'S BID for 2025-26 School Year (Sept 2025 through Aug 2026):

Diesel Bid \_\_\_\_\_

Gasoline Bid \_\_\_\_\_

Vendors are to send or deliver their sealed bids, in an envelope, clearly marked "Fuel Bid" by **4:00 p.m. Monday July 14, 2025**. Bids will be opened at the July 14<sup>th</sup> regular board meeting starting at 7:00 p.m. in the high school lecture hall. Send or deliver bids to:

**Sandhills Public Schools**  
**Attention: Supt. (Fuel Bid)**  
**107 Gandy Ave, P.O. Box 29**  
**Dunning, NE 68833**

*The Sandhills Board of Education reserves the right to reject any and all bids and is not automatically restricted to accepting the lowest bid. The Board will consider all factors in choosing a fuel vendor in the best interest of the school district. \*Contact Jamie Isom, Superintendent, at 308-538-2224 or 402-376-5781 or at [jamie.isom@sandhillsknights.org](mailto:jamie.isom@sandhillsknights.org) with questions.*

Sandhills Public Schools



P.O. Box 29, 107 Gandy Ave. Phone: 308-538-2224 Dunning, NE 68833 Fax: 308-538-2228

**PROPANE BID for 2025-26 Heating Season**

(Name of Vendor) Sandhill Oil Co (Address) 39397 Hwy 2  
(City) Theftord (State) NE (Zip) 68916 (Phone) 308-645-2233

The above vendor submits a bid and understands and or agrees to the following:

- 1) Sandhills Public Schools will pre-pay **25,000 gallons** (Fall 2024; Oct or Nov) and receive gallons beyond the prepaid 25,000 gallons as needed during the **2025-26 heating season**. Deliveries beyond the pre-paid amount must be approved by the Superintendent or his designee. The vendor may choose to refund for unused gallons or allow the school to carry over unused gallons after the heating season.
- 2) It is the vendor's responsibility to make certain the district's propane tanks are kept at a level agreed upon by the Superintendent and vendor's representative.
- 3) It is the vendor's responsibility to understand and abide by any and all legal inspection, equipment, and other requirements as required by law to serve as the district's propane vendor. Any and all equipment or inspection issues, actions, or needs must obtain the Superintendent's approval before being repaired or resolved.
- 4) The Dunning HS main tank is 12,000 gallons in capacity. Additionally, there are "typical" storage sized tanks at the HS and Halsey elementary facility. It is the vendor's responsibility to work with the Superintendent, or his designee, in order to know the location to maintain agreed upon propane levels in all district tanks.
- 5) The Superintendent, or his designee, will determine the spring and ending inventory in all district tanks. Ending spring inventory amounts/levels will be discussed with the vendor to avoid excess/unnecessary carryover of propane inventory.

**VENDOR'S BID for 2025-26 Heating Season:**

1) 25,000 Gallons Pre-Paid Fall 2025 1,249

2) Beyond prepaid gallons as needed (2025-26 heating season) 1,349

Vendors are to send or deliver their envelope sealed bids, clearly marked "Propane Bid" by **4:00 p.m. Monday July 14, 2025**. Bids will be opened at the July 14, 2025 regular board meeting starting at 7:00 p.m. in the high school lecture hall. Send or deliver bids to:

**Sandhills Public Schools  
Attention: Supt. (Propane Bid)  
107 Gandy Ave, P.O. Box 29  
Dunning, NE 68833**

*The Sandhills Board of Education reserves the right to reject any and all bids and is not automatically restricted to accepting the lowest bid. The Board will consider all factors in choosing a propane vendor in the best interest of the school district. \*Contact Jamie Isom, Superintendent, at 308-538-2224 or 402-376-5781 or at [jamie.isom@sandhillsknights.org](mailto:jamie.isom@sandhillsknights.org) with questions.*



P.O. Box 29, 107 Gandy Ave. Phone: 308-538-2224 Dunning, NE 68833 Fax: 308-538-2228

**FUEL BID for 2025-26 School Year**

(Name of Vendor) Sandhill Oil Co (Address) 39397 Hwy 2  
(City) Thedford (State) NE (Zip) 68916 (Phone) 308-645-2233

The above vendor submits a bid and understands and or agrees to the following:

- 1) Sandhills Public Schools delivery of gasoline and diesel, on an as needed basis to the bus barn tanks located at the high school in Dunning.
- 2) It is the vendor's responsibility to make certain the district's fuel tanks are kept at a level agreed upon by the Superintendent and vendor's representative. It is also the vendor's responsibility to ensure fuel delivered is tax free and/or the district receives the appropriate tax credits.
- 3) The vendor will ensure an appropriate mix/blend of diesel is delivered in advance of cold weather to avoid diesel engine issues due to the cold/winter season.
- 4) It is the vendor's responsibility to understand and abide by any and all legal inspection, equipment, and other requirements as required by law to serve as the district's fuel vendor. Any and all equipment or inspection issues, actions, or needs must obtain the Superintendent's approval before being repaired or resolved.
- 5) The Superintendent, or his designee, will determine the ending inventory in all district tanks.
- 6) Fuel invoices/bills will be paid monthly according to school district procedures.

**VENDOR'S BID for 2025-26 School Year (Sept 2025 through Aug 2026):**

Diesel Bid #2 diesel 3.449 #1 diesel 3.749 state tax included

Gasoline Bid 3.199 state tax included

Vendors are to send or deliver their sealed bids, in an envelope, clearly marked "Fuel Bid" by **4:00 p.m. Monday July 14, 2025**. Bids will be opened at the July 14<sup>th</sup> regular board meeting starting at 7:00 p.m. in the high school lecture hall. Send or deliver bids to:

**Sandhills Public Schools  
Attention: Supt. (Fuel Bid)  
107 Gandy Ave, P.O. Box 29  
Dunning, NE 68833**

*The Sandhills Board of Education reserves the right to reject any and all bids and is not automatically restricted to accepting the lowest bid. The Board will consider all factors in choosing a fuel vendor in the best interest of the school district. \*Contact Jamie Isom, Superintendent, at 308-538-2224 or 402-376-5781 or at [jamie.isom@sandhillsknights.org](mailto:jamie.isom@sandhillsknights.org) with questions.*

**Propane Bids**

		per gal over	
<b>2024-2025</b>	25,000	25,000	awarded
Sandhills Oil	1.249	1.349	8/12/2024 x
	\$31,225.00		

		per gal over	
<b>2025-2026</b>	25,000	25,000	awarded
Sandhills Oil	1.249	1.349	7/14/2025 x
	\$ 31,225.00		

**Fuel Bids****2024-2025**

	per gal	state tax	awarded 8/12/2024 x
Sandhills Oil			
#1 Diesel	3.399	0.296	
#2 Diesel	3.099	0.296	
Gasoline	3.059	0.296	

**2025-2026**

	per gal	state tax	7/14/2025 x
Sandhills Oil			
#1 Diesel	3.749	included	
#2 Diesel	3.449	included	
Gasoline	3.199	included	

# Sandhills Public Schools



P.O. Box 29, 107 Gandy Ave. Phone: 308-538-2224 Dunning, NE 68833 Fax: 308-538-2228

## PROPANE BID for 2025-26 Heating Season

(Name of Vendor) \_\_\_\_\_ (Address) \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_ (Phone) \_\_\_\_\_

The above vendor submits a bid and understands and or agrees to the following:

- 1) Sandhills Public Schools will pre-pay **25,000 gallons** (Fall 2024; Oct or Nov) and receive gallons beyond the prepaid 25,000 gallons as needed during the **2025-26 heating season**. Deliveries beyond the pre-paid amount must be approved by the Superintendent or his designee. The vendor may choose to refund for unused gallons or allow the school to carry over unused gallons after the heating season.
- 2) It is the vendor's responsibility to make certain the district's propane tanks are kept at a level agreed upon by the Superintendent and vendor's representative.
- 3) It is the vendor's responsibility to understand and abide by any and all legal inspection, equipment, and other requirements as required by law to serve as the district's propane vendor. Any and all equipment or inspection issues, actions, or needs must obtain the Superintendent's approval before being repaired or resolved.
- 4) The Dunning HS main tank is 12,000 gallons in capacity. Additionally, there are "typical" storage sized tanks at the HS and Halsey elementary facility. It is the vendor's responsibility to work with the Superintendent, or his designee, in order to know the location to maintain agreed upon propane levels in all district tanks.
- 5) The Superintendent, or his designee, will determine the spring and ending inventory in all district tanks. Ending spring inventory amounts/levels will be discussed with the vendor to avoid excess/unnecessary carryover of propane inventory.

### VENDOR'S BID for 2025-26 Heating Season:

1) 25,000 Gallons Pre-Paid Fall 2025 \_\_\_\_\_

2) Beyond prepaid gallons as needed (2025-26 heating season) \_\_\_\_\_

Vendors are to send or deliver their envelope sealed bids, clearly marked "Propane Bid" by **4:00 p.m. Monday July 14, 2025**. Bids will be opened at the July 14, 2025 regular board meeting starting at 7:00 p.m. in the high school lecture hall. Send or deliver bids to:

**Sandhills Public Schools**  
**Attention: Supt. (Propane Bid)**  
**107 Gandy Ave, P.O. Box 29**  
**Dunning, NE 68833**

*The Sandhills Board of Education reserves the right to reject any and all bids and is not automatically restricted to accepting the lowest bid. The Board will consider all factors in choosing a propane vendor in the best interest of the school district. \*Contact Jamie Isom, Superintendent, at 308-538-2224 or 402-376-5781 or at [jamie.isom@sandhillsknights.org](mailto:jamie.isom@sandhillsknights.org) with questions.*

Sandhills Public Schools



P.O. Box 29, 107 Gandy Ave. Phone: 308-538-2224 Dunning, NE 68833 Fax: 308-538-2228

**PROPANE BID for 2025-26 Heating Season**

(Name of Vendor) Sandhill Oil Co (Address) 39397 Hwy 2  
(City) Theftord (State) NE (Zip) 69166 (Phone) 308-645-2233

The above vendor submits a bid and understands and or agrees to the following:

- 1) Sandhills Public Schools will pre-pay **25,000 gallons** (Fall 2024; Oct or Nov) and receive gallons beyond the prepaid 25,000 gallons as needed during the **2025-26 heating season**. Deliveries beyond the pre-paid amount must be approved by the Superintendent or his designee. The vendor may choose to refund for unused gallons or allow the school to carry over unused gallons after the heating season.
- 2) It is the vendor's responsibility to make certain the district's propane tanks are kept at a level agreed upon by the Superintendent and vendor's representative.
- 3) It is the vendor's responsibility to understand and abide by any and all legal inspection, equipment, and other requirements as required by law to serve as the district's propane vendor. Any and all equipment or inspection issues, actions, or needs must obtain the Superintendent's approval before being repaired or resolved.
- 4) The Dunning HS main tank is 12,000 gallons in capacity. Additionally, there are "typical" storage sized tanks at the HS and Halsey elementary facility. It is the vendor's responsibility to work with the Superintendent, or his designee, in order to know the location to maintain agreed upon propane levels in all district tanks.
- 5) The Superintendent, or his designee, will determine the spring and ending inventory in all district tanks. Ending spring inventory amounts/levels will be discussed with the vendor to avoid excess/unnecessary carryover of propane inventory.

**VENDOR'S BID for 2025-26 Heating Season:**

1) 25,000 Gallons Pre-Paid Fall 2025 1,249

2) Beyond prepaid gallons as needed (2025-26 heating season) 1,349

Vendors are to send or deliver their envelope sealed bids, clearly marked "Propane Bid" by **4:00 p.m. Monday July 14, 2025**. Bids will be opened at the July 14, 2025 regular board meeting starting at 7:00 p.m. in the high school lecture hall. Send or deliver bids to:

**Sandhills Public Schools**  
**Attention: Supt. (Propane Bid)**  
**107 Gandy Ave, P.O. Box 29**  
**Dunning, NE 68833**

*The Sandhills Board of Education reserves the right to reject any and all bids and is not automatically restricted to accepting the lowest bid. The Board will consider all factors in choosing a propane vendor in the best interest of the school district. \*Contact Jamie Isom, Superintendent, at 308-538-2224 or 402-376-5781 or at [jamie.isom@sandhillsknights.org](mailto:jamie.isom@sandhillsknights.org) with questions.*



P.O. Box 29, 107 Gandy Ave. Phone: 308-538-2224 Dunning, NE 68833 Fax: 308-538-2228

**FUEL BID for 2025-26 School Year**

(Name of Vendor) Sandhill Oil Co (Address) 39397 Hwy 2

(City) Thedford (State) NE (Zip) 68916 (Phone) 308-645-2233

The above vendor submits a bid and understands and or agrees to the following:

- 1) Sandhills Public Schools delivery of gasoline and diesel, on an as needed basis to the bus barn tanks located at the high school in Dunning.
- 2) It is the vendor's responsibility to make certain the district's fuel tanks are kept at a level agreed upon by the Superintendent and vendor's representative. It is also the vendor's responsibility to ensure fuel delivered is tax free and/or the district receives the appropriate tax credits.
- 3) The vendor will ensure an appropriate mix/blend of diesel is delivered in advance of cold weather to avoid diesel engine issues due to the cold/winter season.
- 4) It is the vendor's responsibility to understand and abide by any and all legal inspection, equipment, and other requirements as required by law to serve as the district's fuel vendor. Any and all equipment or inspection issues, actions, or needs must obtain the Superintendent's approval before being repaired or resolved.
- 5) The Superintendent, or his designee, will determine the ending inventory in all district tanks.
- 6) Fuel invoices/bills will be paid monthly according to school district procedures.

**VENDOR'S BID for 2025-26 School Year (Sept 2025 through Aug 2026):**

Diesel Bid #2 diesel 3.449 #1 diesel 3.749 state tax included

Gasoline Bid 3.199 state tax included

Vendors are to send or deliver their sealed bids, in an envelope, clearly marked "Fuel Bid" by **4:00 p.m. Monday July 14, 2025**. Bids will be opened at the July 14<sup>th</sup> regular board meeting starting at 7:00 p.m. in the high school lecture hall. Send or deliver bids to:

**Sandhills Public Schools  
Attention: Supt. (Fuel Bid)  
107 Gandy Ave, P.O. Box 29  
Dunning, NE 68833**

*The Sandhills Board of Education reserves the right to reject any and all bids and is not automatically restricted to accepting the lowest bid. The Board will consider all factors in choosing a fuel vendor in the best interest of the school district. \*Contact Jamie Isom, Superintendent, at 308-538-2224 or 402-376-5781 or at [jamie.isom@sandhillsknights.org](mailto:jamie.isom@sandhillsknights.org) with questions.*

**Propane Bids**

		per gal over	
<b>2024-2025</b>	25,000	25,000	awarded
Sandhills Oil	1.249	1.349	8/12/2024 x
	\$31,225.00		

		per gal over	
<b>2025-2026</b>	25,000	25,000	awarded
Sandhills Oil	1.249	1.349	7/14/2025 x
	\$ 31,225.00		

**Fuel Bids****2024-2025**

	per gal	state tax	awarded 8/12/2024 x
Sandhills Oil			
#1 Diesel	3.399	0.296	
#2 Diesel	3.099	0.296	
Gasoline	3.059	0.296	

**2025-2026**

	per gal	state tax	7/14/2025 x
Sandhills Oil			
#1 Diesel	3.749	included	
#2 Diesel	3.449	included	
Gasoline	3.199	included	

TIMES ARE APPROXIMATE AND ARE SUBJECT TO CHANGE WEATHER WILL AFFECT THESE TIMES!!!

**2025-26 Bus Route Schedules**

\*Please remember Friday's are early outs (2:30 at Halsey & 2:44 at Dunning)

<b>Purdum Route</b>	<i>Pick Up Point</i>	<i>Morning Pick Up Time</i>		<i>Afternoon Drop Off Time</i>	<i>10:00 Late Start Pick Up Time</i>
	Simonson/Kelly	6:40 AM		4:30 PM	8:40 AM
	Jensen	6:45 AM		4:27 PM	8:45 AM
	Chavez	6:55 AM		4:24 PM	8:55 AM
	Morrow	7:00 AM		4:20 PM	9:00 AM
	Cox	7:02 AM		4:18 PM	9:02 AM
	Arrive @ Purdum	7:07 AM		4:15 PM	9:07 AM
	Sikes	7:15 AM		4:07 PM	9:15 AM
	Arrive @ Halsey	7:25 AM		3:57 PM	9:25 AM
	Leave Halsey	7:28 AM	Arrive	3:55 PM	9:28 AM
	Saner, Larsen, Leach	7:33 AM		3:50 PM	9:33 AM
	Arrive @ Dunning	7:40 AM	Leave	3:45 PM	9:40 AM
	Leave Dunning	7:50 AM	Arrive	3:35 PM	9:50 AM
	Saner, Larsen, Leach	8:00 AM		3:27 PM	10:00 AM
	Arrive @ Halsey	8:07 AM	Leave	3:30 PM	10:07 AM
<b>Anita -- 308-872-1331</b> Please call to change arrangements					
<b>Brewster Route</b>	<i>Pick Up Point</i>	<i>Morning Pick Up Time</i>		<i>Afternoon Drop Off Time</i>	<i>10:00 Late Start Pick Up Time</i>
	Leave Dunning	7:00 AM			9:00 AM
	Arrive @ Brewster Community Center	7:20 AM	Leave	4:10 PM	9:20 AM
	Leave Brewster	7:25 AM	Arrive	4:05 PM	9:25 AM
	Arrive @ Dunning	7:45 AM	Leave	3:45 PM	9:45 AM
	Leave Dunning	7:50 AM	Arrive	3:35 PM	9:50 AM
<b>Rosie - 308-636-8423</b> Please call to change arrangements					
<b>Southwest Route</b>	<i>Pick Up Point</i>	<i>Morning Pick</i>		<i>Afternoon Drop Off</i>	<i>10:00 Late Start</i>
	Leave Dunning	6:55 AM	Arrive	4:45 PM	8:55 AM
	Collier Ranch	7:17 AM		4:10 PM	9:17 AM
	Thompson	7:30 AM		3:50 PM	9:30 AM
	Arrive @ Dunning	7:40 AM	Leave	3:40 PM	9:40 AM
<b>Jody -- 308-880-0403</b> Please call to change arrangements					
<b>Northwest Route</b>	<i>Pick Up Point</i>	<i>Morning Pick</i>		<i>Afternoon Drop Off</i>	<i>10:00 Late Start</i>
	Leave from Andras	6:50 AM		4:25 PM	8:50 AM
	Smith	6:50 AM		4:25 PM	8:50 AM
	Fink/Shoemaker	6:55 AM		4:20 PM	8:55 AM
	Arrive @ Halsey	7:30 AM		4:00 PM	9:25 AM
	Arrive @ Dunning	7:40 AM		3:45 PM	9:40 AM
<b>Andra-- 308-214-0290</b> Please call to change arrangements					

## RESIDENT STUDENTS

Children who are residents of the school district community will attend the school district without paying tuition. Students whose residency in the district ceases during a school year may continue attending school for the remainder of the school year without payment of tuition.

The residence of a student means the place, abode, or dwelling of the student. Generally, the legal dwelling of minors is the same as their parents. However, a student may establish a dwelling with someone other than the parents and attend public school in the school district without paying tuition if the primary purpose for residing in the school district is not for the purpose of obtaining a free public education. ~~Any student shall also be admitted to the district upon request without paying tuition if at least one of the student's parents resides in the school district.~~

*Any student who is a ward of the state or court, or who is residing in a residential setting in the district for reasons other than to receive an education shall be provided educational services in accordance with state statute 79-215 including such reimbursement to the district as may be due under the statute.*

*Children of military families may enroll preliminarily in the district if a parent presents evidence of military orders that the military family will be stationed in this state during the current or following school year. Such preliminary enrollment or advanced enrollment for a child of a military family shall also apply if such child has an individualized family service plan, has an IEP under the federal IDEA, receives special accommodations or services under section 504, or receives special education as defined in section 79-1125. A student of a military family shall be admitted to the school district without charge upon arrival in Nebraska.*

*When any person is on active duty as a member of the United States Army, Navy, Marine Corps, or Air Force in the State of Nebraska and is residing on federally owned property, any child of school age of that active duty member who also resides on that property shall be considered a resident of the school district where that property is located in accordance with the statutes. This also applies to children of parents employed by the federal government and residing with their parents on the property of national parks or national monuments within this state.*

Each case involving the determination of residence of a student will be decided upon its individual merits by the superintendent. Payment of tuition will not be required in cases where the resident student would otherwise be denied free common school privileges. The burden of proof to supply the necessary documents to demonstrate legal residence shall rest with the person claiming legal residence in the district. *The superintendent shall determine the specific documents required for collecting enrollment, admission, and related information needed for any student to attend and they may be provided through*

*electronic means or other means specified by the Nebraska Department of Education.*  
~~Specific documents required shall be determined by the superintendent.~~

Legal Reference:           Neb. Statute 79-215  
                                  *Neb. Statute 79-1125*  
                                  *IDEA, 20 U.S.C. 1400 et seq.*  
                                  *Section 504, Rehabilitation Act of 1973, 29 U.S.C. 794*

Cross Reference:           101    District Organization and Basic Commitments  
                                  503    Student Attendance  
                                  801    Transportation

Approved: August 11, 2003

Reviewed: May 11, 2020, June 9, 2025

Revised: April 9, 2012, July 14, 2025

## NONRESIDENT STUDENTS/OPTION ENROLLMENT

Students who are eligible to attend a Nebraska public school but who are not legal residents of the school district may be admitted into the school district in accordance with the option enrollment program authorized by state statutes. Option enrollment students shall be accepted without charge. The option shall be available once during elementary school, once during middle school or junior high school, and once during high school for a total of three times

**Applications:** Application for option enrollment should be made between September 1 and March 15 for enrollment during the following and subsequent school years. Upon agreement of the school boards of the resident district and the option (receiving) district, deadlines for application and approval of the option may be waived. Following the March 15 deadline, applications requesting admittance must contain a release approval from the resident school district, or if the student is an option student at the time of such application *and applying to become an option student at a subsequent option school district, a release approval from the option school the student is attending at the time of such application. See policy 502.01 for preliminary enrollment of children of military families.*

**When No Release Approval is Required:** The application for option enrollment does not require a release from the resident district or the option school district the student is attending at the time of such application, and the receiving district the student is applying to attend has forty-five days to issue acceptance or rejection if:

1. after February 1 the student relocated to a different resident district, or
2. the student's option district merged with another district effective after February 1, and;
3. the student's attendance would occur during the next immediate and subsequent school years.

**Initial Decision for Acceptance or Rejection:** The option school district the student is applying to attend shall provide the resident school district, and if applicable, the option school district the student is attending at the time of such application, with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission. If the district rejects an application for a student to option in or out, the district will provide notification by certified mail to the parent/guardian of the specific reasons for rejection including a description of services

and accommodations required that the district does not have the capacity to provide, and the process for appealing the decision to the State Board of Education.

**Attendance at Option District:** In general, the option student shall attend the option district until graduation unless the student relocates in a different resident school district, transfers to a private or parochial school, or chooses to return to the resident school district, or options into a subsequent option school district, except that no student may use the enrollment option program other than as provided in state statutes.

No option student shall attend an option school for less than one year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end of his or her senior year, transfers to a private or parochial school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district or the previous option school district the student was attending immediately prior.

**Setting Standards for Acceptance or Rejection of an Option Request:** The board shall adopt a resolution and publish its specific standards for acceptance and rejection of applications as an option school prior to October 15 of each school year for the next school year. Standards will conform to those set forth by state statute. These may include the capacity of a program, class, grade level, or school building.

The board shall also adopt standards and conditions for acceptance or rejection of a request for release of a resident student submitting an option application after March 15. Such standards shall not include the failure to meet the March 15 deadline.

Capacity for the district's special education services shall be determined on a case-by-case basis as determined by the Director of Special Education or designee. If the district receives an option enrollment application indicating the student has an individualized education program under the Individuals with Disabilities Education Act or may be eligible to receive special education or related services, it shall be evaluated to determine if the appropriate class, grade level, or school building in the district has the capacity to provide the student with the appropriate services and accommodations.

The standards shall not include previous academic achievement, athletic or other extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings except as allowed by law.

**Option Priorities:** An option district shall give first priority for enrollment to siblings of option students within the requirements of state statutes. The board shall follow statutes regarding the application of a student who relocates in a different district but wants to continue attending his or her original resident district or current option district.

**Acceptance or Rejection Procedures:** The option district shall notify the parent/guardian and the resident district whether the application is accepted or rejected within sixty days after submission. False or substantively misleading information submitted by a parent/guardian on an application to an option district may be cause for the option district to reject a previously accepted application prior to the student's attendance.

If an application is rejected by the option school district or if the resident school district rejects a request for release, the rejecting school district shall provide written notification to the parent or guardian stating (a) the specific reasons for the rejection including, for students with an individualized education program under the Individuals with Disabilities Education Act, or with a diagnosed disability as defined in section 79-1118.01, a description of services and accommodations required that the school district does not have the capacity to provide, and (b) the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

The parent or legal guardian may appeal a rejection to the State Board of Education by filing a written request, together with a copy of the rejection notice, with the State Board of Education. Such request and copy of the notice must be received by the board within thirty days after the date the notification of the rejection was received by the parent or legal guardian. The hearing shall be held in accordance with the Administrative Procedure Act and shall determine whether the procedures of sections 79-234 to 79-241 have been followed. Any rejection based upon capacity limitations established under section 79-238 shall be the responsibility of the school district to prove in any appeal filed with the state board.

**Reporting to the Department of Education:** The district shall provide to NDE required information relating to all applications rejected by the option school district. Such information shall include, but not be limited to, (a) the number of applications rejected in each public school in such district, (b) an explanation why each application was rejected, and (c) whether each application for option enrollment indicated that the student had an individualized education program under the Individuals with Disabilities Education Act or had been identified as a student with a disability as defined in section 79-1118.01.



## *STUDENT DRESS CODE AND GROOMING/STUDENT APPEARANCE*

*The Board believes student dress or grooming that causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees or visitors is not appropriate. Students are expected to adhere to standards of cleanliness, grooming and dress that are compatible with the requirements of a positive learning environment.*

*The Board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. When in the judgement 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.*

*The Board respects the diverse racial and religious backgrounds of our students. The District's students have the right to visibly express themselves through their attire when associated with race, religion, sex, disability, or national origin, including tribal regalia, natural and protective hairstyles, or adornments. The District will facilitate and encourage a positive learning environment for all students while complying with any applicable health and safety law, rule, regulation, or ordinance.*

*"Caregiver" in this policy shall include any parent, guardian, or other caregiver who is on record with the District as one of the student's official custodians.*

### GENERAL PRINCIPLES/STANDARDS

1. Non-Discrimination: The District dress code and grooming policy prohibits discrimination against students based on race, religion, sex, disability, or national origin. *Bullying Prevention and Harassment policies are also referenced below.*
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, or 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 *and be protected from bullying and harassment according to district policies.*
4. Prohibited Attire: Attire should not promote violence, drugs, alcohol, profanity, or hate speech. The Sandhills Public School District reserves the right to request immediate attire changes from student.

### HEALTH AND SAFETY CONSIDERATION:

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 adopting 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.

### PARENTAL CONSENT:

The Sandhills 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 stand 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 & 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 file 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 Sandhill 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 occurrence,
4. The health and safety standard relating to the accommodation,
5. Nature of the accommodation requested
6. Staff involved
7. Communication with parent/guardians/caregivers, and
8. The outcome of the effort

The district will regularly review the accumulated records to analyze trends, patterns, and the effectiveness of the accommodation process to identify any areas that may required improvement or adjustments to policies.

#### DEFINITIONS:

Grooming: the care of a body and its physical appearance, such as 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, nature and protective hairstyles, headdress, tribal regalia, and attire.

National and protective hairstyles: include, but are not limited to, braids, locks, twists, right 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, burka's hijabs, head wraps, Yakama, 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  
*Neb. Statute 79-2,158*

Cross Reference: 501 Objectives for Equal Educational Opportunities for  
 Students

504.18 Harassment  
504.20 Bullying Prevention

Approved: August 11, 2003

Reviewed: May 12, 2025, June 9, 2025

Revised: June 9, 2025

## 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 extracurricular 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. *Violations of district policies may result in the loss of some or all extracurricular eligibility.*

Student activity events must be approved by the superintendent unless they involve unusual travel expense, in which case the board will take action. The events must not disrupt the education program or other school district operations.

*Participation in interscholastic sports designated as male or female only shall be limited according to statutes.* Eligibility requirements as published by the Nebraska School Activities Association (NSAA) shall be observed by all students. *Participating students shall follow policy 506.10 Student Physicals for Athletes.* Additional eligibility requirements may be imposed by the school district at the board's discretion.

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.

~~The student must maintain satisfactory conduct, as determined by the building principal. (In any event, if the student is convicted of, or is found to have committed, a felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether actual court judgment is withheld, the student should be disqualified from participation in interscholastic extracurricular activities.)~~

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. *Visitors attending these activities must follow Policy 1005.08 Public Conduct on School Premises.*

It shall be the responsibility of the superintendent to develop administrative regulations for student eligibility.

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

2025 Neb Legislature LB89

Cross Reference:           502    Student Attendance  
                                  504    Student Rights and Responsibilities  
                                  505    Student Discipline  
                                  506.10 *Student Physicals for Athletes*  
                                  508    Student Health and Well-Being  
                                  1006.08 *Public Comment*

Approved August 11, 2003

Reviewed: May 11, 2020, June 9, 2025

Revised: April 9, 2012, July 14, 2025

## COPPA STUDENT PRIVACY NOTICE

*The District may contract with publishers or online providers to offer online curriculum that aligns with school standards or other services that support the teaching and learning process of the students. These applications or websites are offered for the benefit of the students and our school. Online providers give our school full notice of their collection, use, and disclosure practices.*

*In order for our students to use these educational programs and services, certain personal identifying information, which may consist of the student's name, username, email address, grade level, age and/or date of birth, may be provided to the website operator strictly for educational purposes. Under the federal law entitled the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit:*

*<https://www.ftc.gov/business-guidance/privacy-security/childrens-privacy>*

*The law permits schools such as ours to consent to the collection of personal information on behalf of all of its students strictly for educational purposes, thereby eliminating the need for individual parental consent given directly to the website operator. By acknowledging receipt of the Student/Family Handbook, you consent for our school to provide personal identifying information to operators of approved web-based educational programs and services strictly for educational purposes.*

Approved: July 14, 2025

Reviewed: June 9, 2025

Revised \_\_\_\_\_

APPROVED WEB-BASED EDUCATIONAL PROGRAMS AND SERVICES		
Online Website or Service	Primary Purpose	Privacy Policy
<i>*This is a comprehensive list, not all grades use all services.</i>		
<b>Google G-Suite for Education, Classroom, Groups, Meets, Hangouts, Sheets, Sites, Slides</b>	Online teaching and learning framework	<a href="https://gsuite.google.com/terms/education_privacy.html">https://gsuite.google.com/terms/education_privacy.html</a> , <a href="https://cloud.google.com/security/compliance/coppa/">https://cloud.google.com/security/compliance/coppa/</a>
<b>Renaissance Learning: Star Math, Star Reading, Accelerated Reader, Freckle, MyOn, Nearpod</b>	Student assessment and learning support	<a href="https://www.renaissance.com/privacy/">https://www.renaissance.com/privacy/</a>
<b>Sycamore</b>	Student Information System	<a href="https://sycamoreleaf.com/privacy-policy/">https://sycamoreleaf.com/privacy-policy/</a>
<b>Amplify - CKLA</b>	Core Program - ELEM Reading/Language	<a href="https://amplify.com/customer-privacy/">https://amplify.com/customer-privacy/</a>
<b>Studies Weekly</b>	Core Program - ELEM Social Studies & K-2 Science	<a href="https://www.studiesweekly.com/legal/">https://www.studiesweekly.com/legal/</a>
<b>Heinemann - Math</b>	Core Program - ELEM Math *Starting 8 / 2025	<a href="https://www.heinemann.com/products-privacy-policy/">https://www.heinemann.com/products-privacy-policy/</a>
<b>Savaas - Math</b> (formerly Pearson)	Core Program - JH/HS Math	<a href="https://www.savvas.com/company/trust-center">https://www.savvas.com/company/trust-center</a>
<b>IXL</b>	Support Student Learning	<a href="https://www.ixl.com/privacypolicy">https://www.ixl.com/privacypolicy</a>
<b>Prodigy</b>	Support Student Learning	<a href="https://www.prodigygame.com/main-en/privacy-policy-for-students/">https://www.prodigygame.com/main-en/privacy-policy-for-students/</a>
<b>Quizlet</b>	Support Student Learning	<a href="https://quizlet.com/privacy">https://quizlet.com/privacy</a>
<b>Quizizz</b>	Support Student Learning	<a href="https://quizizz.com/privacy?lng=en">https://quizizz.com/privacy?lng=en</a>
<b>Khan Academy</b>	Support Student Learning	<a href="https://www.khanacademy.org/about/privacy-policy">https://www.khanacademy.org/about/privacy-policy</a>
<b>EdPuzzle</b>	Support Student Learning	<a href="https://edpuzzle.com/privacycenter">https://edpuzzle.com/privacycenter</a>
<b>Blooket</b>	Support Student Learning	<a href="https://www.blooket.com/privacy">https://www.blooket.com/privacy</a>
<b>99 Math</b>	Support Student Learning	<a href="https://99-math.org/privacy-policy/">https://99-math.org/privacy-policy/</a>

<b>Canva</b>	Support Student Learning	<a href="https://www.canva.com/policies/privacy-policy/">https://www.canva.com/policies/privacy-policy/</a>
<b>Prezi</b>	Support Student Learning	<a href="https://prezi.com/legal/privacy-policy/">https://prezi.com/legal/privacy-policy/</a>
<b>Conjuguemos</b>	Support Student Learning	<a href="https://conjuguemos.com/privacy">https://conjuguemos.com/privacy</a>
<b>Gimkit</b>	Support Student Learning	<a href="https://www.gimkit.com/privacy">https://www.gimkit.com/privacy</a>
<b>Storyboard That</b>	Support Student Learning	<a href="https://www.storyboardthat.com/about/privacy-for-schools">https://www.storyboardthat.com/about/privacy-for-schools</a>
<b>ReadWorks</b>	Support Student Learning	<a href="https://www.readworks.org/privacy">https://www.readworks.org/privacy</a>
<b>Newsela</b>	Support Student Learning	<a href="https://newsela.com/legal/newsela-privacy-policy">https://newsela.com/legal/newsela-privacy-policy</a>
<b>Xtra Math</b>	Support Student Learning	<a href="https://home.xtramath.org/privacy">https://home.xtramath.org/privacy</a>
<b>Typing.com</b>	Support Student Learning	<a href="https://www.typing.com/privacypolicy">https://www.typing.com/privacypolicy</a>
<b>ABC Mouse</b>	Support Student Learning	<a href="https://www.ageoflearning.com/privacy-policies/">https://www.ageoflearning.com/privacy-policies/</a>
<b>Remind</b>	Communication	<a href="https://www.remind.com/privacy-policy">https://www.remind.com/privacy-policy</a>
<b>Class DoJo</b>	Communication	<a href="https://www.classdojo.com/privacy">https://www.classdojo.com/privacy</a>
<b>Sports You</b>	Communication	<a href="https://sportsyou.com/legal/privacy-policy">https://sportsyou.com/legal/privacy-policy</a>

## ADMINISTRATION OF NALOXONE (NARCAN)

In order to protect the health and safety of its students, staff and visitors, the district may provide, store, and administer doses of an opioid antagonist, specifically Naloxone, commonly known as Narcan, for emergency use to assist a student, staff member or other individual believed or suspected to be experiencing an opioid overdose at the school facilities.

Naloxone is a medication that can reverse an overdose caused by an opioid drug. Naloxone has no potential for abuse and is a non-narcotic and non-addicting prescription medication. Symptoms of an opioid drug overdose typically include:

Slow and shallow, or stopped, breathing.

Unresponsiveness or unconsciousness.

Cold or clammy skin.

Blue lips or fingertips.

Snoring or gurgling sounds.

### **Procurement of Naloxone**

The superintendent, principal, certified school nurse, or designee will be responsible for the procurement of naloxone. A health care provider shall prepare standing orders for administration of the Naloxone.

### **Storage**

Naloxone will be clearly marked and stored in an unlocked storage cabinet in the nurse's office (or other designated area such as with AED). The school nurse will ensure that all other trained staff are aware of the naloxone storage location. Naloxone will be stored in accordance with the manufacturer's instructions to avoid extreme cold, heat and direct sunlight.

### **Use of Naloxone**

Follow the protocol from the health care provider for the administration of naloxone for suspected opioid overdose. A person, if acting with reasonable care, who is in a position to assist a person who is apparently experiencing or who is likely to experience an opioid-related overdose may administer Naloxone without being subject to administrative action or criminal prosecution (Neb. statute 28-470).

### **Follow Up**

After administration of naloxone, the person administering naloxone will report the incident to the building principal that same day. The district will establish procedures for notifying parents/guardians of any minors receiving Naloxone.

Legal Reference:                      Neb. Statute 28-470

Approved July 10, 2023

Reviewed: June 9, 2025

Revised: \_\_\_\_\_

## BEHAVIORAL INTERVENTION AND CLASSROOM MANAGEMENT

*In order to create and maintain a quality educational environment, the district will employ a system of supports for encouraging positive behavior, addressing challenges in a caring and constructive way, and fostering safe and supportive school and classroom environments. These support actions are intended to develop a positive school climate and culture, encourage appropriate student behavior, and provide the necessary supports for academic and behavioral success. Disruptive or unsafe actions sometimes characterized by depression, anxiety, moodiness, anger, extended frustration or conflict with others will be addressed by these support actions to develop self-regulation skills and re-integration into the classroom.*

*The district will employ the procedures in the accompanying administrative regulation as appropriate, engaging families to address student behavior and communicating with them about student behavioral incidents where needed, plans for remediation and resources for behavior improvement. Collaboration, as appropriate, between educational staff, school psychologists, behavioral specialists, school counselors, and social workers will work to position supports with the student's needs and strengths.*

### Training

*The District or its local ESU will provide training to employees with behavioral management responsibilities. Training must be consistent with the NDE System of Supports in this policy.*

*The Superintendent will recommend, and the board will approve the hours of training to be provided.*

- A. Behavioral awareness training must include, but not be limited to, evidence-based training on a continuum that includes:*
- 1. Recognition of detrimental factors impacting student behavior, including, but not limited to, signs of trauma.*
  - 2. Positive behavior supports and proactive teaching strategies, including, but not limited to, expectations and boundaries.*
  - 3. Verbal intervention and de-escalation techniques.*
  - 4. Access to a registry of local mental health and counseling resources.*
  - 5. Incorporation of all the requirements for the Behavioral Awareness Point of Contact (BAPC) in accordance with Policy 508.19 Behavioral Points of Contact.*

### Review

*The school district will regularly review and update this policy to confirm its effectiveness and compliance with state statute. Feedback from students, parents, staff, and administrators will be considered in the review process. This policy must be included with any notifications required under the Student Discipline Act.*

*Legal Reference: Neb. Statute 79-262.01*

*Cross Reference:*        504.03    *Student Conduct*  
                                  505.03    *Suspension and Expulsion of Students*  
                                  508.19    *Behavioral Points of Contact*  
                                  612        *Special Education Services*  
                                  1005.03   *Parental and Family Involvement in the Schools*  
                                  1005.12   *Title 1 Parent and Family Member Engagement*

*Approved:* July 14, 2025

*Reviewed:* June 9, 2025

*Revised* \_\_\_\_\_

## USE OF ARTIFICIAL INTELLIGENCE IN THE SCHOOL

The board recognizes the potential benefits of Artificial Intelligence (AI) in enhancing educational outcomes and requiring innovative teaching practices, in part because this technology is already available to many students at home. This policy aims to ensure the responsible use of AI technologies within the school district along with teaching and homework strategies that consider the probability that students can easily access AI outside the school.

### Artificial Intelligence Definition:

AI involves the operation of computer systems that process natural language to perform tasks that normally require human intelligence, such as the construction of complex responses to inquiries, visual perception in images or videos, speech recognition, decision-making, and translation between languages. It can generally expand, modify, and clarify its responses through repeated requests or additional specific directions. Commonly used AI systems include ChatGPT, Bard, Cohere Generate, DALL-E, Claude, and Synthesia but many AI systems are available for specific purposes and it is the administrators' responsibility to choose those suitable for an educational environment.

### Ethical Considerations:

Any use of AI as part of the district's instructional program should prioritize its educational value, while avoiding discrimination and minimizing unwanted outcomes. Only AI platforms approved by the district with appropriate filters for preventing the use of discriminatory, hateful or otherwise inappropriate responses shall be used by the district. The use of AI by students to complete homework or assessments shall only be allowed to the extent stated by the teacher for the individual assignment or entirety of the course. The use of AI systems when allowed shall not violate computer use, copyright, plagiarism and intellectual property policies of the district when properly cited.

As always, students are expected to cite original sources for quotations, facts, information, statistics, dates, or the paraphrased statements of others. An AI system should be cited when its generated content is quoted, paraphrased or otherwise used in a student's work. The lack of such citations shall imply the assignment or assessment is entirely the work of the student, free of any AI system's writing, organization, direction, or modification of the student's work.

### Student Privacy and Data Protection:

Prior informed consent from parents/guardians should be obtained before allowing student use of AI systems. The district will prevent or strongly discourage any collecting, storing, or analyzing of student data using AI platforms. Measures should be in place to prevent students from using AI to cheat on homework or assessments, including regular monitoring of student use of school computers, and planning homework and assessments to minimize the opportunity to complete them using AI systems. The administrators and staff are cautioned that the use of detection software as a means of monitoring AI use is fallible, difficult to prove, easily subject to claims of harassment, destructive of trust when false accusations are made, and unlikely to be successful with AI systems that are constantly improving.

### Equity and Accessibility:

Use of AI systems shall comply with district Equal Educational Opportunity policies. AI-based instructional resources should be tailored to address individual student needs, allowing for personalized learning experiences and accommodating diverse learning styles when possible and appropriate.

Transparency and Rationale:

Students, parents/guardians, and educators should be provided with understandable information about the purpose, limitations, and potential benefits of AI technologies. Clear guidelines should be established to ensure that students are aware of the district's intended appropriate use of AI tools for homework and assessments. Consideration should be taken by the teaching staff that AI availability on district networks for its use as a business tool does not facilitate the misuse of AI in completing homework or compromising academic integrity.

Educator Training and Professional Development:

Educators should receive comprehensive training and ongoing professional development opportunities to understand the benefits and limitations of AI technologies, enabling them to both effectively incorporate and appropriately limit AI in their teaching practices. Educators should be equipped with the knowledge and skills necessary to evaluate and monitor student inputs to AI systems, AI responses to those inputs, and ensure they are both appropriate.

Ongoing Evaluation and Accountability:

Administrators, network supervisors, and teaching staff will establish processes for ongoing evaluation and monitoring of AI technologies used within the school district, including periodic assessments of their impact on student learning. Procedures for reporting concerns, incidents, or breaches related to AI use should be established, ensuring accountability and addressing issues promptly.

Community Engagement and Communication:

The school board will engage with the community, including students, parents/guardians, educators, and relevant stakeholders, to foster understanding, gather comments, and address concerns related to the use of AI in education. Clear and regular communication channels including the district's website should be established to inform the community about the educational purpose, use, and benefits of AI technologies in the school district, along with measures taken to prevent inappropriate use of AI systems.

Implementation:

Administrators will provide procedures and professional development resources to assist with instructional changes that use the best features of AI while reducing the misuse of AI in completing homework and assessments. These procedures will emphasize the use of AI to enhance student education and address the ways traditional homework might be reshaped or redirected by AI's skillful use. Regular reviews will be conducted to ensure this policy's effectiveness, alignment with emerging best practices, and adaptations to address evolving challenges in AI usage.

Cross Reference	102	Educational Philosophy of the District
	501	Objectives for Equal Educational Opportunities for Students
	606.06	Acceptable Use of Computers, Tech. and the Internet
	606.08	Reproduction of Copyrighted Materials

Approved: August 14, 2023

Reviewed: June 9, 2025

Revised \_\_\_\_\_

## NDE STANDARDS FOR SYSTEM OF SUPPORTS

1. Criteria for Removal
  - a. *Safety Concerns: Immediate removal may occur if a student poses a threat to their own safety, the safety of others, or the environment.*
  - b. *Disruption to Learning: Removal may be necessary if the student's behavior significantly disrupts instruction or the learning environment.*
  - c. *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.*
  
2. Procedure for Removal
  - a. *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 is essential.*
  - b. *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.*
  - c. *Notification: Parents/guardians are notified as soon as possible about the removal. A detailed account of the behavior and any interventions attempted are shared.*
  
3. Post-Removal Actions
  - a. *Restorative Meeting: A meeting involving the student, parents/guardians, teacher, and administrator is 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.*
  - b. *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.*
  
4. Transition Back to the Classroom
  - a. *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.*
  - b. *Ongoing Support and Monitoring: Follow-up meetings with the student, teacher, and parents/guardians are scheduled to evaluate progress. Data from behavior observations are used to adjust interventions and supports as needed.*
  - c. *Focus on Positive Growth: A strengths-based approach is applied to recognize and reinforce improvements in behavior.*

<b>Tier 1: Universal Supports</b>			
	<b><i>District Level</i></b>	<b><i>School Level</i></b>	<b><i>Classroom Level</i></b>
<b><i>Sound Infrastructure &amp; Shared leadership</i></b>	<i>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.</i>	<i>Create school-level leadership teams to implement the district behavior framework. Build systems to support staff in consistent implementation of universal behavior strategies.</i>	<i>Teachers set up clear, consistent behavior expectations aligned with school and district policies. Classroom routines and physical environments are structured to promote positive behaviors.</i>
<b><i>Layered Continuum of Support</i></b>	<i>Ensure all schools have access to evidence-based universal behavior practices and instructional tools for promoting positive behavior.</i>	<i>Develop a school-wide plan for teaching and reinforcing positive behavior expectations for all students.</i>	<i>Integrate the development of emotional and interpersonal skills into daily instruction and explicitly teach expected behaviors.</i>
<b><i>Data-Based Decision-Making</i></b>	<i>Implement a district-wide behavior data system for tracking student behavioral incidents, attendance, and other indicators of behavior. Analyze district trends to guide support for schools.</i>	<i>Use behavioral data to assess school culture, climate and adjust universal supports.</i>	<i>Collect and reflect on classroom behavior data to identify patterns or unanticipated signs of distress and adjust teaching practices as needed.</i>
<b><i>Communication and Collaboration</i></b>	<i>Share district-wide behavior policies, expectations, and data with all stakeholders, including families and the community.</i>	<i>Develop intervention teams to identify students in need of Tier 2 support and manage their plans.</i>	<i>Teachers collaborate with intervention teams to integrate targeted strategies into the classroom.</i>

<b>Tier 2: Targeted Supports</b>			
	<b>District Level</b>	<b>School Level</b>	<b>Classroom Level</b>
<b>Sound Infrastructure &amp; Shared leadership</b>	<i>Provide a menu of evidence-based Tier 2 intervention and training for implementation.</i>	<i>Develop intervention teams to identify students in need of Tier 2 support and manage their plans.</i>	<i>Teachers collaborate with intervention teams to integrate targeted strategies into the classroom that align with school and district policies.</i>
<b>Layered Continuum of Support</b>	<i>Allocate resources to support targeted interventions, such as additional staff or training for small group supports.</i>	<i>Implement interventions such as mentoring programs, social skills groups, or targeted behavior coaching.</i>	<i>Provide additional supports like daily progress monitoring, structured break.</i>
<b>Data-Based Decision-Making</b>	<i>Use district-wide systems to track the effectiveness of Tier 2 interventions and adjust as needed.</i>	<i>Monitor progress using behavior data: point sheets, observations, or student self-assessments and input data in district-wide systems.</i>	<i>Document daily data on student progress to evaluate the impact of interventions.</i>
<b>Communication and Collaboration</b>	<i>Facilitate communication between schools, families, and community partners about available Tier 2 supports.</i>	<i>Engage families in the intervention process by providing regular updates and involving them in problem solving and goal setting.</i>	<i>Maintain open lines of communication with families about their child's progress and strategies to promote support the behavior goals at home</i>

<b>Tier 3: Intensive, Individualized Supports</b>			
	<b>District Level</b>	<b>School Level</b>	<b>Classroom Level</b>
<b>Sound Infrastructure &amp; Shared leadership</b>	<i>Ensure access to specialized staff to design and oversee intensive interventions.</i>	<i>Assemble a multidisciplinary team to develop and implement Functional Behavioral Assessments (FBAs) and Behavior Intervention Plans (BIPs).</i>	<i>Collaborate with specialists to integrate individualized supports into classroom routines that align with school and district policies.</i>
<b>Layered Continuum of Support</b>	<i>Coordinate external services and resources for students requiring wraparound support beyond the school.</i>	<i>Provide interventions or sessions tailored to the student's unique needs and communicate with external services and resources to align supports for students.</i>	<i>Consistently implement accommodations and modifications, such as sensory supports or de-escalation plans, to address individual behaviors.</i>
<b>Data-Based Decision-Making</b>	<i>Regularly review data on Tier 3 interventions and outcomes to ensure its effectiveness.</i>	<i>Use detailed, frequent data collection to refine and adjust BIPs based on student progress.</i>	<i>Implement daily monitoring and adjust individualized strategies as data indicates.</i>
<b>Communication and Collaboration</b>	<i>Partner with community agencies to align supports for students with complex needs.</i>	<i>Conduct regular meetings with families to review and revise plans based on student progress.</i>	<i>Provide ongoing feedback to families and specialists about the student's daily performance, progress, and needs.</i>

## RELIGIOUS-BASED EXCLUSION FROM A SCHOOL PROGRAM

Parents who wish to have their child excluded from a school program because of religious beliefs must inform the principal. The board authorizes the administration to allow the exclusion if it is not disruptive to the education program and it does not infringe on a compelling state or educational interest. Further, the exclusion must not interfere with other school district operations.

In notifying the principal, the parents shall abide by the following:

1. The notice shall be in writing;
2. The objection shall be based on religious beliefs;
3. The objection shall state which activities or studies violate their religious beliefs;
4. The objection shall state why these activities or studies violate their religious beliefs;  
and
5. The objection shall state a proposed alternate activity or study.

The principal shall have discretion to make this determination. The factors the principal shall consider when a student requests to be excluded from a program or activity because of religious beliefs include, but are not limited to, staff available to supervise a student who wishes to be excluded, space to house the student while the student is excluded, available principal-approved alternative course of study or activity while the student is excluded, number of students who wish to be excluded, whether allowing the exclusion places the school in a position of supporting a particular religion, and whether the program or activity is required for promotion to the next grade level or for graduation.

Students who are allowed to be excluded from a program or activity which violates their religious beliefs may be required to do an alternate supervised activity or study.

Cross Reference:     604    Instructional Curriculum  
                          607.02 School Ceremonies and Observances  
                          1005.03 *Parental and Family Involvement in the Schools*

Approved: September 8, 2003

Reviewed: March 14, 2022, June 9, 2025

Revised: June 9, 2025

## PARENTAL AND FAMILY INVOLVEMENT IN THE SCHOOLS

It is the policy of the district to provide full access to the parent, *guardians and educational decision makers of students of the district to review: ~~and family members of any student of the district to review textbooks, tests, curriculum and instructional materials, records of a student of any such parent, unless otherwise prohibited by law, and to any surveys of students done by the school district.~~*

1. *textbooks*
2. *tests*
3. *their student's records unless otherwise prohibited by law*
4. *activities information*
5. *digital materials, websites or applications used for learning*
6. *training materials for teachers, administrators and staff*
7. *procedures for the review and approval of training materials, learning materials, and activities*
8. *other curriculum materials used in the school district, and*
9. *any surveys of students done by the school district.*

Summary information regarding the district's curriculum, testing, and surveys will be provided at the beginning of each school year. Requests for access to specific instructional materials should be addressed to the teacher or building principal.

*The district will provide guidelines in the student handbook regarding how the district will provide access to parents, guardians, or educational decision makers other than by specific request for the information above, how it will provide access to records of students, and about the school district's testing policy.*

Requests by parents and family members to attend and monitor courses, assemblies, counseling sessions and other instructional activities shall also be made to the building principal or teacher. While requests to monitor are usually granted, if the request is denied, reasons for the denial will be provided.

It is the policy of the district to provide as consistent an experience as possible in all classroom instruction, testing, surveys, and other school experiences. It is the policy of the district not to excuse students from classroom instruction, testing, and other school experiences unless an objection is submitted to the building principal or teacher outlining the specific experience, the basis for the objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and family members. (*See Policy 605.05 Religious-Based Exclusion from a School Program.*)

The request for the student to be excused will be reviewed by the building principal and a decision provided to the parents and family members. While verbal objections and decisions are valid, written followup to verbal communications is required from the parent and family members, and the principal. If a student is excused from the requested

activity no penalty will be assessed but an agreed upon alternative activity must be performed to the satisfaction of the teacher and principal.

It is the policy of the district to *notify parents, guardians and educational decisionmakers of students electronically or by mail at least fifteen days prior to the administration of any survey which may be scheduled that includes: use only testing methods and testing instruments that are not of an experimental nature and to avoid using any testing materials or testing techniques that are not generally recognized by educational professionals to be within sound educational standards and both educationally and academically appropriate.* It is the policy of the district to ~~notify parents and family members of any standardized testing that may be scheduled within the school district.~~

1. *sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information on political affiliation, or any other information that the school board deems to be sensitive in nature; or*
2. *a non-anonymous survey requesting students provide information relating to drug, vape, alcohol, or tobacco use.*

~~It is the policy of the district to notify parents and family members of any survey which may be scheduled and to conduct student surveys judiciously, with full consideration of the fact that parents and family members may find items of the survey objectionable.~~

~~The following activities will also be included in the board's plan for parental and family involvement:~~

1. ~~The board will involve parents and family members in the development of the Title I plan, the process for school review of the plan and the process for improvement;~~
2. ~~The board will provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental and family involvement activities to improve student academic achievement and school performance;~~
3. ~~The board will build the schools' and parents' and family members' capacity for strong parental and family involvement;~~
4. ~~The board will coordinate and integrate parental and family involvement strategies under Title I with other programs such as Head Start, Reading First, etc.;~~
5. ~~The board will conduct with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family involvement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents and family members in Title I activities (with particular attention to parents and families who have low income, Limited English Proficient (LEP), minorities, disabilities and low literacy) and use the findings of the evaluation to design strategies for more effective parental and family involvement and to revise, as necessary, the parental and family involvement policies; and~~

~~6. The board will involve parents and family members in Title I activities.~~

*Such notice shall 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. Such surveys will be judiciously conducted, with full consideration of the fact that parents and family members may find items of the survey objectionable.*

*Parents, guardians, and educational decision makers have the right to request that a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student, review the survey in person at the school, and exempt their child from participating in the survey.*

*Unless required by federal or state law or regulation, school personnel administering any such survey shall not disclose personally identifiable information of a child. No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.*

*The following activities will also be included in the District's plan for parental and family*

- 1. The District will involve parents and family members in the development of the Title I plan, the process for school review of the plan and the process for improvement;*
- 2. The District will provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental and family involvement activities to improve student academic achievement and school performance;*
- 3. The District will build the schools' and parents' and family members' capacity for strong parental and family involvement;*
- 4. The District will coordinate and integrate parental and family involvement strategies under Title I with other programs such as Head Start, Reading First, etc.;*
- 5. The District will conduct with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family involvement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents and family members in Title I activities (with particular attention to parents and families who have low income, Limited English Proficient (LEP), minorities, disabilities and low literacy) and use the findings of the evaluation to design strategies for more effective parental and family involvement and to revise, as necessary, the parental and family involvement policies; and*
- 6. The District will involve parents and family members in Title I activities.*

The parent and family members or guardian of a student may have access to that student's records during normal business hours of the district according to Policy 507.01 Student Records Access. *Nothing in this policy shall require the violation of student privacy statutes as referenced below.*

This policy shall be adopted *annually* following a public hearing to receive public comments and suggestions.

Legal Reference:       Neb. Statute 79-530 to 533  
                              No Child Left Behind, Title I, Sec. 1118, P.L. 107-110  
                              *Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, 20 U.S.C. 1232g,*  
                              *Protection of Pupil Rights Amendment of 1978, 20 U.S.C. Children's Online Privacy Protection Act (COPPA) of 1998, 15 U.S.C. 6501 et seq.*  
                              *Children's Internet Protection Act (CIPA), 47 C.F.R. 54.520*

Cross Reference:       507.01 Student Records Access  
                              605.05 *Religious-Based Exclusion from a School Program*  
                              606.03 Objection to Instructional Materials  
                              610.01 *Test or Assessment Selection*  
                              610.02 Test or Assessment Administration  
                              611.01 Student Progress Reports  
                              611.04 Parent Conferences  
                              1002. District Annual Report  
                              1005.01 Public Complaints

Approved: January 12, 2004

Reviewed: August 14, 2023, June 9, 2025

Revised: September 12, 2016, July 14, 2025

*PARENTAL ACCESS TO LIBRARY MATERIALS*

*The Board directs that parents, guardians and persons designated by a court to make educational decisions for a student shall have access to library materials of their student's school.*

*The District will:*

- 1. Require the creation of a catalog of all books for each school's library which may be viewed at the request of the parent, guardian or educational decisionmaker; and*
- 2. Provide the opportunity for such persons to be notified by means of a website or other electronic verification when their student checks out a book from the library. Such notification shall include:*
  - a. The title of the book checked out by the student;*
  - b. The name of the author of the book checked out by the student; and*
  - c. The date the book checked out by the student is due to be returned to the school library.*

*This shall only apply to a school library that is located on District property and shall not apply to any other public library regardless if a library contracts with the District for use by students.*

*Cross Reference:                   606.05 Media Centers*

*Approved: July 14, 2025*

*Reviewed: June 9, 2025*

*Revised: \_\_\_\_\_*

## EMPLOYEE PHYSICAL EXAMINATIONS

Good health is important to job performance. Employees shall present evidence of good health, in the form of a physical examination report, prior to their employment with the school district. Any such requirement will ensure that all entering employees in the same job category will complete a medical examination regardless of disability. All offers of employment may be made contingent on medical examination results.

Employees whose physical or mental health, in the judgment of the administration, may be in doubt shall submit to additional examinations, when requested to do so, at the expense of the school district.

The cost of the initial examination will be paid by the school district. The school district shall provide the standard examination form to be completed by the personal physician of the employee.

The successful applicant must be qualified and must be able to perform the essential functions of a position with or without reasonable accommodations. The district may withdraw an offer of employment should the medical examination reveal that the individual does not satisfy certain employment criteria under the following conditions:

1. The exclusionary criteria are job related and consistent with business necessity;
2. There is no reasonable accommodation that will enable the individual with a disability to perform the essential functions of the job;
3. The medical condition poses a direct threat to the health or safety of others in the workplace and cannot be eliminated or reduced to an acceptable level by a reasonable modification of policies, practices, procedures or by the provision of auxiliary aids or services;
4. The requested or necessary accommodation would impose an undue hardship on the district, unless funding is available through other sources. Individuals with a disability may be offered an opportunity of paying for a portion of the costs that constitutes an undue hardship or of personally providing the accommodation.

Employees identified as having reasonably anticipated contact with blood or infectious materials shall receive the Hepatitis B vaccine or sign a written waiver stating that they will not take the vaccine.

It shall be the responsibility of the superintendent to write an exposure control plan to eliminate or minimize district occupational exposure to bloodborne pathogens. The plan for designated employees shall include, but not be limited to, scope and application, definitions, exposure control, methods of compliance, Hepatitis B vaccination and

post-exposure evaluation and follow-up, communication of hazards to employees, and record keeping.

Information the district receives regarding medical examinations and drug testing will be collected and maintained on separate forms and in separate files apart from personnel files. All such records will be kept confidential, maintained for a minimum of one year and released only in accordance with provisions of the Americans with Disabilities Act or other applicable laws.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding physical examinations of such employees shall be followed.

Legal Reference: 29 C.F.R. Pt. 1630

Cross Reference: 404 Employee Health and Well-Being

Approved July 14, 2003

Reviewed November 14, 2011, July 14, 2025

Revised \_\_\_\_\_

## EMPLOYEE INJURY ON THE JOB

When an employee becomes seriously injured on the job, the building principal shall notify a member of the family, or an individual of close relationship, as soon as the building principal becomes aware of the injury.

If possible, an employee may administer emergency or minor first aid. An injured employee shall be turned over to the care of the employee's family or qualified medical employees as quickly as possible. The school district is not responsible for medical treatment of an injured employee.

It shall be the responsibility of the employee injured on the job to inform the superintendent within one business day of the occurrence. It shall be the responsibility of the employee's immediate supervisor to file an accident report within one business day after the employee reported the injury.

It shall be the responsibility of the employee to file claims, such as workers' compensation, through the central administration office.

### Injury Leave

*If a district employee suffers physical injury within the scope of employment by another individual who intentionally, knowingly, or recklessly causes that injury, notification of the supervisor shall be made as described above. If, after investigation of the circumstances of the injury by the administration, and in consultation with the employee's physician, the employee may be granted up to seven calendar days of paid leave for such time as the employee is absent and unable to work as a result of the injury. This injury leave will not count against any other leave available to the employee. The administration's decision regarding injury leave is not subject to appeal.*

Legal Reference:      Neb. Statute [79-8.106](#)

Cross Reference:      404    Employee Health and Well-Being  
                                 410.02 Certificated Employee Personal Illness Leave  
                                 415.02 Support Staff Personal Illness Leave  
                                 905.06 Accident Reports

Approved July 14, 2003

Reviewed December 14, 2020, July 14, 2025

Revised July 14, 2025

EMPLOYEES' PERSONAL SECURITY AND SAFETY

The Board authorizes the superintendent to take appropriate means to provide for the health and safety of all employees while engaged in the performance of their duties.

The superintendent, in consultation with district and building safety committees, will develop training and written procedures necessary to accomplish this goal and to meet the requirements of the law.

All employees shall conduct their work in compliance with the safety rules of the district.

Cross Reference:                    905    Safety Program

Approved July 14, 2003

Reviewed November 14, 2011, July 12, 2025

Revised \_\_\_\_\_

## COMMUNICABLE DISEASES - EMPLOYEES

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk of illness or transmission to students or other employees. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases shall be included in the school district's bloodborne pathogens exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan shall be reviewed annually by the superintendent and school nurse.

The health risk to immunosuppressed employees shall be determined by their personal physician. The health risk to others in the school district environment from the presence of an employee with a communicable disease shall be determined on a case-by-case basis by the employee's personal physician, a physician chosen by the school district or public health officials.

An employee who is at work and who has a communicable disease which creates a substantial risk of harm to a student, coworkers, or others at the workplace shall report the condition to the Superintendent any time the employee is aware that the disease actively creates such risk.

Health data of an employee is confidential and it shall not be disclosed to third parties. Employee medical records shall be kept in a file separate from their personal file.

It shall be the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with employees with a communicable disease.

Legal Reference: 29 U.S.C. §§ 794, 1910 (1994).  
42 U.S.C. §§ 12101 et seq. (1994).  
45 C.F.R. Pt. 84.3 (1996).

Cross Reference: 402.06 Employee Records  
508.03 Communicable or Infectious Diseases – Students

Approved July 14, 2003

Reviewed November 14, 2011; July 12, 2025

Revised \_\_\_\_\_

## HAZARDOUS CHEMICAL DISCLOSURE

The board authorizes the development of a comprehensive hazardous chemical communication program for the school district to disseminate information about hazardous chemicals in the workplace.

Each employee shall annually review information about hazardous substances in the workplace. When a new employee is hired or transferred to a new position or work site, the information and training, if necessary, shall be included in the employee's orientation. When an additional hazardous substance enters the workplace, information about it shall be distributed to all employees, and training shall be conducted for the appropriate employees. The central administration office shall maintain a file indicating which hazardous substances are present in the workplace and when training and information sessions take place.

Employees who will be instructing or otherwise working with students shall disseminate information about the hazardous chemicals with which they will be working as part of the instructional program.

It shall be the responsibility of the superintendent to implement this policy.

Legal Reference: 29 C.F.R. Pt. 1910; 1200 et seq. (1996).  
Laws 1993, L.B. 757

Cross Reference: 905 Safety Program

Approved July 14, 2003

Reviewed November 14, 2011, July 14, 2025

Revised \_\_\_\_\_

## HARASSMENT BY EMPLOYEES

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

Harassment includes, but is not limited to, race, religion, national or ethnic origin, color, marital status, disability, sex, veteran status, age, pregnancy, childbirth or related medical condition, or other prohibited status. Harassment by board members, administrators, employees, parents, vendors, and others doing business with the school district is prohibited. Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board.

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

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

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

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

Harassment on the basis of race, religion, national or ethnic origin, color, marital status,

disability, sex, veteran status, age, pregnancy, childbirth or related medical condition, or other prohibited status means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble individuals when:

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

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

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

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

Upon receiving a complaint, the investigator shall confer with the complainant to obtain an understanding and a statement of the facts. It shall be the responsibility of the investigator to promptly and reasonably investigate claims of harassment and to pass the findings on to the superintendent who shall complete such further investigation as deemed necessary and take such final action as appropriate. It is the intention of the district to complete its investigation within ten (10) working days after receiving a complaint unless extenuating circumstances such as unavailability of a witness or needing additional time because of the complexity of the investigation or the need to involve outside experts. The extended timeframe for investigation due to extenuating circumstances shall not exceed ten (10) days without the consent of the complainant, unless the alleged victim agrees to a longer time limit. Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against an employee or student because they have filed a harassment complaint, assisted or participated in a harassment investigation, proceeding, or hearing regarding a harassment charge or because they have opposed language or conduct that violates this policy. This policy should be used when an employee is the

alleged harasser or the alleged victim. It is strongly recommended the investigator and alternate investigator be of opposite sexes.

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

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

Cross Reference: 103 Equal Educational Opportunity  
402.01 Equal Opportunity Employment  
402.05 Employee Grievances  
403.03 Abuse of Students by School District Employees  
405 Employee Conduct and Appearance  
504.18 Harassment By Students  
505 Student Discipline

Approved July 14, 2003

Reviewed July 9, 2018, July 14, 2025

Revised August 13, 2018

## **404.06R1 - HARASSMENT INVESTIGATING AND REPORTING**

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

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

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

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

### Complaint Procedure

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

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

### Investigation Procedure

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

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

### Resolution of the Complaint

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

Prior to the determination of the appropriate remedial action, the superintendent may, at the superintendent's discretion, interview the complainant and the alleged harasser. The

superintendent shall file a written report closing the case and documenting any disciplinary or other action taken in response to the complaint. The complainant, the alleged harasser and the investigator shall receive notice as to the conclusion of the investigation.

Points to Remember in the Investigation:

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

#### Conflicts

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

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

Adopted: July 14, 2025

Reviewed: July 14, 2025

Revised: \_\_\_\_\_

HARASSMENT COMPLAINT FORM

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

\_\_\_\_\_

Description of misconduct: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

WITNESS DISCLOSURE FORM

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony, interview: \_\_\_\_\_

Description of instance witnessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### SUBSTANCE-FREE WORKPLACE

The board expects the school district and its employees to remain substance free. No employee shall unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcoholic beverage as defined by federal or state law. "Workplace" includes school district facilities, school district premises or school district vehicles. "Workplace" also includes nonschool property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

If an employee is convicted of a violation of any criminal drug offense committed in the workplace, the employee shall notify the employee's supervisor of the conviction within five days of the conviction.

The superintendent will make the determination whether to require the employee to undergo substance abuse treatment or to discipline the employee. An employee who violates the terms of this policy may be subject to discipline up to and including termination. An employee who violates this policy may be required to successfully participate in a substance abuse treatment program recommended and approved by the board. If the employee fails to successfully participate in a program, the employee may be subject to discipline up to and including termination.

The superintendent shall be responsible for publication and dissemination of this policy to each employee. In addition, the superintendent shall oversee the establishment of a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment programs.

It is the responsibility of the superintendent to develop administrative regulations to implement this policy. This policy and related administrative regulations shall have a biennial review to determine its effectiveness, implement needed changes and ensure that the sanctions are consistently enforced.

Legal Reference: P.L. 101-226, Drug-Free Schools and Communities Act  
Amendments of 1989,  
41 U.S.C. §§ 701-707 (1994).  
42 U.S.C. §§ 12101 et seq. (1994).  
34 C.F.R. Pt. 86 (1996).

Cross Reference: 405 Employee Conduct and Appearance

Approved July 14, 2003

Reviewed November 14, 2011, July 14, 2025

Revised \_\_\_\_\_

## DRUG AND ALCOHOL TESTING PROGRAM

Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate the school vehicle and the school vehicle transports sixteen or more persons including the driver or the school vehicle weighs twenty-six thousand one pounds or more. For purposes of the drug and alcohol testing program, the term "employees" includes applicants who have been offered a position to operate a school vehicle.

The employees operating a school vehicle as described above are subject to pre-employment drug testing and random, reasonable suspicion and post-accident drug and alcohol testing. Employees operating school vehicles shall not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy shall be subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function as it is defined in the administrative regulations. Employees with questions about the drug and alcohol testing program may contact the school district contact person, the superintendent at P.O. Box 29, Dunning, NE 68833.

Employees who violate the terms of this policy may be subject to discipline up to and including termination. Employees who violate this policy bear the personal and financial responsibility, as a condition of continued employment, to successfully participate in a substance abuse evaluation and a substance abuse treatment program if recommended by the substance abuse professional. Employees who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program may be subject to discipline up to and including termination.

It is the responsibility of the superintendent to develop administrative regulations to implement this policy in compliance with the law. The superintendent shall inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment.

The superintendent shall also be responsible for publication and dissemination of this policy and its supporting administrative regulations and forms to employees operating school vehicles. The superintendent shall also oversee a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment resources and programs.

Legal Reference:      49 U.S.C. §§ 5331 et seq. (1994).  
                             42 U.S.C. §§ 12101 (1994).  
                             41 U.S.C. §§ 701-707 (1996).  
                             49 C.F.R. Pt. 40; 382; 391.81-123 (1994).

34 C.F.R. Pt. 85 (1996).

Cross Reference: 410.02 Certificated Employee Personal Illness Leave  
415.02 Support Staff Personal Illness Leave

Approved July 14, 2003

Reviewed November 14, 2011, July 14, 2025

Revised \_\_\_\_\_

## INJURED EMPLOYEE ALTERNATIVE DUTY REVIEW

Employees returning to work from an injury may in some instances be placed on temporary light duty assignment by the building principal based on a doctor's recommendation. All employees are hired to perform essential functions for the district and it is necessary to the continued operation of the district that they carry out the duties they were hired to perform. This alternative duty assignment is intended to reduce lost time days and shall not continue indefinitely.

The building principal shall monitor the health improvement of the employee and conduct a review of the light duty assignment every sixty (60) days. Light duty assignment is limited to all employees to a maximum of 180 days.

Cross Reference:      407.05 Certificated Employee Workers' Compensation  
                                 410.02 Certificated Employee Personal Illness Leave  
                                 413.04 Support Staff Workers' Compensation  
                                 415.02 Support Staff Personal Illness Leave

Approved July 14, 2003

Reviewed November 14, 2011, July 14, 2025

Revised \_\_\_\_\_

## DISCLOSURE AND PROTECTION OF EMPLOYEE HEALTH INFORMATION

The district will comply with all regulations regarding privacy and confidentiality of employee health and insurance information, including the secure interchange and storage of electronic data. The superintendent is directed to implement this policy as needed to ensure proper handling of such information.

Employees will be provided with a notice describing the district's practices regarding health information. Employees shall have the right to inspect, copy or amend such information or to revoke authorization to disclose such information. Revocation of authorization may affect the availability of some employee benefits.

Legal Reference:     1996 Health Insurance Portability and Accountability Act (HIPAA)  
                          Family Educational Rights and Privacy Act (FERPA)

Cross Reference:     402.06 Employee Records  
                          804.01 Computer Security  
                          804.02 Data or Records Retention

Approved July 14, 2003

Reviewed November 14, 2011, July 14, 2025

Revised \_\_\_\_\_

## FACILITIES FOR MILK EXPRESSION

The district will designate a private area, other than a restroom, for an employee for breast-feeding or to express breast milk for her nursing child in a place which is shielded from view and free from intrusion from co-workers and the public.

Legal Reference:                    LB 627 (2015)

Approved August 10, 2015

Reviewed July 14, 2025

Revised \_\_\_\_\_

## **SCHOOL CLOSURE UNDER EXTRAORDINARY CIRCUMSTANCES**

In extreme or extraordinary circumstances, the district may close one or more buildings to protect the health, safety and welfare of staff and students. In a case of epidemic sickness or other circumstances forcing prolonged closure the district may utilize agreements, procedures, government directives or other measures to pay staff for such time as the school or schools shall be closed to ensure staff continuity.

Legal Reference:                      Neb. Statute 79-8,106

Approved: July 14, 2025

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

Revised: \_\_\_\_\_

## STUDENT CONDUCT

The board believes inappropriate student conduct causes serious disruption to the learning environment, interferes with the rights of others, and threatens the health and safety of students, employees and the public. The Superintendent and staff will develop and implement age-appropriate student codes of conduct to facilitate the educational process.

The district will not substantially burden the right to a student's religious exercise unless that religious exercise is disruptive to or interferes with the school learning environment, is detrimental to the health or safety of the student or another person, or violates the permission of staff.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district. This policy will also apply while on school owned, operated or chartered transportation; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and educational processes of the school district.

Students who violate this policy and the administrative regulations supporting it will be subject to disciplinary measures including, but not limited to, removal from the classroom, detention, suspension, probation and expulsion. The codes of conduct will include measures to prevent or discourage behavior which interferes with the educational program, behavior which disrupts the orderly and efficient operation of the school or the functioning of school activities, behavior which interferes with the maintenance of a learning environment, behavior that is violent or destructive, or behavior which interferes with the rights of other students to pursue their education. Procedures will be available to allow rights of due process for all students.

Every report of alleged violations of student conduct policies that can be interpreted at the outset to fall within the protections of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of an ongoing student conduct investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be

conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged violations of student conduct policies.

This disciplinary process is designed to create the expectation that the degree of discipline imposed by the school will be proportionate to the severity of the behavior of the particular student, the previous discipline history of the student and other relevant factors. It will also include parental involvement processes designed to enable parents, guardians, teachers and school administrators to work together to improve and enhance appropriate student behavior and academic performance. All student codes of conduct shall be submitted to the board for approval or review.

The code of conduct will be included in the student handbook, and a parent/guardian will sign and promptly return an acknowledgement of receipt of the handbook which specifically mentions the student code of conduct.

Legal Reference:                   Goss v. Lopez, 419 U.S. 565 (1975).  
  Neb. Statute 79-2,114 et seq. (Nebr. Equal Opportunity  
  in Education Act)  
  79-254 et seq. (Student Discipline Act)

Cross Reference:               503     Student Attendance  
  505     Student Conduct  
  506     Student Activities  
  1005.03 Parental and Family Involvement in the Schools

Approved August 11, 2003

Reviewed June 10, 2024, July 14, 2025

Revised June 10, 2024

## STUDENT FEES

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. No fees, specialized or nonspecialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or prekindergarten services in accordance with state statute;
8. Summer school or night school; and
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- Participation in extracurricular activities;
- Postsecondary education costs; and



79-2,125 to 2,134 (student fees law)  
79-1104 (before-and-after-school services)  
79-1106 to 1108 (learners with high ability)

Cross Reference: 505.05 Fines for Lost or Damaged Items  
506 Student Activities  
507.01 Student Records Access  
801 Transportation  
802.05 Free or Reduced Cost Meals Eligibility  
1005.01 Public Complaints

Approved August 11, 2003

Reviewed July 10, 2023, July 14, 2025

Revised \_\_\_\_\_

## BULLYING PREVENTION

The board recognizes the negative impact that bullying has on student health, welfare, safety, and the school's learning environment and prohibits such behavior. Bullying is defined as any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, at a designated school bus stop, or at school sponsored activities or school-sponsored athletic events.

~~Bullying will result in at minimum a 5-day out of school suspension and 3 weeks suspension from all school activities and may constitute grounds for long-term suspension, expulsion or mandatory reassignment, subject to state and federal statutes and the district's student discipline and due process procedures. Bystanders that do not attempt to stop the bullying or do not report the bullying to appropriate school personnel will also be subject to school discipline.~~

*Bullying may constitute grounds for detention, suspension, expulsion or mandatory reassignment, subject to state and federal statutes and the district's student discipline and due process procedures.*

*Every report of alleged bullying that can be interpreted at the outset to fall within the protections of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of an ongoing bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.*

It shall be the responsibility of the superintendent to implement appropriate programs or procedures for the purpose of educating students regarding bullying prevention.

This policy shall be reviewed annually.

~~This policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions, or debate, that is protected by state or federal law.~~

Legal Reference:                   Neb. Statute 79-2,137

Cross Reference:                505     Student Discipline

Approved April 28th, 2021

Reviewed August 14, 2023, July 14, 2025

Revised April 28th, 2021, July 14, 2025

## PARENTAL AND FAMILY INVOLVEMENT IN THE SCHOOLS

It is the policy of the district to provide full access to the parent, *guardians and educational decision makers of students of the district to review: ~~and family members of any student of the district to review textbooks, tests, curriculum and instructional materials, records of a student of any such parent, unless otherwise prohibited by law, and to any surveys of students done by the school district.~~*

1. *textbooks*
2. *tests*
3. *their student's records unless otherwise prohibited by law*
4. *activities information*
5. *digital materials, websites or applications used for learning*
6. *training materials for teachers, administrators and staff*
7. *procedures for the review and approval of training materials, learning materials, and activities*
8. *other curriculum materials used in the school district, and*
9. *any surveys of students done by the school district.*

Summary information regarding the district's curriculum, testing, and surveys will be provided at the beginning of each school year. Requests for access to specific instructional materials should be addressed to the teacher or building principal.

*The district will provide guidelines in the student handbook regarding how the district will provide access to parents, guardians, or educational decision makers other than by specific request for the information above, how it will provide access to records of students, and about the school district's testing policy.*

Requests by parents and family members to attend and monitor courses, assemblies, counseling sessions and other instructional activities shall also be made to the building principal or teacher. While requests to monitor are usually granted, if the request is denied, reasons for the denial will be provided.

It is the policy of the district to provide as consistent an experience as possible in all classroom instruction, testing, surveys, and other school experiences. It is the policy of the district not to excuse students from classroom instruction, testing, and other school experiences unless an objection is submitted to the building principal or teacher outlining the specific experience, the basis for the objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and family members. (*See Policy 605.05 Religious-Based Exclusion from a School Program.*)

The request for the student to be excused will be reviewed by the building principal and a decision provided to the parents and family members. While verbal objections and decisions are valid, written followup to verbal communications is required from the parent and family members, and the principal. If a student is excused from the requested

activity no penalty will be assessed but an agreed upon alternative activity must be performed to the satisfaction of the teacher and principal.

It is the policy of the district to *notify parents, guardians and educational decisionmakers of students electronically or by mail at least fifteen days prior to the administration of any survey which may be scheduled that includes: use only testing methods and testing instruments that are not of an experimental nature and to avoid using any testing materials or testing techniques that are not generally recognized by educational professionals to be within sound educational standards and both educationally and academically appropriate.* It is the policy of the district to ~~notify parents and family members of any standardized testing that may be scheduled within the school district.~~

1. *sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information on political affiliation, or any other information that the school board deems to be sensitive in nature; or*
2. *a non-anonymous survey requesting students provide information relating to drug, vape, alcohol, or tobacco use.*

~~It is the policy of the district to notify parents and family members of any survey which may be scheduled and to conduct student surveys judiciously, with full consideration of the fact that parents and family members may find items of the survey objectionable.~~

~~The following activities will also be included in the board's plan for parental and family involvement:~~

1. ~~The board will involve parents and family members in the development of the Title I plan, the process for school review of the plan and the process for improvement;~~
2. ~~The board will provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental and family involvement activities to improve student academic achievement and school performance;~~
3. ~~The board will build the schools' and parents' and family members' capacity for strong parental and family involvement;~~
4. ~~The board will coordinate and integrate parental and family involvement strategies under Title I with other programs such as Head Start, Reading First, etc.;~~
5. ~~The board will conduct with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family involvement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents and family members in Title I activities (with particular attention to parents and families who have low income, Limited English Proficient (LEP), minorities, disabilities and low literacy) and use the findings of the evaluation to design strategies for more effective parental and family involvement and to revise, as necessary, the parental and family involvement policies; and~~

~~6. The board will involve parents and family members in Title I activities.~~

*Such notice shall 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. Such surveys will be judiciously conducted, with full consideration of the fact that parents and family members may find items of the survey objectionable.*

*Parents, guardians, and educational decision makers have the right to request that a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student, review the survey in person at the school, and exempt their child from participating in the survey.*

*Unless required by federal or state law or regulation, school personnel administering any such survey shall not disclose personally identifiable information of a child. No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.*

*The following activities will also be included in the District's plan for parental and family*

- 1. The District will involve parents and family members in the development of the Title I plan, the process for school review of the plan and the process for improvement;*
- 2. The District will provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental and family involvement activities to improve student academic achievement and school performance;*
- 3. The District will build the schools' and parents' and family members' capacity for strong parental and family involvement;*
- 4. The District will coordinate and integrate parental and family involvement strategies under Title I with other programs such as Head Start, Reading First, etc.;*
- 5. The District will conduct with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parental and family involvement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents and family members in Title I activities (with particular attention to parents and families who have low income, Limited English Proficient (LEP), minorities, disabilities and low literacy) and use the findings of the evaluation to design strategies for more effective parental and family involvement and to revise, as necessary, the parental and family involvement policies; and*
- 6. The District will involve parents and family members in Title I activities.*

The parent and family members or guardian of a student may have access to that student's records during normal business hours of the district according to Policy 507.01 Student Records Access. *Nothing in this policy shall require the violation of student privacy statutes as referenced below.*

This policy shall be adopted *annually* following a public hearing to receive public comments and suggestions.

Legal Reference:       Neb. Statute 79-530 to 533  
                              No Child Left Behind, Title I, Sec. 1118, P.L. 107-110  
                              *Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, 20 U.S.C. 1232g,*  
                              *Protection of Pupil Rights Amendment of 1978, 20 U.S.C. Children's Online Privacy Protection Act (COPPA) of 1998, 15 U.S.C. 6501 et seq.*  
                              *Children's Internet Protection Act (CIPA), 47 C.F.R. 54.520*

Cross Reference:       507.01 Student Records Access  
                              605.05 *Religious-Based Exclusion from a School Program*  
                              606.03 Objection to Instructional Materials  
                              610.01 *Test or Assessment Selection*  
                              610.02 Test or Assessment Administration  
                              611.01 Student Progress Reports  
                              611.04 Parent Conferences  
                              1002. District Annual Report  
                              1005.01 Public Complaints

Approved: January 12, 2004

Reviewed: August 14, 2023, June 9, 2025

Revised: September 12, 2016, July 14, 2025