

Board of Education Regular Meeting

Central Office, Wauneta Attendance Center
PO Box 368
Wauneta, NE 69045

Monday, August 8, 2022 6:00 PM

Hondo Fanning: Present

John Jutten: Present

Laurie Maris: Present

Aaron McKinney: Present

Allison Sandman: Present

Marty Wheeler: Absent

I. Call to Order

Opened at 6:02 pm MT.

I.1. Pledge of Allegiance

The Pledge of Allegiance was recited.

I.2. Posting Verification

Posting verification by Maris and McKinney,

I.3. Open Meetings Act Notice

I.4. Mission Statement

II. Roll Call

III. Amendments to the Agenda/Approval of the Proposed Agenda

III.1. Add 2022-2023 Principal Contract to Action Items

To add approval of 2022-2023 principal contract to action items Passed with a motion by John Jutten and a second by Aaron McKinney.

Hondo Fanning: Yea, John Jutten: Yea, Laurie Maris: Yea, Aaron McKinney: Yea, Allison Sandman: Yea

IV. Discussions Items

IV.1. Building Update

August 23rd next design meeting.

V. Action Items

V.1. Increase Spending Authority

To increase superintendent spending authority to \$5000 (increase from \$3000) Passed with a motion by Laurie Maris and a second by Hondo Fanning.

Hondo Fanning: Yea, John Jutten: Yea, Laurie Maris: Yea, Aaron McKinney: Yea, Allison Sandman: Yea

V.2. Approval and Signing of 7/11/2022 Board Minutes

To approve and sign 7/11/2022 regular meeting minutes Passed with a motion by Laurie Maris and a second by Hondo Fanning.

Hondo Fanning: Yea, John Jutten: Yea, Laurie Maris: Yea, Aaron McKinney: Yea, Allison Sandman: Yea

V.3. Approve the District Expenditures and Budget Reports

To approve the budget reports as presented and district expenditures for August 2022 of accounts payable \$201,587.22, payroll \$224,719.17 for a total of \$426,306.39 Passed with a motion by Aaron McKinney and a second by John Jutten.

Hondo Fanning: Yea, John Jutten: Yea, Laurie Maris: Yea, Aaron McKinney: Yea, Allison Sandman: Yea

V.4. Approve and Adopt 2022-2023 Handbooks

To adopt the 2022-2023 Student Handbooks for Pk-5 and 6-12 changing absenteeism days to 8 from 10 to be considered chronically absent Passed with a motion by Laurie Maris and a second by John Jutten.

Hondo Fanning: Yea, John Jutten: Yea, Laurie Maris: Yea, Aaron McKinney: Yea, Allison Sandman: Yea

V.5. Approve Teacher Contract

To approve .25 FTE teacher contract for 2022-2023 school year for Teresa Hayes Passed with a motion by Hondo Fanning and a second by John Jutten.

Hondo Fanning: Yea, John Jutten: Yea, Laurie Maris: Yea, Aaron McKinney: Yea, Allison Sandman: Yea

V.6. Approve 2022-2023 Principal Contract

To approve 2022-2022 principal contract for Ron Bauer Passed with a motion by John Jutten and a second by Laurie Maris.

Hondo Fanning: Yea, John Jutten: Yea, Laurie Maris: Yea, Aaron McKinney: Yea, Allison Sandman: Yea

With Mr. Sorensen's passing will be filled with Ron Bauer who will serve as transportation director, activities director, principal

VI. Policy Review

VI.1. Approve and Adopt 2nd Reading of 1000 Series Policy

To approve, adopt, and waive the oral second reading of 1000 series policies Passed with a motion by Laurie Maris and a second by Hondo Fanning.

Hondo Fanning: Yea, John Jutten: Yea, Laurie Maris: Yea, Aaron McKinney: Yea, Allison Sandman: Yea

VI.2. Approve the 1st Reading of 2000 Series Policies 2420, 2030

To approve the first reading of 2000 series board policies and waive the oral reading 2420, and 2430 Passed with a motion by Hondo Fanning and a second by Aaron McKinney.

Hondo Fanning: Yea, John Jutten: Yea, Laurie Maris: Yea, Aaron McKinney: Yea, Allison Sandman: Yea

VI.3. 2nd Reading of Policies 1220, 3132, 3540, 4009, 4133, 6600,8343, 8346, 9340

To approve the second reading and waive the oral reading of policies 1220, 3132, 3540, 4009, 4133, 6600, 8343, 8346, 9340 Passed with a motion by John Jutten and a second by Laurie Maris.

Hondo Fanning: Yea, John Jutten: Yea, Laurie Maris: Yea, Aaron McKinney: Yea, Allison Sandman: Yea

VII. Administrative Reports

VII.1. Superintendent Report

Geier reported that preliminary budget figures look for a 2% increase. Land Valuations are not in yet. Administrator days were attended and full of information with school law, teacher shortage, rule 10, attendance. Geier shared that how are staff works together as a

team. Myra, Marj, Brenda and Mr. Frecks handled the transportation plan. We sent condolences to the Sorensen family.

VII.2. Principal Report

Bronco Academy has been underway for one week has 20 students attending. Mrs. Doetker heads up the academy with help from Mrs. Guillen and Brenda Daniel. Covers math facts, reading, science experiments. Monday, kick off for parents and students, Tuesday will be 5:30 pm MT elementary annual kick off in Palisade. Wednesday is first day with 2 hour release filled with safety drills, class meetings etc. Fall sports practice has begun with 18 football players, 18 volleyball players.

VII.3. ESU 15 Report

ESU meeting will be Wednesday in Trenton at noon.

VII.4. NASB Report

NASB area membership meeting is 9/20/2022 in North Platte. NASB State Convention November 16-18 in Omaha.

VIII. Executive Session

VIII.1. Enter Into Executive Session

VIII.2. Return to Open Session

IX. Next Regular Meeting

Budget Hearing, Levy Hearing, and Regular meeting on September 19, 2022 at 6:00 pm MT/7 pm CT in Wauneta.

X. Recognition of Visitors/Public Comments

XI. Adjourn

Meeting adjourned at 7:05 pm MT.

Wauneta-Palisade Schools Board of Education Regular Meeting Minutes

The Board of Education for the District of Chase County School District #15-0536 a/k/a Wauneta-Palisade Public Schools was convened in open, public session for a Regular Meeting at 6:07 pm MT on July 11, 2022, in the Central Office, Wauneta Attendance Center, PO Box 368, Wauneta, NE 69045, by President Sandman.

Notice of the meeting was given in advance by publication and/or posting in accordance with the Board approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. The Secretary of the Board maintains a list of the news media requesting notification of the meetings and advance notification to the listed media of the time and place of the meeting and the subjects to be discussed at this meeting was provided. Availability of the agenda was communicated in the publicized notice and a current copy of the Agenda was maintained as stated in the publicized notice. All proceedings of the Board of Education, except as may be hereinafter noted, were taken while the convened meeting was open to the attendance of the public.

Announcement of Open Meetings Act Posting

At the beginning of the meeting, President Sandman announced and informed the public that a current copy of the Open Meeting Act is permanently posted in the meeting room on a laminated poster, accessible to members of the public.

Mission Statement

Inspiring our Youth, Expecting Results Everyday

I. Call to Order. Called the meeting to order at 6:07 pm MT.

I.1. Pledge of Allegiance. The Pledge of Allegiance was recited.

I.2. Posting Verification. McKinney and Maris verified meeting posting.

I.3. Open Meetings Act Notice

I.4. Mission Statement

II. Roll Call. Present: Fanning, Jutten, McKinney, Maris, Wheeler, Sandman

III. Discussion Items

III.1. Committee Reports: Americanism/Instruction

III.2. Student Fees Policy Hearing. Open hearing at 6:11 pm MT. Close hearing at 6:14 pm MT.

IV. Action Items

IV.1. Approval and Signing of 6/13/2022 Regular Meeting Minutes. To approve and sign the 6/13/2022 regular meeting minutes passed with a motion by Laurie Maris and a second by John Jutten.

Hondo Fanning: Yea, John Jutten: Yea, Laurie Maris: Yea, Aaron McKinney: Yea, Allison Sandman: Yea, Marty Wheeler: Yea

IV.2. Approval of District Expenditures and Budget Reports. To approve the budget reports as presented and the expenditures of payroll \$235,956.22, accounts payable \$116,344.90 for a total of \$352,301.12 passed with a motion by John Jutten and a second by Aaron McKinney.

Hondo Fanning: Yea, John Jutten: Yea, Laurie Maris: Yea, Aaron McKinney: Yea, Allison Sandman: Yea, Marty Wheeler: Yea

IV.3. Approval of Pre-Engineered Steel Building. To approve the pre-engineered steel building bid of \$392,506 from Ceco Buildings (\$77494 under budget of \$470000) passed with a motion by Aaron McKinney and a second by Laurie Maris.

Hondo Fanning: Yea, John Jutten: Yea, Laurie Maris: Yea, Aaron McKinney: Yea, Allison Sandman: Yea, Marty Wheeler: Yea

IV.4. Approval of 2022-2023 Teaching Contracts. To approve 2022-2023 teaching contracts for Lisa McAlevy and Kristy Vapenik passed with a motion by Laurie Maris and a second by Hondo Fanning.

Hondo Fanning: Yea, John Jutten: Yea, Laurie Maris: Yea, Aaron McKinney: Yea, Allison Sandman: Yea, Marty Wheeler: Yea

IV.5. Approve Substitute Teacher Pay Increase. To approve substitute teacher pay increase to \$140 per day passed with a motion by John Jutten and a second by Marty Wheeler.

Hondo Fanning: Yea, John Jutten: Yea, Laurie Maris: Yea, Aaron McKinney: Yea, Allison Sandman: Yea, Marty Wheeler: Yea

IV.6. Approval of 2022-2023 Meal Prices. To approve 2022-2023 meal price increase of \$.10 per meal, to reflect \$2.20 K-12 Breakfast, \$2.75 Adult Breakfast, \$2.85 K-6 Lunch, \$3.20 7-12 Lunch, \$3.95 Adult Lunch passed with a motion by Hondo Fanning and a second by Marty Wheeler.

Hondo Fanning: Yea, John Jutten: Yea, Laurie Maris: Yea, Aaron McKinney: Yea, Allison Sandman: Yea, Marty Wheeler: Yea

V. Policy Review

V.1. Adopt Student Fees Policy. To adopt the 2022-2023 Student Fees Policy 5416 passed with a motion by Laurie Maris and a second by John Jutten.

Hondo Fanning: Yea, John Jutten: Yea, Laurie Maris: Yea, Aaron McKinney: Yea, Allison Sandman: Yea, Marty Wheeler: Yea

V.2. First Reading of Updated District Policies 1000 Series. To approve the first reading and waive the oral reading of 1000 series updated board policies passed with a motion by Laurie Maris and a second by Aaron McKinney.

Hondo Fanning: Yea, John Jutten: Yea, Laurie Maris: Yea, Aaron McKinney: Yea, Allison Sandman: Yea, Marty Wheeler: Yea

V.3. Annual Policy Review Updates:

Policies 1220, 3132, 3540, 4009, 4133, 6600,8343, 8346, 9340. To approve the first reading and waive the oral reading of policies 1220, 3132, 3540, 4009, 4133, 6600, 8343, 8346, 9340 passed with a motion by John Jutten and a second by Hondo Fanning.

Hondo Fanning: Yea, John Jutten: Yea, Laurie Maris: Yea, Aaron McKinney: Yea, Allison Sandman: Yea, Marty Wheeler: Yea

VI. Administrative Reports

VI.1. Superintendent Report. Geier shared with the board, Mike Ruyle was here for Marzano training with staff for instructional strategies. July 18th Stacy Agnew with FFA Foundation will present at 8 am MT in the ag room, administrator days are July 20-21. Geier is still working through the 2022-2023 budget.

VI.2. NASB Report

Area Membership Meeting SEPTEMBER 20 - NORTH PLATTE
ANNUAL SPARQ DATA SOLUTIONS TAILGATE
SATURDAY, SEPTEMBER 17 - LINCOLN
FACILITIES & CONSTRUCTION
SEPTEMBER 22 - KEARNEY
LABOR RELATIONS CONFERENCE
OCTOBER 5-6 - LINCOLN

IX. Next Regular Meeting. Monday, August 8, 2022 at 6 pm MT/7 pm CT in Wauneta.

X. Recognition of Visitors/Public Comments. None.

XI. Adjourn. Meeting adjourned at 7:24 pm MT.

Respectfully submitted,
Marj Rundback
Recording Secretary

Dated this July 11, 2022
Chase County School District #536
a/k/a Wauneta-Palisade Public Schools

By: _____ Attest: _____
Board Secretary Board President

WAUNETA–PALISADE PUBLIC SCHOOLS

Inspiring Our Youth & Expecting Results Every Day



2022-2023

6–12 STUDENT HANDBOOK

School Website: www.waunetapalisadeschools.org



School Facebook Page: www.facebook.com/waunetapalisadeschools



School Twitter Page: [@WPBroncos](https://twitter.com/WPBroncos)



Mission Statement.....	2	Welcome & Intent of Hand Book.....	3
Notice of Discrimination.....	3	Behavioral Philosophy & Expectations.....	3
Attendance.....	4	Extended Absences.....	4
School Activity Absences.....	4	Unexcused Absences.....	4
Tardies.....	5	Leaving school during the school day.....	5
Suspension and Expulsion.....	5	School Dress Policy.....	6
Electronic Devices.....	6	Lockers.....	7
Attendance and Grade Reports.....	7	Eligibility.....	7
Student's Record Files.....	7	Building.....	7
Honor Students.....	8	National Honor Society.....	8
Academic Honor Roll Policy.....	8	Commencement Program.....	8
Class Funds Policy.....	9	Detentions.....	9
Substances on School Grounds.....	9	Candy, Gum, Snacks, and Soft Drinks.....	9
Work Release Option.....	9	Dishonorable Conduct.....	10
Student Affections.....	10	Graduation Requirements.....	10
Junior High Promotion.....	11	Automobile Policy.....	11
Transportation Policy.....	11	Meetings.....	11
School Bus Safety Code.....	11	Non-Traditional Students.....	12
Homecoming Activities.....	12	Scheduling Activities.....	12
School Dances - Jr. High.....	12	School Dances (Sr. High).....	12
School Elections.....	13	Lost and Found.....	13
Organization Sponsorships.....	13	Lunch count and purchases.....	13
Money making Projects.....	13	Open Lunch.....	14
Lunch Charge Policy.....	14	Registration.....	15
Guidance Program.....	14	Severe Weather - School dismissal.....	15
Grading System.....	15	Sexual Harassment.....	15
Hazing and Bullying.....	15	Student Substance Abuse.....	16
Dating Violence.....	16	Internet Usage.....	18
Guns/Weapons/Explosive Policy.....	17	Student Visitors.....	18
Distance Learning Center.....	18	Right to be Excluded from Published lists.....	18
Grievance Procedure.....	18	Concussion Policy and Information.....	20
Letter Requirements.....	19	Signature Page.....	25
Parent/Family Engagement Policy.....	23		

Mission Statement

*Inspiring Our Youth &
Expecting Results Every Day*



Welcome & Intent of Handbook

Parents and Students: At Wauneta-Palisade School we believe that all students can and will learn. Through the scope of our mission statement, all Wauneta-Palisade staff and administration will work to create that environment and fulfill that mission for our students. In order to fulfill our mission and make this school year as enjoyable as possible, all students must accept the responsibilities for monitoring a good school. Cooperation between your fellow students and the school staff will enable you to always be proud that you attend Wauneta-Palisade Schools. This handbook has been developed to help you understand your responsibilities as a student, parent or guardian. As with all such documents it cannot possibly cover all contingencies, and therefore is subject to appropriate administrative interpretation to serve the best interests of students, parents, patrons, and the District.

- Mr. Geier, Mr. Frecks, & Mr. Gaston

Notice of Discrimination

Applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Wauneta-Palisade Public Schools, District #536, are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or employment in, its programs and activities. Any person having inquiries concerning the regulations implementing Title I, Title VI, Title IX or Section 504 is directed to contact the Superintendent, 214 West Wichita, Wauneta-Palisade Public Schools, Wauneta NE 69045, 308-394-5650. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education regarding the school's compliance with these laws.

Student Behavior Philosophy and Expectations

It is the goal of Wauneta-Palisade School to continually provide a safe and secure environment that is conducive to learning for all students, and we believe that it is the student's responsibility to help maintain that environment, and take responsibility for their own actions. The following is a list of the expectations for students, and is the behavioral standard that all Wauneta-Palisade Students will be held to at the appropriate level while in school, in school vehicles, or at any school related function:

The Wauneta-Palisade Six

1. Follow instructions and respect authority figures
2. Speak and communicate appropriately
3. Move throughout the school and classroom appropriately
4. Keep hands, feet, and objects to yourself
5. Be prepared
6. Be respectful to yourself and others

Attendance

Regular attendance in school is required by school law of Nebraska 79-201, which states that "a child is of mandatory attendance age if the child (a) will reach six years of age prior to January 1 of the then-current school year and (b) has not reached eighteen years of age." Excluding school related activities, students may not be absent from school or class more than ~~ten days~~ **eight days** during a semester. Students participating in school related activities under the supervision of a school staff member are considered present.

The school administration and school board believe that the main responsibility for attendance lies with the student's parent/guardian. Parents/guardians are asked to cooperate with the school to keep the number of absences to a minimum. However, it is understandable that a student will be absent periodically due to circumstances beyond his/her control. It is the responsibility of the parent to notify the school by 9:00 a.m. MT on days when the student is absent due to illness.

Students in grades 9-12 who accumulate more than ten (10) absences in a course, regardless of whether the absences are excused or unexcused, during one semester shall have a reduction in credits received for the course. Credits will be reduced in each course using the following scale:

- 11-15 absences: Loss of one (1) Credit hour
- 16-20 absences: Loss of two (2) credit hours
- 21 or more absences: Loss of three (3) credit hours

The parent(s) or guardian(s) may appeal a credit reduction decision by giving the principal a written appeal request within ten (10) calendar days after notice of the credit reduction. The appeal request forms can be picked up in the office of either the Wauneta or Palisade Attendance Centers. The appeal will be decided by the Credit Appeal Committee which will consist of the Principal and two faculty members. The parents and student are responsible for showing justification for the absences.

Extended illness, injury, surgery, or other medical emergency supported by a doctor's statement will be recorded in the office. Typically, absences of this nature are excluded from the ten absence policy.

Excused Absences

The following types of absences may be excused, provided the required procedures have been followed.

1. Illness of the student
2. Serious illness or death in the immediate family
3. Medical or Dental attention
4. Absences approved in advance by the Principal
5. Court appearances that are required by a Court Order
6. College visits planned in advance and the school is notified by the parent at least one (1) day before the absence
7. Family trips in which the student accompanies parent(s)/guardian(s)

The Principal shall have the discretion to deny approval for any of the foregoing reasons, depending on circumstances such as the student's number of absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

School Activity Absences

Absences for participation in inter-school activities (sponsored by the school) will not count toward the maximum number of absences allowed. Make-up work for these types of activities is the responsibility of the student. Students who have planned absences (non-school related) need to have a student absence slip signed by their instructors before they leave. If they do not have this slip signed, the absence may be considered unexcused and the teacher may issue a zero grade for Work missed that day. It is the responsibility of the student to seek out these absence slips and get them turned back into the office or to their sponsors. The school secretary and/or Principal will make random calls to those absent. A note signed by the parent guardian must be sent with the student requesting an excused absence. Pre-excused absences may be obtained by the parent guardian by sending a note. Students with excused absences have one day for each day absent to make up work.

Unexcused Absences

In accordance with Nebraska School Law Section 79-201, the administration of the School shall determine if absences are excused or unexcused. Students will be considered absent and excused if they are absent without the consent of a parent (guardian) or if they are absent for a reason considered unacceptable by the Principal. Unexcused absences may result in the student owing time to be served or in-school Suspension. Students engaging in unexcused absences may be considered truant and be subjected to disciplinary consequences for truancy. Teachers will not be asked to take time to arrange make-up work for students who are absent for non-essential reasons. Any student who receives an unexcused absence or is suspended will be awarded a grade of zero in each class missed. However, if a student is suspended he/she will be allowed to make up all Work and tests missed.

Tardies

All students should be punctual in arriving at school and to classes. A student who is tardy to school should be accompanied by a written excuse or phone call. Any student tardy to School must report to the office. If a student is more than ten (10) minutes late he/she shall be judged absent for that class period. Any student 30 minutes or more late to school will be unable to practice or participate in extracurricular activities that night unless the absence is excused by the administration. Coaches may impose consequences for any student that was unable to practice due to late arrival to School.

- Students are allowed a sum of five tardies during a semester. For each tardy after this, the student will be assigned a detention.

Leaving school during the school day

No student is to leave school while school is in session without the permission of the administration. Permission will only be granted if the parents have made arrangements with the principal's office in advance, either by phone or written notice. All students who leave school must also sign out when leaving and sign in upon returning.

Suspension and Expulsion

The Principal may determine that it is necessary to exclude a pupil from classes. The decision to exclude is made after the Principal has investigated the facts, given the pupil oral or written notices of the charges against him/her, and provided an opportunity for the pupil to present his/her version of events.

The range of possible exclusions includes:

1. Short term suspension for a period of time up to five (5) school days.
2. Emergency exclusion for a period of time as long as the student's presence in the school presents a danger to himself/herself or others.
3. Long term suspension is for a period of time exceeding five (5) school days but less than twenty (20) School days.
4. Expulsion is for a period of time not to exceed the remainder of the semester in which the expulsion took effect.

A pupil cannot attend School, any School function, or be on School property during the duration of a suspension, exclusion, or expulsion until receiving permission from the administration.

- I. The following may constitute grounds for short-term suspension, long-term suspension, or expulsion.
 - 1) Use of violence, force coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes
 - 2) Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small Value
 - 3) Causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision
 - 4) Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from each student
 - 5) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon
 - 6) Engaging in the unlawful possession, Selling, dispensing, or use of a controlled substance, tobacco or alcoholic liquor
 - 7) Public indecency, except that this Subdivision shall apply only to students at least twelve years of age but less than nineteen years of age
 - 8) Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interfered with School purposes
 - 9) Repeated or flagrant violation of rules and regulations. This includes persistent failure to comply with directions of teachers and/or other School personnel, and/or rules of teachers, and/or rules of other school personnel.

II. Administrative and teaching personnel may take actions regarding student behavior, which are reasonably necessary to aid the student, further School purposes, or prevent interference with the educational process. Such actions may include counseling of students, parent conferences, rearrangement of Schedules, requirements that a student receive counseling, or restricting participation in extracurricular activities. Should a teacher need to utilize greater means to influence student attitude and conduct, he/she may assign a detention to be served before school, after school, or during lunch.

III. Before long-term suspension or expulsion is invoked, the pupil may, upon request, have a hearing on the specific charges. Pupils are advised of this right When a Principal decides to recommend one of the above actions. If a hearing is not requested within five (5) school days the recommendation will go into effect.

IV. Students who are suspended will receive a zero in each class missed. However, if a student is suspended he/she will be allowed to make up all Work and tests missed.

School Dress Policy

In the matter of student dress it is policy that the student body of Wauneta/Palisade should maintain a conservative dignity in the student's apparel. Students will be asked to change any clothing considered to be disruptive to the learning environment. The purpose of a conservative dress policy is to encourage students to place values, not on superficial standards such as dress or popularity, but rather upon the lasting and proven standards of character, intellect, ability, and dignity and to encourage young men and women to seek attention and peer approval by excellence in such substantial traits as academic achievement rather than odd regalia. The administration will determine what constitutes appropriate attire. The general policy for both boys and girls is as follows:

1. No odd regalia shall be allowed that detracts from the educational process, nor any type of clothing that is not deemed to be conducive to a good school environment. Shirts/blouses must cover the torso all the way to the waistline. Any sleeveless shirt must have shoulder straps at least three inches in width and tight fitting under the arms. Shirts that have been altered by cutting off the sleeves are not allowed outside of physical education classes. Undergarments should not be exposed.
2. Dress for School, and school sponsored activities must be appropriate and in good taste for the occasion.
3. Hats and sunglasses will be off while in the school building.
4. Shorts and skirts should be, at minimum, mid-thigh length.
5. Clothing with excessive holes is considered inappropriate.
6. Beer, Profanity, or other logos printed on clothing, that are not conducive to a good school environment are not allowed.
7. No gang related attire will be worn on school premises, or to any school sponsored activities.

Electronic Devices

Philosophy and Purpose- Wauneta-Palisade Public School believes that computers and all related technologies are educational tools that can be used to enhance the educational opportunities provided to our students. Access to school computers, tablets, chromebooks, internet, e-mail, and use of personal electronic devices on school grounds is a privilege and not a right. Individuals are responsible for their actions and communications when using computers and related technologies. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the district hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

Definition- "Electronic devices," include, but are not limited to, cell phones, smart phones, mp3 players, iPods, iPads, tablets, chromebooks, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, and or electronic or battery powered instruments which transmit voice, text, or data from one person to another.

1. Electronic devices are not to be used during school hours (7:50 - 3:06 MT). **Exception:** Students may appropriately use electronic devices in between classes and during their lunch hour in the hallways by the student lockers, gym lobby, or on the grounds outside of the building. Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a laptop computer for a class presentation).
2. Wauneta-Palisade electronic equipment shall be treated like school lockers for students. No reasonable expectation of privacy exists in relation to equipment use. Network administrators may review files, information equipment, and e-mail of staff and students to maintain system integrity and ensure users are acting responsibly. Users should not expect that any information stored or used on the network, servers, or in computers/ipads, would be private.
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.
4. Students shall not use electronic devices at any time or place for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment, or (f) activities which invade the privacy of others or (g) pictures used to intimidate, embarrass, or harass any staff member or student.
5. Electronic devices used in violation of school policy may be confiscated by school personnel and returned to the student or parent guardian at an appropriate time.
6. All violations and disciplinary action imposed will be in accord with administrative discretion and interpretation. Students are permitted to possess and use electronic devices before and after school hours provided that they do not commit any of the abuses listed above. The administration has the discretion to limit use of electronic devices on school grounds or activities, both home and away, if abuse occurs.

Lockers

No type of permanent markings, decals, or stickers will be allowed on lockers, with the exception of pre-activity spirit signs. The Wauneta/Palisade Public School cohabitates lockers with students and the lockers remain in the ownership of the school system. Periodic locker inspections can be held at the administrator's discretion. Valuables such as money, cell phones, calculators, etc. should not be left in hall lockers or gym lockers. The Wauneta-Palisade Schools will not be responsible for lost, stolen or misplaced money. Because lockers are the property of Wauneta-Palisade Schools, only school issued padlocks are allowed on the lockers. An exception may be granted if a student using his or her own padlock with a key provides a copy of the key to the office. Combination padlocks are available in the office for checkout.

Attendance and Grade Reports

Attendance and grade reports to parents will be made on a nine-Week basis. Office records of pupil marks should be placed on report cards within three school days after the end of the grading period. Report cards will be handed out on Friday following the nine-Week period or as near as possible a week after the end of the period.

Incompletes may be given at the end of a quarterly grading period. Students will have two weeks to complete the required work. The decision to issue an incomplete grade is done at teacher discretion in consultation with administration.

Eligibility

Students must maintain passing grades (D- or above) in all classes and be enrolled in no fewer than four (4) classes to be eligible to represent Wauneta/Palisade Public School in any inter-school activity/competition. Ineligible periods are from Tuesday of each week until Tuesday of the following Week.

The first week that a student is failing two or more subjects they will be placed on academic probation. Students placed on academic probation will be required to spend 30 minutes each day in focused study time working to improve their grades. This time may be spent with a teacher or administration and can be served before school, after school, or during lunch. The time and location of this study hall will be determined by the administration. If a student is failing two or more subjects for two consecutive weeks they are ineligible and will continue to be on academic probation for that week. Down slips are turned in by teachers by 12:00 PM on each Monday and determine students eligibility status for the following week. All students are eligible for the first two weeks of each new quarter.

Activities affected by the weekly ineligibility list include, but are not limited to, the following:

Athletic contests, Dances, Instrumental and Vocal music contests, Musical, Winter and Spring concerts Speech and One-Act play performances, FFA and FBLA events, Inter-High and Quiz Bowl competitions, award banquets, and any other activity deemed as being extracurricular.

Eligibility for class field trips will be determined by the nature of the educational experience and the impact of missed class time for the student.

Student's Record Files

Any student, his or her parents or guardians, teachers, Counselors, and School administrators shall have access to the student's record files during administrative office hours. Requests will be made to the school administrator, counselor, or teacher who will be present while the file is removed from the cabinet. Academic records and disciplinary records will be kept in separate files and disciplinary records of individual students will be destroyed upon the student's graduation or three years after the student has left the school. Except for the student, parents/guardians, teachers, counselors, and School administrators, no other person or persons shall have access to the student's records unless the student or his/her parents/guardian gives personal or written authorization. The student must sign a release form each time academic information (transcript, rank, etc.) is released by the Wauneta/Palisade Public School.

Building

The building will be open to students at 6:45 a.m. MT in Wauneta and 7:45 a.m. CT in Palisade. Pupils with definite work assignments may report earlier. All pupils except those engaged in school-based organized activities under the direct supervision of a coach or sponsor are to be cleared of the building by 3:45 p.m. MT (Wauneta) 4:45 p.m. CT (Palisade).

Honor Students

The valedictorian and the salutatorian of each graduating class are to be selected on the basis of scholastic grade averages. To determine the Valedictorian and salutatorian students, averages will be obtained by using the minimum divisor of subjects taken among Contenders for class honors. (For example if "A" has sixteen subjects and "B" has twenty, "B" Will be allowed to disregard four of his lowest grades in order to equalize the averages and recognize student initiative.) Contenders must have completed all of their junior and senior year within the Wauneta/Palisade school system. Students who take core college classes over the DLC have the option of including those classes into their GPA and can be counted toward honors. Class standings will be averaged on high school grades for all eight semesters and are to be calculated on the following point system:

A+/A =	4.0	C =	2.0
A- =	3.7	C- =	1.7
B+ =	3.3	D+ =	1.3
B =	3.0	D =	1.0
B- =	2.7	D- =	1.0
C+ =	2.3	F =	0.0

Honor points will be totaled and divided by the number of grades to establish an honor point average that will then become the basis for ranking Students in the class.

Any and all honors are given with the recommendation, consent and approval of the High School Faculty. In the event of a tie, equal honors will be given, Students earning a grade point average of 3.50 or higher Will be recognized as being graduated With "High Distinction".

National Honor Society

The Frenchman Valley Chapter of the National Honor Society is an organization intended to allow faculty members to bestow honors on those students who have the highest achievements in four areas: scholarship, character, leadership, and service. The Society will adhere to the following selection procedures.

1. In early spring, letters are sent to all students in grades 10-11 with a 3.0 cumulative GPA, inviting them to join the NHS. Application forms and an explanation of the process are included with this letter.
2. Once the application deadline has passed, the advisor creates a list of students who have returned membership application forms. This list is given to faculty and administration that are asked to rate those students in each of four categories (scholarship, character, leadership, and service) on a scale of 1 to 5.
3. The advisor compiles the individual survey results and offers them, along with the completed application forms, to the faculty council for review.
4. The faculty Council, which will consist of 5 teachers who are to remain anonymous, votes independently by selecting any of the potential candidates they feel are worthy of membership in the NHS.
5. The advisor collects the votes of the Council. Any student receiving a majority vote (3 out of 5) is elected into the Society. There will be no quota or predetermined number of inductees in any given year.
6. Students who are in the society may be dismissed following due process for violating their oath of membership. The faculty disciplinary committee may gather evidence from a variety of sources including testimony, law enforcement citations and other documentation to decide what disciplinary action to take against a member. The faculty disciplinary Committee makes the final decision on disciplinary cases. There is no appeals process.

Academic Honor Roll Policy

- High Honor Roll—A student achieves "High Honor Roll" for the grading period if he/she has a GPA of 4.0 over all classes for the grading period in question.
- Honor Roll—A student achieves "Honor Roll" for the grading period if he/she has a GPA in the range of 3.50-3.99 over all classes for the grading period in question.
- Honor Roll and High Honor Roll are figured for quarterly and semesterly grading periods.

Commencement Program

There will be a commencement program with the date selected and placed on the calendar by the administration. The graduating seniors will wear caps, gowns, and appropriate attire and footwear. The seniors have a prerogative to select the speaker with the approval of the sponsor(s) and administration and select the music, again with approval of the sponsor(s) and administration. Student participation in commencement ceremonies is optional. Any student choosing not to successfully complete the commencement program, but having resolved all financial and academic obligations, may stay in School until School is dismissed for the year and have their graduation certificate mailed to them. The school will pay the fee for a ceremonial diploma package for students who have chosen to successfully go through the commencement proceedings, and these students will be released from school immediately after the ceremony. Any student choosing not to successfully go through commencement proceedings, but still wishing to receive the ceremonial diploma package, will be charged a fee. All financial and academic obligations that a student has to the school must be resolved prior to receiving a diploma.

Class Funds Policy

The Board of Education directed the Administration to transfer all the remaining funds of graduated classes to the Junior class.

Detentions

Any student who is issued a detention by a staff member will serve the detention either on the day the detention was issued or on the following day. If a student is scheduled to serve a detention and does not show up for the detention or school because of a documented medical absence, he/she will owe the detention on the next school day. If the student does not serve the detention for any non-medical reason, he/she may have to serve two detentions. If both detentions are not served, the student will be suspended. Absences for School sporting events are NOT acceptable reasons for missing detentions. If a student who has already earned two consecutive detentions earns another detention on one of the two days that they already owe detention, that student will be suspended.

Substances on School Grounds

Wauneta/Palisade Schools prohibit the use or possession of alcohol, tobacco, synthetic drugs such as K2, marijuana, cannabis products, e-cigarettes and/or vapor products, electronic nicotine delivery system, and other controlled substances on or near school property. Students using, or having the above in their possession on or near any school property, including busses, may be suspended from school and school activities. They may also be subject to action from law enforcement.

Candy, Gum, Snacks, and Drinks

Candy, gum, Snacks, and drinks will be allowed only in student hallways. They may not be brought into classrooms. This privilege may be revoked if students are not keeping locker areas and hallways clear of debris. No food or drink other than water is to be brought into a classroom unless the teacher obtains permission from the administration.

Work Release Option

Wauneta-Palisade Schools offers a work release option to high school juniors and seniors who qualify. The coordinator and administration will set the times that participants in the program will be gone from school to work at a job, but students will generally be excused the last two periods of the day for this activity. A brief handbook regarding guidelines of participation will be created and distributed to participants. The work release time is not considered a class so no course credit is given for the periods in which a student participates in the program.

Requirements for eligibility:

1. Students must either be a senior or a junior in his/her second semester. Second semester juniors must have passed all courses during the first Semester of their junior year and have earned twenty-five credits in English, Science, and Math.
2. Students must apply with the program coordinator before the date the coordinator sets each semester.
3. Students must sign a contract/agreement with the employer stating the hours and duties expected.
4. Students are required to turn in Weekly hours work sheets signed by the employer and work release coordinator.
5. Students must be academically eligible for extracurricular activities.
6. Students cannot have been ineligible due to the violation of the substance abuse policy during the semester prior to applying for the work release option. The work release option will be revoked if a student violates the substance abuse policy during the Semester in which he/she is participating in the program. The student would also be unable to participate in the program during the next semester.
7. Students will still register for regular afternoon classes.
8. All employers and student participants will be approved by the program coordinator, as well as by the administration.
9. Students must be in good standing with their attendance. If a student has more than ten absences in any class, the student will lose the privilege of the work release program.
10. Participants must have minimum graduation requirements met without the classes that will be missed due to work release.

Disciplinary Actions:

1. If weekly worksheets are not turned in, they will be placed on the down list just like a student in a traditional class, and students will be subject to disciplinary action based upon that system.
2. Participants may be subject to return to regular classes for the remainder of the semester just as though they were a transfer student coming into the system for the following reasons:
 - A. If they are academically ineligible for extracurricular activities.
 - B. If their work is unsatisfactory to the employer or they are fired or quit the job.
 - C. If they are placed on the substance abuse list during the school year.
3. The student will notify the employer and coordinator if they need to miss work for any reason, or else disciplinary consequences will be issued.
4. Students who are absent due to illness the entire day from school may not go to work during school time.

Liability:

1. Students are expected to leave School grounds during the assigned work study period(s). If a student remains at school during the scheduled work periods, he/she must report to the office or a supervised classroom after gaining permission from the instructor.
2. Once the student leaves School and steps into a car, that student is liable for himself/herself just as if they had signed out of school until they return for athletics or other activities. Students wishing to participate in the work release program must provide their own transportation to and from the job.
3. Employers are liable only while the student is on the job.

Dishonorable Conduct

If, in the opinion of the superintendent or principal, a student shall be considered to have brought discredit on the school, or continues to be a discipline problem, he/she may be dropped from any and all offices and shall not represent the school in any activity for a period to be determined by the administration.

Student Affections

There shall be no public display of physical affections by students at school, school functions, or on school property. Repeated failure to refrain from this activity will result in disciplinary action.

Graduation Requirements

<u>Subject Areas</u>	<u>College Prep</u>	<u>General</u>
English.....	40.....	40.....
Science.....	40.....	30.....
Math.....	40.....	30.....
Social Studies.....	40.....	40.....
Fine Arts.....	10.....	10.....
Practical Arts.....	10.....	10.....
Health, Safety, P.E.	20.....	20.....
Electives.....	80.....	75.....
Speech/Drama.....	10.....	5.....
Total	290	260

These requirements are considered a minimum core of studies for Wauneta/Palisade High School students. All students and especially those who plan pre-professional or college education after high school should work closely with the Counselor in planning their schedules of study.

English- Required 40 credits. English I, II, III, and IV are required in sequence.

Science- Required 30 credits. Physical Science is required of 9th graders, Biology 1 is required of 10th graders, and Chemistry or Integrated Science is required of 11th graders. Advanced Chemistry, Advanced Biology, and Physics may be counted towards the additional science credits needed for graduation.

Math- Required 30 credits. Algebra 1 or pre-algebra is required of 9th graders unless the student has an IEP or has completed Algebra 1 during his or her eighth grade year, Algebra II, Geometry, Calculus, Advanced Math, or Consumer Math may be used toward math requirements upon recommendation of the math department. For college bound students, many colleges/universities will only accept courses that have built upon previous knowledge. For example, a student completes Consumer Math after completing Algebra 1 and Algebra 2. The college may choose not to accept the Consumer Math credits as meeting their entrance requirements. Students and parents/guardians should consider this when enrolling in math courses.

Social Studies- Required 40 Credits. A progression of Social Studies courses will be followed: World Geography required of all 9th graders, World History/Economics required of all 10th graders(beginning with the graduating class of 2015), American History for all 11th graders, and American Government for 12th graders.

Fine Arts- Required 10 Credits, Includes Art I, Art II, Choir, or Band.

Practical Arts- Required 10 credits. Includes Family/Consumer Sciences, Shop, Business, or Ag courses.

Health & Physical Education- Required 20 credits in strength/conditioning, health, or physical education courses

Speech/Drama- Required 5 credits.

The credit requirement for graduation is 265 credits with 290 credits recommended for college bound students. Exceptions to the provision of this general pattern may be made by the board upon the recommendation of the Superintendent who will support his recommendations with justifiable reasons. A complete record of this recommendation and of the action taken upon it by the board will be included in the minutes of the official record. Further eligibility is based upon the completion of the required program at a time designated by the superintendent and approved by the board and the satisfactory clearing of the record as far as such matters as disciplinary actions, payment of fees, etc. are concerned. Students must have completed a minimum of 65 credits as a Freshman to be classified as a Sophomore, 130 credits to be classified as a Junior and 195 credits to be classified as a Senior.

Junior High Promotion

In order to be promoted to the next grade level, a junior high student must pass each semester of all four of the core academic courses—math, english, social studies, science. If a student fails to pass all semesters of these courses but still wishes to receive promotion, he/she must successfully complete the summer school program provided by the school. If a junior high student fails to pass any semester of any core subject and fails to successfully complete the summer school program, then that student shall repeat the same junior high grade the following year.

Automobile Policy

Driving cars is a privilege. Protect this freedom by observing all driving rules and regulations. Once a vehicle is parked, it shall remain parked until the end of the school day. Driving at noon is prohibited. Students will not be allowed to sit or ride in vehicles during school hours. All vehicles must be parked in the designated east gravel parking area when school is in session. The North paved parking lot is reserved for staff parking only. Students need to obtain permission from the office before going to their vehicles during the school day. The school will not be responsible for damage to or theft from vehicles. **LOCK YOUR VEHICLES.**

Transportation Policy

If any student is active in a school function sanctioned by the district with transportation provided, the student is expected to ride to and from the activity by the provided transportation (busses and/or suburbans). An exception to this shall be that the parent/guardian of a student may request that his/her child ride with another adult from the activity. The parent guardian must personally make this request through the school administration or receive his/her child directly from the bus. For purposes of this policy, an adult is an individual of at least 19 years of age that is not enrolled in high school.

Meetings

Any meeting that is not part of the regular Classroom procedure must have the approval of the principal before being called. Sponsors should seek approval. Meetings should be held during designated periods set by the administration. Meetings should not exceed one per month unless permission has been given by the administration.

School Bus Safety Code for Pupils

1. I will not play games on the street, sidewalk, or highway or push other students while waiting for the school bus.
2. I will wait for the bus to come to a full stop before attempting to get on the bus, or before I get up from my seat to get off the bus.
3. I will not put books, feet, or anything in the aisles of the bus.
4. When it is time to board the bus I will go immediately to my assigned seat.
5. I will never tamper with the bus or with any of its equipment.
6. I will never put my hands or any of my body out of the windows.
7. I will report immediately to the driver any damages to the bus.
8. I will abstain from loud talking, profanity, playing or fighting on the bus.
9. I will obey my bus driver and/or supervisor and accept and perform any instructions the driver gives me.
10. I will not push anyone when unloading or loading.
11. I will not damage any property of the bus.
12. I will use seat belts when provided.

The following will be the general procedure for any student not obeying or observing this safety code or who is a discipline problem:

- First Offense: Parents/Guardians will receive written notice of the infraction.
- Second Offense. Student will be suspended from riding the bus for five school days and parents/guardians may be asked to meet with the transportation supervisor, bus driver, and principal prior to riding again.
- Third Offense. Student is suspended from all school provided transportation for the remainder of the semester,

Depending upon the seriousness of the offense, a student may be suspended from the bus indefinitely for a first or second offense. The administration, in collaboration with the transportation director, will determine the severity of the offense.

Non-Traditional Students

The term "non-traditional" refers to any person twenty years old or older, or a person who has not been in attendance in some resident School for the previous two years. "Non-Traditional" may be admitted to Wauneta/Palisade High School for the purpose of completing their high school education provided the following criteria are understood, accepted and satisfied.

1. Such students are to be accepted only on the recommendation of the Superintendent of Schools.
2. Such students shall be considered "Non-Traditional" and shall not be considered a member of any particular class.
3. It is to be understood that such students are in attendance for academic purposes only and should not become active participants in extra-curricular activities.
4. It is to be expected that such students set a high example of scholarship and behavior for others and that any misconduct for infraction of school rules shall terminate the non-traditional student's status as a student.

Homecoming Activities

Homecoming activities are the responsibility of the student council and will follow these general rules:

1. Administration/AD will consult with coaches & Booster Club to determine the game for homecoming.
2. Homecoming activities/preparation will typically begin on Tuesday and conclude on Friday.
3. A general plan will be drawn up in writing, which must be initially approved by the Student Council sponsor. Upon initial approval, the sponsor will present the plan to the principal for approval and appropriate scheduling at least 10 days prior to the event. Such things as dates, students, times, etc. and cleanup of events should be furnished to the principal.

Scheduling Activities

Any event that involves students and use of school facilities and/or school equipment after school hours should be cleared through the principal and then listed on the master calendar in the principal's office. In the case of parties, picnics, hikes, and the like, notice should be given at least ten days in advance so as to avoid conflicts

School Dances - Jr. High

Each class may schedule one class party per year. All parties must be initially approved by the sponsor of the group desiring to have a party, and then the sponsor of the group must gain the approval of the principal and have the party scheduled at an appropriate time before proceeding with plans for the party.

The following rules will be in force for all school parties, any deviation must be approved in advance by the board of education:

1. It shall be the responsibility of the sponsor and officers of the organization or class sponsoring the party to arrange the attendance of two teachers and four parents (two couples) as additional sponsors. All sponsors should be approved by the administration.
2. The party will ordinarily begin at 7:00 p.m. MT and will end promptly at 10:00 p.m. MT.
3. Alcoholic beverages, drugs of all kinds, and tobacco in any form are prohibited, and anyone using these or showing the effects of use will be asked to leave, and the parents will be contacted. Students and dates may be required to submit to a breathalyzer prior to gaining entrance. Those who wish not to submit to a breathalyzer will not gain entrance.
4. School parties are for those enrolled in the grade sponsoring the party and others are not allowed to attend. (Jr. High)
5. All parties will be "closed door," that is, a sign will indicate to all as they enter that they will not be allowed to leave and return. In other words, all who come should be prepared to stay until they are ready to leave for the evening.
6. Lights will be left on.

School Dances (Sr. High)

The homecoming dance will be counted as the dance for the first quarter, and the Jr-Sr. prom will be counted as the dance for the fourth quarter. The sponsor of the group desiring to have a dance must initially approve all dances, and then the sponsor must gain the approval of the principal and have the dance scheduled at an appropriate time before proceeding with plans for the dance.

The following rules will be enforced for all school dances. Any deviation must be approved in advance by the school board:

1. It will be the responsibility of the sponsor of the organization or class sponsoring the dance to arrange the attendance of two teachers and four other adults as additional sponsors.
2. The dance will ordinarily begin at 7:00pm MT and end promptly at 11:00 MT.
3. Alcoholic beverages, drugs of any kind, and tobacco in any form are prohibited, and anyone using these or showing the effects of use will be asked to leave and their parents may be contacted. Students and dates may be required to submit to a breathalyzer prior to gaining entrance. Those who wish not to submit to a breathalyzer will not gain entrance.
4. School dances are for those enrolled in grades 9-12 in Wauneta-Palisade High School. Attendance at all school dances is restricted to students in grades 9-12 exclusive. EXCEPTION: Names of outside dates who are no older than one year past graduation OR an approved graduate of Wauneta-Palisade High School, and which have been given to and approved by the sponsor in advance, will be allowed to attend Jr-Sr. prom and homecoming. The administration reserves the right to refuse admittance to anyone not currently enrolled in Wauneta-Palisade High School.
5. All dances will be "closed door" dances. That means that the sponsors will designate a time after the dance has begun that the doors will be locked. After that time, no one will be admitted or readmitted. At prom, the doors will be locked immediately after the promenade.

6. Lights may be periodically turned on by sponsors, a deputy, or administration.
7. A deputy law enforcement officer may be hired by the Superintendent for a dance and payment will be made out of the proceeds of the dance.

School Elections

All School elections will be carried out strictly in accordance with the best democratic procedures. On only insignificant issues will there be any deviation from the use of the secret ballot. All school elections of class officers, organization officers, and the like will be held by the close of the school year.

Organization Sponsorships

School classes, clubs, and organizations shall have at least one faculty advisor. The principal may require more faculty advisors or parent sponsors if he thinks it is advisable.

Lost and Found

All lost and found articles should be turned in at the high school principal's office. Those who have lost articles should check with that office. Articles left past the end of the school year will be donated.

Money Making Projects

In as much as arrangements have been made to provide funds to classes by pro-rating concession returns to classes with needs for funds, additional money making activities will be kept at a minimum, Junior high classes will assess class dues for their needs, since they are small, and will not be involved in any money making activities. Freshmen and Sophomore classes and all organizations will be limited to one major money making project per school year. The junior and senior classes will be limited to one major money-making project per semester, or two a school year, but no more than two projects within one semester. The sponsor or sponsors of the group desiring a project must initially approve money making projects. Thereafter, the sponsor of the organization or class must meet with and gain the approval of the principal, have the project scheduled at an appropriate time, and use care in planning and carrying out the project. Examples of major money making projects: FFA Fruit sales and Junior magazine Sales. No class or organization is allowed to use another class's money making project. Soup and Pie suppers or cake sales are not counted as major money making projects.

Lunch Count, Purchase, & Charge Policy

Lunch count will be picked up from each class during the first period of each day. This is a federal program. Free and Reduced Priced Lunch applications will be distributed to students at the beginning of the school year.

Non-discrimination Statement - *This institution is an equal opportunity provider.*

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. 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, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

LUNCH CHARGE POLICY:

- If a student is unable to pay for their meal at the time of purchase, the student will be allowed to charge a meal to their account.
- Meal fees are subject to change annually and are available at either school office.
- If the dollar amount charged exceeds \$10.00, the school district will contact the family of the student regarding the student's account until paid.
- If a student is without meal money on a consistent basis, the school district will investigate the situation and take further action as needed. If financial hardship exists, the household will be encouraged to apply or reapply for free or reduced-price meals for their child. Parents are responsible for paying daily meal fees until a written approval for free meals is received.
- If the dollar amount charged exceeds \$50.00, students will not be allowed to receive "seconds", and the School District will pursue legal action to collect money from the family.

Open Lunch

Students in grades 9-12 have the option to leave the school grounds during their scheduled lunch break. Any food brought back to the school must be consumed in an area assigned by the administration. Students are required to return before the start of the next class period and be on time to their class immediately following lunch. Failure to do so can result in the loss of the open campus privilege. Students may also lose the open lunch privilege due to failing grades, excessive absences or tardies. During open lunch, students may ride from school with a parent guardian or walk to their intended destination.

Guidance Program

A. Counseling

Wauneta-Palisade Jr. and Sr. High School has a counselor to offer the following services to students:

1. Assistance in planning the high School program.
2. Assistance in planning College.
3. Assistance in Vocational planning (Career planning).
4. Counsel for students who need help with personal problems.
5. Individual testing.
6. Group testing.
7. Parental and staff conference regarding student progress, concerning college selections, national testing

programs, academic problems, and registration for the coming year. When a student's achievement or behavior indicates problems or adjustment, the counselor may call for the student. Ideally, the counselor should serve the needs and desires of the student, therefore, most counseling should be initiated at the student's request. An individual should ask for help when he needs it and not wait for the counselor to call for an interview.

B. Education Information

- Educational, Occupational Information Center (Guidance Office)- Materials dealing with college information, occupations, job outlook analysis, and other post-high School data are available.
- Students and their parents are encouraged to use the materials and resources available in these vital areas of concern. Certain high school course requirements, and more frequently, post-high school education is required for entrance into most occupations. To assure preparation for the career of your choice requires thought and planning. Increasing costs and competition make choices of college or training school both complex and vital. Some important factors to investigate early are:
 - Course Offerings
 - Entrance Requirements
 - Admission Procedures
 - Costs
 - Scholarships
 - Loan Programs
- Your counselor and teachers are able to advise you in regard to educational programs. An extensive file of catalogues and brochures of colleges, universities, training schools and the armed forces is located in the guidance office or library.

C. Testing Program

The following Standardized tests will be given during the school year.

1. MAP Growth Test
 - a. Students in grades K-12 will take the MAP Growth Tests.
2. ACT
 - a. Students in grade 11 will take the ACT test
3. NSCAS (state testing)
 - a. Students in grades 3-8 will take the NSCAS tests.

There are two major college entrance exams. They are the ACT (American College Test), more recently referred to as the ACT Assessment, and the College Board Scholastic Aptitude Test (SAT). If you are planning on going to a four year college or a university, you will have to take either the ACT or the SAT. To determine which test you should take, check the current catalogue of the school of your choice (available in the guidance office). Registration packets for these tests can be picked up in the counselor's office. Specific test dates for the SAT and ACT are posted in the guidance office. - Specific test dates, times and places for the MAP Growth and NSCAS tests will be announced. Any other standardized testing administered through the guidance department will be done on an individual and Volunteer basis. (Example - interest, personality testing.)

Registration (9-12)

Registration is normally conducted in the spring. Students should make an effort to Satisfy required courses in their required Sequence first, before choosing electives. Schedules will not be changed in the fall except in emergency situations. All students must be enrolled in a minimum of eight (8) subjects. Before a student drops a class they must first locate another class to take.

Within the first five school days of a semester, a student may request a schedule change through the Counselor's Office. The form must be signed by the student, parent/guardian, and the teacher of the course in which the student wishes to enroll. After the five day period, all schedule changes must be approved by the Principal. Any student removed from a class for disciplinary reasons will receive a failing grade.

Grading System

The grading system used in Wauneta-Palisade Public School grades K-12 is as follows:

Range:

A = 93-100

B = 85-92

C = 77-84

D = 70- 76

F = 0-69

Severe Weather - School Dismissal

The administration shall have the authority to call off or dismiss school in cases of severe weather. An "All Call" will be made to phone numbers present in the online school system. It is the responsibility of each family to provide updated phone numbers to the office in a timely manner. Public announcement of school closure will also generally be made over McCook radio stations, the school Facebook page, and NTV news out of Kearney.

Hazing and Bullying

No form of hazing or bullying (including cyber bullying) shall be permitted by any pupil attending the Wauneta/Palisade Public School. This rule applies to persons connected with any school organization, club, class or any other activities of the school's. Hazing or bullying activities that are an outgrowth of school connections or class relationships shall be interpreted as under the direct supervision of the Wauneta/Palisade Public School. In the event of the violations of the rule against hazing or bullying, school authorities shall take appropriate disciplinary measures against the student or students responsible for the act. Engaging in hazing activities may cause the student to forfeit his right to attend the Wauneta/Palisade Public Schools and is a Class 3 Felony. Any student engaging in hazing activities will be reported to law enforcement.

- **HAZING**. To physically, mentally, or emotionally harm a person with abusive, ridiculing, or demeaning treatment.

Sexual Harassment

Sexual harassment is prohibited. Sexual harassment is defined as creating a hostile environment through behaviors, displays, or language that:

1. Are unwelcome. Legally, unwelcome behavior does not mean merely upsetting or offensive acts. This refers to a pattern of behavior that makes someone feel dread, fear, anxiety, concern or sadness. This behavior may be considered sexual harassment, even after the offensive behavior stops.
2. Are pervasive. Pervasive means that offensive behavior is happening more than once--that a pattern is developing. This would include repeated comments that are sexually offensive in nature.
3. Are related to gender.
4. Substantially interferes with a student's educational Opportunity.

Dating Violence (School Board Policy Number 5420)

Wauneta-Palisade Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating Violence will not be tolerated.

For purposes of this policy, "dating Violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term. Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the district's authority.

Dating Violence education that is age-appropriate will be incorporated into the school program. Dating violence education will include, but not be limited to defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

Student Substance Abuse (General Rules)

These general rules shall pertain to all students of the Wauneta-Palisade Schools and those students who are involved with extracurricular activities where competition exists. These rules also apply when students are involved in school related functions including, but not limited to, the following: FFA and FBLA events, athletic banquet, honor's night or other awards banquets, dances, musical concerts, spring musical, quiz bowl, speech night, and Inter-High Day.

Drugs, Alcoholic Beverages, Smoking, Theft, Tobacco—Because of the destructive force of these things, no member of any squad, team, or group shall consume or be in possession of alcoholic beverages, use or be in possession of tobacco in any form, or use or be in possession or in the presence of any illicit drugs or drug paraphernalia at any time during a period to start with the first day of fall sports practice and lasting until the last event scheduled in the spring, or be involved in theft.

"In the presence of" shall mean, but not be limited to, students having knowledge of illegal use of alcohol or drugs as in the following examples:

1. Being in and/or around a Vehicle Where alcohol/drugs are possessed/consumed illegally.
2. Attending gatherings where alcohol/drugs are possessed/consumed illegally.

The administration may judge each "in the presence of" situation(s) on its own merits and take into consideration circumstances of a unique nature.

Ways in which a school official may determine that a violation has occurred include-but are not limited to-the following:

1. The student may self-report before the end of the first school day after the violation occurs.
2. MRO verified positive drug test results.
3. School officials may learn of the violation from law enforcement officers.
4. The student may enter a county diversion program.
5. A school official may witness the student violating the rules.

The school administrator considering a suspension from activities will make what he/she believes to be a reasonable investigation of the facts surrounding the violation and determine if a suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose. All suspensions are subject to administrative discretion.

First Offense

The student may be required to attend practice at the determination of coaches/sponsors and administration.

- The student will complete a drug and alcohol curriculum provided by the school.
- The student will complete 10 hours of community service.
- If School officials learn of a violation through any means other than self-reporting, the student will be ineligible to participate in any extracurricular activity for 21 calendar days. If a student self reports, the student will be ineligible to participate in any extracurricular activity for 10 calendar days. The day of the first scheduled event of any activity in which the student participates shall be the first day for counting purposes.
- If the end of an activity or school year precedes the end of the 21/10 days, the remaining days will be carried over to the next activity or school year, so the student completes the required number of days.
- The student may/may not letter and/or receive team awards as determined by coaches/sponsors and administration.
- The student must submit to a district administered test and test negative before returning to any activity. The student may be subject to follow-up drug tests at least one time per month for up to the next 12 months or end upon graduation.

Second Offense

The student may be required to attend practice at the determination of coaches/sponsors and administration.

- The student will complete 20 hours of community service to be assigned and/or approved by the administration.
- If School officials learn of a violation through any means other than self-reporting, the student will be ineligible to participate in any extracurricular activity for 42 calendar days. If a student self reports, the student will be ineligible to participate in any extracurricular activity for 20 calendar days. The day of the first scheduled event of any activity in which the student participates shall be the first day for counting purposes.
- If the end of an activity or school year precedes the end of the 42/20 days, the remaining days will be carried over to the next activity or school year, so the student completes the required number of days.
- The student may/may not letter and/or receive team awards as determined by coaches/sponsors and administration.
- The student shall obtain a drug and alcohol assessment at the student's expense from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. The student shall provide written proof of obtaining the assessment to the Drug Program Coordinator. The student is strongly encouraged to comply with the assessment recommendations.
- The student must submit to a district administered test and test negative before returning to any activity. The student may be subject to follow-up drug tests at least one time per month for up to the next 12 months or end upon graduation.

Third and Each Subsequent Offense

The student may be required to attend practice at the determination of coaches/sponsors and administration.

- The student will be ineligible to participate in any extracurricular activity for one calendar year.

Appeal- After a student has been informed of what he/she has been accused of, been presented with a summary of evidence, and been afforded the opportunity to present his/her version of the facts, the student may be notified orally or in writing that disciplinary action has been or may be taken. A notice will be mailed to parents within two School days or within such additional time as is reasonably necessary following the student notification. This notice will include a form to request an informal hearing with the superintendent to appeal the disciplinary suspension. If a hearing is requested, the request must be signed by the parent guardian and must be delivered to the office of the superintendent within five (5) calendar days of when the notice was delivered to parents. The superintendent then has ten (10) calendar days to schedule the hearing and notify the participants. The superintendent will have five (5) calendar days to render a written decision. There will be no stay of the penalty imposed pending appeal. Nothing contained in this regulation will prevent the student, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.

I. Prevention

The Wauneta/Palisade School District will provide students with information and activities focused on preventing students from using alcohol and drugs. Prevention activities will be centered on the instructional program, guidance and counseling, school climate, and family and community involvement.

II. Intervention

The Wauneta/Palisade School District shall establish and maintain an assistance program, through a team approach, to aid students who are chemically involved to successfully address their harmful involvement with chemicals and to continue in a school program.

III. Discipline

Students have the right to attend school in an environment free of alcohol and drugs. Students are not to possess, sell, or use drugs, alcohol, unauthorized medication, or drug-related paraphernalia. They shall not be under the influence of alcohol or drugs on or near school premises or at any school sponsored activity. The consequences for possession or being under the influence of alcohol or drugs, abusive chemicals, unauthorized medication, or drug-related paraphernalia will result in disciplinary action. Where violations of the law are involved, law enforcement agencies may be notified.

IV. Aftercare

The Wauneta/Palisade School District will work cooperatively with the student, parents, and community treatment personnel, to support an aftercare plan.

Guns/Weapons/Explosives Policy

If a student is determined to have brought a firearm, weapon, knife, or explosives to school, the student shall be expelled from school for a period of not less than one year. This includes pocket knives, sharp objects, fireworks, etc. that could be used or may cause bodily harm to another person. The Superintendent may modify such one-year expulsion requirements on a case-by-case basis.

A student involved in the knowing and intentional possession, use or transmission of a firearm or other dangerous weapon or explosive, shall be expelled for the remainder of the school year if the misconduct occurs during the first semester and, if it occurs during the second semester or summer school, it may remain in effect for the first semester the following school year.

(79-4180)

Internet Usage

During the school day, internet usage is available to all students for educational purposes only, with proper supervision required. Not all sources on the Internet provide accurate, complete, or current information. Students need to be a good information consumer, questioning the validity of the information you find. There is sexually explicit material and other information/resources, which you may personally find controversial and/or inappropriate on the internet. Those students who engage in activities through use of the internet that are found to be inappropriate and unacceptable for educational purposes will be subject to disciplinary action.

All students wanting to utilize internet services at the school must complete the Internet Usage Form in the student handbook.

Distance Learning Center

Students who want to take college level classes over the distance learning system may receive dual credit for high school and college credit, providing they are willing to pay college tuition and expenses. Any student who wants to take a high school course that is being taught over the distance learning system may do so and receive high school credit. Students who want DLC grades averaged in with their high School GPA must provide the guidance Counselor with proof of grade in providing a copy of their college transcript or report card (inclusion of DLC grades with high school grades is optional).

If Wauneta-Palisade Schools are in session, students are required to be present even if the distance learning class is not in session. Likewise, there will be times when Wauneta-Palisade Schools will not be in session due to Vacation and the distance learning class will be in session. In these instances, students should make arrangements with the distance learning instructor.

Student Visitors

Student visitors will be kept to a minimum, with few exceptions. No student is to bring another visitor student to school without first having prior approval from the Principal. Upon approval, the visitor should report to the office when arriving, and pick up a visitor's pass. This pass must be returned to the office prior to leaving the building.

Grievance Procedure

Wauneta-Palisade Public Schools has a grievance procedure which students and parents may follow if they have grievances:

1. Request a grievance procedure form from the office.
2. Complete and submit the form to the appropriate school official according to the instructions and information on the form.

Notice on Right to be Excluded from Published Lists

"Privacy Rights of Students and Parents Act" (Title 45P99) If you wish to be excluded from a school directory (class annual, football programs etc.) you must inform the principal or superintendent no later than the second week of school. Parents may also request that their children be excluded from photos placed onto the Wauneta-Palisade Schools official webpage, or social media accounts. Parents always have the right to review all of their child's records.

Wauneta-Palisade High School Letter "WP" Standards

The letter "WP" is symbolic of achievement in the activities of Wauneta-Palisade High School. One should wear the letter "WP" with pride. One who wears this letter should conduct himself herself in such a way as to bring honor to the individual as well as uphold the honor of the school and maintain the high ideals of the activity in which the individual lettered. In order to letter, participants must complete the season in good standing, except in case of injury or hardship as determined by the coach. Following are the standards one must attain in order to earn the letter "WP" in each activity:

Football — To letter in Football one must:

1. Earn at least twice many quarters as there are Varsity games and have the recommendation of the Head Coach.
 - Players may earn quarters by the following:
 - Play in one play of any quarter of a varsity game (1)
 - Be named scout player of the week (2)
 - Be named to first semester honor roll (2)
 - Have zero discipline issues/office referrals (2)
 - Participate in winter sport (2)
 - Participate in track (2)

OR

2. Have perfect practice attendance and have the recommendation of the Head Coach.

Volleyball — To letter in Volleyball one must:

- Play in as many varsity games as there are varsity contests and have the recommendation of the Head Coach.

Basketball — To letter in Basketball one must:

- Play in as many Varsity quarters as there are varsity games and have the recommendation of the Head Coach.

Track — To letter in Track one must:

1. Break a School record - or
2. Score 8 points in any dual or triangular meet - or
3. Score in a major meet (4 teams or more) - and
4. Have the recommendation of the Head Coach.

Speech and Drama — To earn a Speech and Drama letter, one must:

1. Compete on either the conference and district one-act team or the conference and district speech team.
2. Attend 75% of all regular season contests.
3. Rehearse at least one hour with coach the week prior to a regular season contest.
4. Follow all activity rules and regulations of the Wauneta-Palisade High School and the Wauneta-Palisade Speech and Drama Team.
5. Have the recommendation of the Speech/Drama coaches.

Wrestling—One can letter in Wrestling by:

1. Making Weight (per day of event)..... 1 point
 2. Decisioning Opponent..... 2 points
 3. Pinning opponent..... 4 points
 4. Losing by decision (not major)..... 1 point
 5. Medal individually in a tournament..... 20 points
 6. Winning a tournament individually..... 15 bonus points
 7. Winning by forfeit..... 4 points
 8. Coach's discretionary points..... 10 points max.
- Total points needed to letter..... 50 points**

Student Manager — To letter as a student manager one must

1. Manage for two athletic sports - or
2. Participate in one sport and manage in another
3. Have the recommendation of the Head Coach

Cheerleading- See Cheer handbook

Concussion Policy

Medical management of sports-related concussion continues to evolve. Recently, there has been a significant amount of new research regarding sports-related concussions in high school athletes. Wauneta-Palisade School District has established this protocol to provide education about concussion for coaches, school personnel, parents, and athletes. This protocol outlines procedures for staff to follow in managing concussions, and outlines school policy as it pertains to return to learn and return to play issues following a concussion.

Wauneta-Palisade School District seeks to provide a safe return to activity for all athletes following any injury, but particularly after a concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in ensuring that concussed athletes are identified, treated and referred appropriately, receive appropriate care during the school day (including academic accommodations) and are fully recovered prior to returning to activity.

This protocol shall be reviewed annually by the administration and concussion management team of Wauneta-Palisade School District. The concussion management team will consist of the athletic director, the school nurse, the guidance counselor, and the return to learn liaison (when appropriate). Any changes or modifications will be reviewed and given to athletic department staff, including coaches and other appropriate school personnel in writing.

Baseline Testing

All students will take the ImPact (Immediate Post-Concussion Assessment and Cognitive Testing) Baseline concussion test prior to participating in any school related practice or contest. This test will assist in the decision of a licensed health care professional in determining when a concussed athlete will be allowed to return to activity.

Recognition of Concussion

Common signs and symptoms of sports-related concussion

Signs (observed by others):

- Athlete appears dazed or stunned
- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Moves clumsily (altered coordination)

Signs continued::

- Balance problems
- Personality change
- Responds slowly to questions
- Forgets events prior to hit
- Forgets events after the hit
- Loss of consciousness (any duration)

Symptoms (reported by the athlete):

- Headache
- Fatigue
- Nausea or vomiting
- Double vision, blurry vision
- Sensitive to light or noise
- Feels sluggish
- Feels foggy
- Problems concentrating
- Problems remembering

These signs and symptoms following a suspected blow to the head or body are indicative of probable concussion. Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest or practice for the remainder of that day and shall not return to play until cleared by an appropriate health care professional.

Management and Referral Guidelines for All Staff

1. The following situations indicate a medical emergency and require activation of the Emergency Medical System:

- Any athlete with a witnessed loss of consciousness (LOC) on any duration should be spine boarded and transported immediately to nearest emergency department via emergency vehicle
- Any athlete who has symptoms of a concussion, and who is not stable (i.e., condition is worsening), is to be transported immediately to the nearest emergency department via emergency vehicle
- Any athlete who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle
 - o Deterioration of neurological function
 - o Decreasing level of consciousness
 - o Decrease or irregularity in respirations
 - o Any signs of symptoms of associated injuries, spine or skull fracture, or bleeding
 - o Mental status changes: lethargy, difficulty maintaining arousal, confusion or agitation
 - o Seizure activity

2. An athlete who is symptomatic but stable, may be transported by his or her parents. The parents should be advised to contact the athlete's primary care provider, or seek care at the nearest emergency department, on the day of the injury.

Guidelines and Procedures for Coaches

RECOGNIZE – REMOVE – REFER

Recognize concussion

1. All coaches should become familiar with the signs and symptoms of concussion that are described above
2. Annual training will occur for coaches of every sport

Remove from activity

Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.

When in Doubt, sit 'em out

Refer the athlete for medical evaluation

1. The coach is responsible for notifying the athlete's parents of the injury.
 - a. Contact the parents to inform them of the injury. Depending on the injury, either an emergency vehicle will transport or parents will pick the athlete up at the event for transport.

 - b. A medical evaluation and written authorization from an appropriate licensed healthcare provider (i.e. MD, DO, PA-C, APRN, neuropsychologist, athletic trainer), and written authorization from a parent must be provided prior to beginning the "Return to Play" process.

2. In the event that an athlete's parents cannot be reached, and the athlete is able to be sent home (rather than directly to MD):
 - The coach should insure that the athlete will be with a responsible individual, who is capable of monitoring the athlete and understanding the home care instructions, before allowing the athlete to go home.
 - The coach should continue efforts to reach a parent.
 - If there is any question about the status of the athlete, or if the athlete is not able to be monitored appropriately, the athlete should be referred to an Emergency Department for evaluation. A coach should accompany the athlete and remain with the athlete until a parent arrives.

Athletes with suspected head injuries should not be permitted to drive home.

3. Coaches should seek assistance from the host site certified athletic trainer (ATC) if available.

Follow-Up Care of the Athlete During the School Day

Responsibilities of the concussion management team after notification of student's concussion:

1. The athlete will be instructed to report to a member of the concussion management team upon his or her return to school. At that point the student will be:
 - Re-evaluated utilizing a graded symptom checklist
 - Provided with an individualized "Return to Learn" and in school care plan based on both the athlete's current condition, and initial injury information provided by the parent.
2. Notify the student's teachers of the injury immediately, and inform them that the athlete is restricted from all physical activity until cleared by his or her treating physician.
3. Monitor the athlete on a regular basis during the school day and continue to make appropriate accommodations in the athlete's "Return to Learn" plan.
4. Communicate with the athlete, the athlete's parents, teachers, and coaches on a regular basis, to provide the most effective care for the student.

Combined District and School Title I Parent and Family Engagement Policy

Wauneta-Palisade intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015.*

In General

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

It is the policy of the Nebraska Department of Education not to discriminate on the basis of gender, disability, race, color, religion, marital status, age, national origin or genetic information in its education programs, administration, policies, employment or other agency programs.

NOTICE CONCERNING STAFF QUALIFICATIONS

The Every Student Succeeds Act of 2015 gives parents the right to acquire information about the professional qualifications of their child's classroom teachers. Upon request, Wauneta-Palisade Schools will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in your child's school building. The information will be provide to you in a timely manner.

Finally, Wauneta-Palisade Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the Act.

WAUNETA-PALISADE PUBLIC SCHOOLS - PARENT/STUDENT/SCHOOL COMPACT

As a school, we will:

- *Provide a high-quality effective curriculum and learning environment that is safe, conducive to learning, and that enables the student to meet the State's student academic achievement standards*
- *Believe that each student can learn*
- *Show respect for each child and his/her family*
- *Provide meaningful and appropriate activities*
- *Provide and maintain open communication with each student and his/her parents*
- *Provide opportunities for parents to volunteer & participate in their child's class and observe classroom activities*
- *Provide a mutually respectful relationship between all parties (students, parents, teachers, and volunteers)*

As a student, I will:

- *Believe that I can learn and will learn*
- *Come to school prepared with my homework and my supplies*
- *Try to do my best in my work*
- *Be responsible for my own behavior*
- *Obey the school rules*
- *Show respect for myself, my school, and other people*

As a Parent/Guardian, I will:

- *Support my child's learning by ensuring he/she has proper rest and nutrition and attends school on time and on a regular basis*
- *Believe that my child can learn and will learn*
- *Provide a home environment that sets a positive tone for learning & encourages my child to learn*
- *Strive to make positive use of my time with my child ("quality" one on one time)*
- *Encourage my child to complete his/her assignments*
- *Communicate regularly with my child's teachers*
- *Support my child's learning by encouraging my child to read at home and reading with him/her*
- *Participate in decisions relating to the education of my child through a mutually respectful relationship with school and staff*
- *Provide a mutually respectful relationship between all parties (students, parents, teachers, and volunteers)*
- *Support my child's class/school (i.e. volunteering in my child's classroom/school, communicating with my child's teachers, and attending school events when possible, etc.)*

Acknowledgement of Receipt

Parent of Guardian: Your signature below indicates that you, as a parent or guardian of a student of Wauneta-Palisade Public Schools have received and reviewed a copy of this student handbook and understand that your children are subject to the rules and policies herein. **In addition, your signature here indicates that you have read the acceptable computer use policy and agree to allow your child to use school computers/devices under the conditions contained in that policy.**

Parent/Guardian Signature: _____ **Date** _____

Student Signature: _____ **Date** _____

If you as a parent wish to have an account on our student information system, please provide your email: _____

(This will enable you to receive announcements, information about your student's grades, calendars and schedules, school lunch account information, and other pertinent information about your Child via personal message center.)

WAUNETA—PALISADE PUBLIC SCHOOLS

Inspiring Our Youth & Expecting Results Every Day



2022-2023

PreK-5 STUDENT HANDBOOK

School Website: www.waunetapalisadeschools.org



School Facebook Page: www.facebook.com/waunetapalisadeschools



School Twitter Page: [@WPBroncos](https://twitter.com/WPBroncos)



Mission Statement

*Inspiring Our Youth & Expecting
Results Every Day*



Welcome & Intent of Handbook

Parents and Students: At Wauneta-Palisade School we believe that all students can and will learn. Through the scope of our mission statement, all Wauneta-Palisade staff and administration will work to create that environment and fulfill that mission for our students. In order to fulfill our mission and make this school year as enjoyable as possible, all students must accept the responsibilities for monitoring a good school. Cooperation between your fellow students and the school staff will enable you to always be proud that you attend Wauneta-Palisade Schools. This handbook has been developed to help you understand your responsibilities as a student, parent or guardian. As with all such documents it cannot possibly cover all contingencies, and therefore is subject to appropriate administrative interpretation to serve the best interests of students, parents, patrons, and the District.

- Mr. Geier & Mr. Frecks

Notice of Discrimination

Applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Wauneta-Palisade Public Schools, District #536, are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or employment in, its programs and activities. Any person having inquiries concerning the regulations implementing Title I, Title VI, Title IX or Section 504 is directed to contact the Superintendent, 214 West Wichita, Wauneta-Palisade Public Schools, Wauneta NE 69045, 308-394-5650. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education regarding the school's compliance with these laws.

Student Behavior Philosophy and Expectations

It is the goal of Wauneta-Palisade School to continually provide a safe and secure environment that is conducive to learning for all students, and we believe that it is the student's responsibility to help maintain that environment, and take responsibility for their own actions.

The following is a list of the expectations for students, and is the behavioral standard that all Wauneta-Palisade Students will be held to at the appropriate level while in school, in school vehicles, or at any school related function:

The Wauneta-Palisade Six

1. Follow instructions and respect authority figures
2. Speak and communicate appropriately
3. Move throughout the school and classroom appropriately
4. Keep hands, feet, and objects to yourself
5. Come to school prepared
6. Be respectful to yourself and others

School Hours

Doors open at 7:45 CT in Palisade, 6:45 MT in Wauneta. Supervision provided at this time.

School hours: 8:30-4:30 CT in Palisade, 7:30-3:30 MT in Wauneta.

Students are not to be on school grounds during off hours.

Severe Weather - School Dismissal

The administration shall have the authority to call off or dismiss school in cases of severe weather. An "All Call" will be made to phone numbers present in the online school system. It is the responsibility of each family to provide updated phone numbers to the office in a timely manner. Public announcement of school closure will also generally be made over McCook radio stations, the school Facebook page, and NTV news out of Kearney.

Attendance

Students will be allowed ~~10 days~~ **eight days** total absences per semester. In order for a student to receive an excused absence for illness after they have exceeded eight days, they must submit a written doctor's excuse. One day will be allowed for each day missed to do makeup work. Prearranged absence work is to be completed before leaving school. If your child's absence is unexpected please contact the school secretary. Work may be sent home after school for anyone wishing to make arrangements with the teacher. Upon returning to school the child shall have a written excuse from home. Please check in at the office to sign your child out of the building during school hours. If you do not pick your child up, please send a note, signed by you (parent/guardian), or call the school office ahead of time, with the designee and that person can sign your child out of school.

Without a note, your child will not be released from school.

Electronic Devices

Philosophy and Purpose- Wauneta-Palisade Public School believes that computers and all related technologies are educational tools that can be used to enhance the educational opportunities provided to our students. Access to school computers, tablets, chromebooks, internet, e-mail, and use of personal electronic devices on school grounds is a privilege and not a right. Individuals are responsible for their actions and communications when using computers and related technologies. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the district hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

Definition- "Electronic devices," include, but are not limited to, cell phones, smart phones, mp3 players, iPods, iPads, tablets, chromebooks, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, and or electronic or battery powered instruments which transmit voice, text, or data from one person to another.

1. Electronic devices are not to be used during school hours (7:50 - 3:06 MT). Exception: Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a laptop computer for a class presentation).
2. Wauneta-Palisade electronic equipment shall be treated like school lockers for students. No reasonable expectation of privacy exists in relation to equipment use. Network administrators may review files, information equipment, and e-mail of staff and students to maintain system integrity and Ensure users are acting responsibly. Users should not expect that any information stored or used on the network, servers, or in computers/ipads, would be private.
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.
4. Students shall not use electronic devices at any time or place for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment, or (f) activities which invade the privacy of others or (g) pictures used to intimidate, embarrass, or harass any staff member or student.
5. Electronic devices used in violation of school policy may be confiscated by school personnel and returned to the student or parent guardian at an appropriate time.
6. All violations and disciplinary action imposed will be in accord with administrative discretion and interpretation. Students are permitted to possess and use electronic devices before and after school hours provided that they do not commit any of the abuses listed above. The administration has the discretion to limit use of electronic devices on school grounds or activities, both home and away, if abuse occurs.

Student Dress

Wauneta-Palisade students are expected to dress neatly and appropriately while attending School and school activities. No vulgar and inappropriate sayings on clothing, these include: tobacco, alcohol, etc. All students shall be prohibited from wearing caps in the building. Students should always remember that they represent our school and community and they should use good taste in dress and grooming.

Use Of Telephone

Students will not be called from classes to answer telephone calls, except in the case of an emergency. The office personnel will take a message to be given to the student. Students will not be permitted to make telephone calls except during the lunch period, unless an emergency exists. The school will not be responsible for long distance telephone calls, unless it's an emergency.

School Bus Safety Code for Pupils

1. I will not play games on the street, sidewalk or highway or push my playmates while waiting for the school bus.
2. I will wait for the bus to come to a full stop before attempting to get on the bus, or before I get up from my seat to get off the bus.
3. I will not put books, feet, or anything in the aisles of the bus.
4. When it is time to board the bus I will go immediately to my assigned seat.
5. I will never tamper with the bus or with any of its equipment.
6. I will never put my hands or any of my body out of the windows.
7. I will report immediately to the driver any damages to the bus.
8. I will abstain from loud talking, profanity, playing or fighting on the bus.
9. I will obey my bus driver and/or supervisor and accept and perform any instructions the driver gives me.
10. I will not push anyone when unloading or loading.
11. I will not damage any property of the bus.
12. I will use seat belts when provided.

The following will be the general procedure for any student not obeying or observing this safety code or who is a discipline problem:

- First Offense: Parent/Guardian will receive written or verbal notice of the infraction.
- Second Offense. Student may be suspended from riding the bus for five school days and parent/guardian may be asked to meet with the transportation supervisor, bus driver, and principal prior to riding again.
- Third Offense. Student may be suspended from all school provided transportation for the remainder of the semester.

Depending upon the seriousness of the offense, a student may be suspended from the bus indefinitely for a first or second offense. The administration, in collaboration with the transportation director, will determine the severity of the offense.

Physical Education

It is requested that all students shall have non-marking shoes to be used for PE classes. A note will be sent home if your child's shoes are inappropriate or if your child continues to wear shoes, which are not suitable for PE. These do not have to be new shoes, but they MUST be clean.

Treats

All treats brought into the school for birthdays, parties, etc. shall be store bought and individually commercially wrapped.

Pets

Pupils will be allowed to bring pets to school ONLY if the teacher gives his/her consent, and if the parent will bring the pet to school and remain during the showing to return the pet home. We do not have the facilities to keep pets at School.

Classrooms

All items that are left at school shall have the students name displayed on them somewhere. Lost and found articles will be kept until the end of the year and then disposed of.

Classroom Visitation

Any parent wishing to visit the classroom shall first check in at the school office and receive a visitors pass. Visitations should be kept to a minimum, so that it doesn't interfere with the educational process. Siblings or other family members may visit classrooms ONLY if they are accompanied by a parent and as long as they are not a distraction.

Party Invitations

We have had instances in the past when a student will ask to hand out party invitations. This is permitted AS LONG AS EVERY CHILD IN THE CLASSROOM IS INCLUDED. If this is not the case, the invitations will NOT be distributed at School.

Lunch Count, Purchase, & Charge Policy

Lunch count will be picked up from each class during the first period of each day. This is a federal program. Free and Reduced Priced Lunch applications will be distributed to students at the beginning of the school year.

Non-discrimination Statement - *This institution is an equal opportunity provider.*

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, 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, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

LUNCH CHARGE POLICY:

- If a student is unable to pay for their meal at the time of purchase, the student will be allowed to charge a meal to their account.
- Meal fees are as subject to change annually and are available at either school office.
- If the dollar amount charged exceeds \$10.00, the school district will contact the family of the student regarding the student's account until paid.
- If a student is without meal money on a consistent basis, the school district will investigate the situation and take further action as needed. If financial hardship exists, the household will be encouraged to apply or reapply for free or reduced-price meals for their child. Parents are responsible for paying daily meal fees until a written approval for free meals is received.
- If the dollar amount charged exceeds \$50.00, students will not be allowed to receive "seconds", and the School District will pursue legal action to collect money from the family.

Lunchroom Rules

We expect students in the lunchroom to behave. Rules are important and students, as well as parents, need to be aware of what is expected.

- DO NOT THROW FOOD
- NO ROUGH PLAY AT THE TABLES
- TALK IN A QUIET VOICE
- RAISE YOUR HAND IF YOU WANT TO BE EXCUSED
- DO NOT RUN IN THE LUNCHROOM
- SIT DOWN UNLESS YOU HAVE PERMISSION TO MOVE AROUND

Any parent wanting to eat lunch shall notify the school secretary prior to the start of the school day.

Playground Rules

With large numbers of students on the playground, we have a few simple rules that are easily understood by all. No matter how many rules are made, there always seems to be an instance where a situation does not apply to the rule. We encourage all students to respect the rights of others on the playground. Please note the following PLAYGROUND RULES:

1. Please play away from the building and in sight of the supervisor on duty.
2. No fighting or rough play.
3. Students are not to leave the playground without permission
4. Only one person shall be allowed on each end of the teeter-totter at a time.
5. No bumping or jumping off, or walking off of the teeter-totters.
6. On the slide, only one child at a time sitting down and frontwards is allowed. Students shall take turns climbing the steps and one at a time shall use the slide.
7. No food, chewing gum, or drinks on the playground.
8. Jump ropes are for jumping rope only.
9. No playing "chicken" on the jungle gym.
10. Ask permission to retrieve balls that go off of the playground (street, people's property, etc.)
11. There shall be no throwing of rocks, gravel, snow or mud.
12. Only children wearing proper snow shoes shall be allowed to play in the areas covered with snow. Those not wearing snow boots will have to remain in areas without snow.
13. The playground supervisor shall determine when and if coats are necessary.
14. Any child who takes out equipment is responsible for bringing it back into the school.
15. Always act with respect toward others.
16. EVERYBODY HAS A RIGHT TO BE HERE. DO NOT INTERFERE WITH THAT RIGHT!

Indoor Gym Recess Rules

1. No playing on the bleachers.
2. Stay off the wrestling mats and stage
3. Jump ropes are for jumping rope only
4. Basketballs and volleyballs are NOT to be kicked
5. No pushing and shoving
6. Only play in your designated area
7. Don't leave the gym without permission
8. No street shoes.

Grievance Procedure

Wauneta-Palisade Public Schools has a grievance procedure which students and parents may follow if they have grievances:

1. Request a grievance from the office.
2. Complete and submit the form to the appropriate school official according to the instructions on the form.

Health and Personal Records

Medications: Medications will be given that are brought to school in a prescription container with the label intact stating the medication to be given, the amount, and the doctor prescribing. Parents will be given a form to sign for each medicine to give permission for the medicine to be given. If you anticipate your child needing Tylenol, Cough drops, or some other over the Counter medication this must be sent by you to the school in the Original container with your name Written on the container. Again, a form giving permission for the medication to be give the dosage, and frequency will need to be signed by you and kept on file for the school year, ALL MEDICINES will be kept in the school nurses medicine Cabinet.

Illness: If your child is ill you will be notified by the School. It is your responsibility to pick up your child. Emergency cards are kept on file with telephone numbers of who to notify in case of injury or illness. If your child has a temperature of 100 degrees or higher they will be sent home. No student will be sent home without an adult being notified. If you question if your child should be in school, contact the school to check.

Physicals: All Kindergarten, Seventh graders, and transfer students from out of state are required to have a physical. Minimum Immunizations requirements are: 3 Hepatitis B Shots; 3 Diphtheria, Tetanus, Pertussis (DTP shots); 3 Polio Vaccines; 2 Measles, Mumps, Rubella (MMR) shots.

And: Documentation they have had chickenpox

Or: 1-13yr-olds must have 1 dose chickenpox vaccine (Varicella) and over 13yrs, need 2 doses of chickenpox vaccine.

Other students: 3 DTP, 3 Polio, 2 MMR

Suspension and Expulsion

The Principal may determine that it is necessary to exclude a pupil from classes. The decision to exclude is made after the Principal has investigated the facts, given the pupil oral or written notices of the charges against him/her, and provided an opportunity for the pupil to present his/her Version.

The range of possible exclusions includes:

1. Short term suspension for a period of time up to five (5) school days.
2. Emergency exclusion for a period of time as long as the student's presence in the school presents a danger to himself herself or others.
3. Long term suspension is for a period of time exceeding five (5) school days but less than twenty (20) School days.
4. Expulsion is for a period of time not to exceed the remainder of the semester in which the expulsion took effect.

A pupil cannot attend School, any School function, or be on School property during the duration of a suspension, exclusion, or expulsion until receiving permission from the administration.

- I. The following may constitute grounds for short-term suspension, long-term suspension, or expulsion.
 - 1) Use of violence, force coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes
 - 2) Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small Value
 - 3) Causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision
 - 4) Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from each student
 - 5) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon
 - 6) Engaging in the unlawful possession, Selling, dispensing, or use of a controlled substance, tobacco or alcoholic liquor
 - 7) Public indecency, except that this Subdivision shall apply only to students at least twelve years of age but less than nineteen years of age
 - 8) Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interfered with School purposes
 - 9) Repeated or flagrant violation of rules and regulations. This includes persistent failure to comply with directions of teachers and/or other School personnel, and/or rules of teachers, and/or rules of other school personnel.

II. Administrative and teaching personnel may take actions regarding student behavior, which are reasonably necessary to aid the student, further School purposes, or prevent interference with the educational process. Such actions may include counseling of students, parent Conferences, rearrangement of Schedules, requirements that a student receive counseling, or restricting participation in extracurricular activities. Should a teacher need to utilize greater means to influence student attitude and conduct, he/she may assign a detention to be served before school, after school, or during the lunch hour.

III. Before long-term suspension or expulsion is invoked, the pupil may, upon request, have a hearing on the specific charges. Pupils are advised of this right When a Principal decides to recommend one of the above actions. If a hearing is not requested within five (5) school days the recommendation will go into effect.

IV. Students who are suspended will receive a zero in each class missed. However, if a student is suspended he/she will be allowed to make up all Work and tests missed.

Substances on School Grounds

Wauneta/Palisade Schools prohibit the use or possession of alcohol, tobacco, synthetic drugs such as K2, marijuana, cannabis products, e-cigarettes and/or vapor products, electronic nicotine delivery system, and other controlled substances on or near school property. Students using, or having the above in their possession on or near any school property, including busses, may be suspended from school and school activities. They may also be subject to action from law enforcement.

Combined District and School Title I Parent and Family Engagement Policy

Wauneta-Palisade intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a-f) ESSA, (Every Student Succeeds Act) of 2015.*

In General

The written District parent and family engagement policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
- Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

It is the policy of the Nebraska Department of Education not to discriminate on the basis of gender, disability, race, color, religion, marital status, age, national origin or genetic information in its education programs, administration, policies, employment or other agency programs.

NOTICE CONCERNING STAFF QUALIFICATIONS

The Every Student Succeeds Act of 2015 gives parents the right to acquire information about the professional qualifications of their child's classroom teachers. Upon request, Wauneta-Palisade Schools will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in your child's school building. The information will be provide to you in a timely manner.

Finally, Wauneta-Palisade Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the Act.

WAUNETA-PALISADE PUBLIC SCHOOLS - PARENT/STUDENT/SCHOOL COMPACT

As a school, we will:

- *Provide a high-quality effective curriculum and learning environment that is safe, conducive to learning, and that enables the student to meet the State's student academic achievement standards*
- *Believe that each student can learn*
- *Show respect for each child and his/her family*
- *Provide meaningful and appropriate activities*
- *Provide and maintain open communication with each student and his/her parents*
- *Provide opportunities for parents to volunteer & participate in their child's class and observe classroom activities*
- *Provide a mutually respectful relationship between all parties (students, parents, teachers, and volunteers)*

As a student, I will:

- *Believe that I can learn and will learn*
- *Come to school prepared with my homework and my supplies*
- *Try to do my best in my work*
- *Be responsible for my own behavior*
- *Obey the school rules*
- *Show respect for myself, my school, and other people*

As a Parent/Guardian, I will:

- *Support my child's learning by ensuring he/she has proper rest and nutrition and attends school on time and on a regular basis*
- *Believe that my child can learn and will learn*
- *Provide a home environment that sets a positive tone for learning & encourages my child to learn*
- *Strive to make positive use of my time with my child ("quality" one on one time)*
- *Encourage my child to complete his/her assignments*
- *Communicate regularly with my child's teachers*
- *Support my child's learning by encouraging my child to read at home and reading with him/her*
- *Participate in decisions relating to the education of my child through a mutually respectful relationship with school and staff*
- *Provide a mutually respectful relationship between all parties (students, parents, teachers, and volunteers)*
- *Support my child's class/school (i.e. volunteering in my child's classroom/school, communicating with my child's teachers, and attending school events when possible, etc.)*

Acknowledgement of Receipt

Parent of Guardian: Your signature below indicates that you, as a parent or guardian of a student of Wauneta-Palisade Public Schools have received and reviewed a copy of this student handbook and understand that your children are subject to the rules and policies herein. **In addition, your signature here indicates that you have read the acceptable computer use policy and agree to allow your child to use school computers/ipads under the conditions contained in that policy.**

Parent/Guardian Signature: _____ **Date** _____.

Student Signature: _____ **Date** _____.

If you as a parent wish to have an account on our student information system, please provide your email: _____.

(This will enable you to receive announcements, information about your student's grades, calendars and schedules, school lunch account information, and other pertinent information about your Child via personal message center.)

Community RelationsStatement of Intent

It is the desire and intent of the Board of Education that there be continuous planned public relations activities for all participants in the school community - for students, staff, parents and for the public at large. The public relations efforts should emanate from the school, as well as from the administrative offices.

Because the Board is proud of the staff, students and the school, public relations activities should encompass all areas of school life, including regular instructional activities, special events of unusual interest, extra-curricular activities, accomplishments of students and staff and Board of Education activities.

The purpose of the public relations activities shall be to inform so that all participants in the public education endeavor may gain pride in and understanding of their schools.

Methods of Communication

The Board of Education will use various media to keep the public informed—including news releases on the school website, to the area newspapers, issuance of newsletters, school newspapers, presentations before parent groups and other community organizations.

All Board of Education publicity releases shall be made through the Superintendent. The Superintendent shall establish procedures for the dissemination of information regarding deliberations and decisions of the Board of Education. The Superintendent shall also establish procedures for the dissemination of local school news, emphasizing student and staff activities and achievements.

Date of Adoption: [Insert Date]

[NAME] PUBLIC SCHOOLS
COMMENT OR COMPLAINT FORM

Commenter: _____ Date: _____
Address: _____ Phone: _____

Comment or Complaint: _____

Supportive Evidence or Witness: _____

Relief requested (what I want done in response to the above information):

The undersigned states: I have a reasonable belief that the facts in this comment or complaint are true and accurate, and I give permission for an investigation to be made into this matter.

Signature Date



Community RelationsAnnual Report and School Improvement

The Superintendent shall prepare and distribute each year an Annual Report in accordance with Rule 10, Regulations and Procedures for the Legal Operation of Schools. The Annual Report shall be distributed to residents of the School District by the Superintendent distributing it to the members of the Board of Education and to the parents of students enrolled in the School District each school year and making it available to other residents. The report shall include information required by Rule 10. The results of the annual report shall be used to plan and make needed changes to improve instruction for all students. The report is to include:

- A. Student academic performance. The report shall include results of student success in achieving the state standards set forth in Appendices A through D of Rule 10 or local content standards approved by the Department, on a building basis. Individual test scores shall be kept confidential. If the school has fewer than ten students in the grades being reported, or if reporting would allow for the identification of students because they all had comparable scores, no public reports of student performance shall be provided for those grades.
- B. School system demographics.
- C. School improvement goals and progress.
- D. School system financial information.

The Superintendent shall further ensure that the School District implements a systematic on-going process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process shall focus on improving student learning and include a periodic review by visiting educators who provide consultation to the local school/community in continued accomplishment of plans and goals. The school improvement process shall further include the following activities at least once within each five years:

- A. Review and update of the mission and vision statements.
- B. Collection and analysis of data about student performance, demographics, learning climate, and former high school students.
- C. Selection of improvement goals. At least one goal is directed toward improving student academic achievement.
- D. Development and implementation of an improvement plan which includes procedures, strategies, actions to achieve goals, and an aligned professional development plan.
- E. Evaluation of progress toward improvement goals.

The school improvement process shall further include a visitation by a team of external representatives to review progress and provide written recommendations. A copy of the school system's improvement plan and the written recommendations shall be provided to the Department. The external team visits shall be conducted at least once each five years.

Legal Reference: NDE Rule 10.01, 10.5.02, 10.9 and 10.10

Date of Adoption: [Insert Date]

Community RelationsAdvertising and Promotion

Neither the facilities, the staff, nor the children of the school district shall be employed in any manner for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency, individual, or organization, except that:

1. The schools may cooperate in furthering the work of any non-profit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the schools.
2. The schools may use films or other educational materials bearing mention of the producing firm or sponsor, providing such materials can be justified on the basis of their actual educational values.
3. The schools may cooperate with any agency in promoting the activities in general public interest, and which promote the education or other best interest of students.
4. The superintendent of schools may cooperate in furthering the work of any non-profit, community-wide social service agency provided such cooperating does not infringe on school programs or diminish the amount of time devoted thereto.
5. The administration may, at its discretion, announce, or authorize to be announced, any lecture, community activity, or film which it feels has educational merit.
6. School representatives may, upon approval of the board of education, cooperate with any agency in promoting activities in the general public interest, and which promotes education that is in the best interest of the students.

Legal Reference: Neb. Rev. Stat. Sec. 79-526 Board Authority for Supervision and Control
Neb. Rev. Stat. Sec. 79-8,100 Teachers, Solicitation by Agents

Date of Adoption: [Insert Date]

Community RelationsSchool Directory

A school directory will be used and distributed only by authorization of the principal or superintendent of schools. Under no circumstances will it be distributed for political or commercial purposes. If student directory information is released it shall not be released to an agency or individual if personal profit is the object of the receiver. Directory information for purposes of the school directory shall consist of the information that is considered to be "directory information" in the School District's annual FERPA notice. Parents who do not wish to have their child's name(s) included in the directory to be released may request that it be deleted. It shall be the principal's responsibility to delete those names.

Legal Reference: Neb. Rev. Stat. Sections 79-2,104 & 79-2,105; Neb. Rev. Stat. Sec.79-539
Neb. Rev. Stat. Sections 84-1201 to 84-1220
Family Educational Rights and Privacy Act, 20 U.S.C. §1232g

Date of Adoption: [Insert Date]

Community RelationsCommunity Use of School Facilities

School facilities are primarily intended for the District's educational and extracurricular activity programs. School facilities are, however, made available for use by outside groups to further the interests of the District and the community. Use by non-school groups is allowed pursuant to an application process and is subject to the terms and conditions set forth in this policy.

1. Application for Use.

Outside groups that wish to use school facilities must submit a completed Application for Use form signed by a representative of the outside group who has authority to commit the outside group to the terms and conditions of the Application. The outside group, as Applicant, shall specify the nature of the intended use, the dates and times of the requested use, and the facilities for which use is requested.

The form shall be developed by the administration. The form shall include the statement that:

This application is subject to the terms of the Board's "Community Use of School Facilities" policy. The terms and conditions of that policy are incorporated into this application by this reference. Applicant accepts all such terms and conditions.

2. Acceptance of Application for Use.

Acceptance or rejection of applications shall be the responsibility of the Superintendent or the Superintendent's designee.

Applications shall not be rejected for any unlawful reason, including unlawful discrimination on the basis of race, national origin, gender, religion, disability, age, marital status, or veteran status, and including the applicant's legally protected exercise of constitutional or statutory rights.

The District's facilities are designated as nonpublic forums. Accordingly, applications shall not be accepted for:

- a. Uses that may conflict with or that disrupt the District's educational or extracurricular activity programs.
- b. Uses inconsistent with the mission of the District.
- c. Uses that present an unacceptable risk that the conditions of use set forth in this policy will not be adhered to; either due to the nature of the requested use or the character of the group or individuals within the group.
- d. Uses that present an unacceptable risk of damage or unacceptable wear and tear to facilities or equipment.

- e. Uses for outside commercial activities except with approval of the Board; and except for camps and other activities for high school students subject to and consistent with Bylaws of the Nebraska School Activities Association.
- f. Uses that involves gambling or games of chance.
- g. Uses that involves a group or activity which advocates or condones the violent overthrow of the Constitution or of the government.
- h. Uses that involve the meetings of secret clubs not open to members of the public.
- i. Non-community type uses such as wedding receptions, slumber parties, personal use and similar activities.

Applications for use of facilities may be denied based on unsuitability of the date or time of the requested use. Facilities will generally not be available for community use at times when school staff are not available to monitor the Applicant's use, such as on legal holidays; before 7:00 a.m.; after 10:00 p.m. and Sunday mornings prior to Noon.

Leases of school facilities require approval of the Board. As such, Applications that request long-term use of facilities in the nature of a lease will be denied.

Applications may be denied based on the determination of the Superintendent or the Superintendent's designee that the Applicant does not have the financial ability or financial responsibility to pay fees or expenses or to reimburse the District for any damages that may be sustained to facilities or equipment or any liability that may be created by the use.

When an Application conflicts with another Application, the Applications will be accepted according to the following priority order:

- a. Events or activities that are designed to service students of the District or which are related to any function of the District, including approved school-community associations and school-affiliated non-profit groups.
- b. Tax-supported agencies such as educational entities or units of city, county or state government.
- c. Nonprofit community agencies such as private educational agencies.
- d. Groups where the majority of the members reside within the District.

For use conflicts within each group, priority will be given to the first to submit their Application; provided that the Superintendent or the Superintendent's designee may approve an Application that is not first-filed if the other Applicant's use could be feasibly changed to a non-conflicting time or area.

Applications that are accepted may not be assigned or transferred to another outside group.

Applications that are accepted are subject to cancellation by the Superintendent or the Superintendent's designee. Cancellation will occur in the event the administration reasonably determines:

- a. Any of the reasons for non-acceptance of an application exist.

- b. The Applicant fails to meet any term or condition required prior to the use. This includes but is not limited to failure of the Applicant to pay required fees or deposits or failure to show evidence that any required insurance is in place.
- c. Circumstances make the use unsuitable. This includes but is not limited to:
 - i. The condition of the facilities being unsafe. For example, the presence of snow, ice, fallen limbs or other potential hazards that the school would not otherwise clear prior to the activity or event. The Applicant may request that the District clear the hazards such that it may proceed with its activity or event. If the District agrees to do so, the Applicant shall be responsible for all costs incurred by the District in clearing the hazard.
 - ii. School staff being unavailable to monitor the use or to provide set-up or clean-up services where the District has accepted responsibility for such.
 - iii. The need to use the facilities for a school activity or purpose.

Generally, if school is closed on the date of the Applicant's intended use due to inclement weather or hazardous conditions, the Applicant's use will be cancelled.

The Applicant shall remain responsible for fees or expenses, and any deposit that has been received by the District shall be forfeited and be kept by the District, if cancellation occurs because of the fault of the Applicant. Otherwise, the District will return any deposit that has been received by the District. The District will in no event be responsible for any damages, expenses, or losses incurred by the Applicant or any person arising from the cancellation.

An Applicant may withdraw its Application at any time prior to acceptance. An accepted application may be withdrawn by the Applicant, subject to approval of the Superintendent or the Superintendent's designee. Approval is subject to the conditions that the Applicant has given reasonable advance notice (ordinarily, at least 48 hours) and that the Applicant reimburse the District for any expense the District has incurred.

3. Conditions of Use.

The conditions for use are as follows:

- a. Compliance. Applicant agrees to:
 - i. Comply with all local, state and federal laws, including health and fire codes.
 - ii. Comply with Board policies concerning non-discrimination and the use of school facilities.
 - iii. Comply with reasonable administrative rules related to use of facilities and the requests of school officials related to the Applicant's use of the facility.
- b. Disclaim School Sponsorship. The District does not sponsor or endorse the Applicant or the activity or event conducted by the Applicant. To ensure that the public understands this fact, the Applicant agrees to not make any statements

suggesting such sponsorship and to publish statements of non-school sponsorship in such form and manner as the administration may request.

- c. Supervision. Applicant agrees to provide appropriate supervision of the activity or event in all respects, including supervision reasonably necessary to ensure that no person participating in or attending the activity or event:
- i. Is presented with conditions that pose an unreasonable risk of personal injury or damage to personal property.
 - ii. Enters any area of the school facilities that the Applicant has not been given permission to use, or accesses any school records.
 - iii. Engages in the use of tobacco, alcohol, or illegal drugs, or is under the influence of alcohol or illegal drugs.
 - iv. Possesses a firearm or a weapon.
 - v. Engages in disorderly, lewd, or lascivious conduct.
 - vi. Engages in any criminal behavior.

Applicant shall remove any person from the activity or event who engages in any of the above listed conduct. Applicant agrees to report to the school administration by the close of the next business day the identity of any person who engaged in any of the above listed conduct and the details of the conduct. If the offending person is a student, the report shall be made immediately.

In the event the school administration determines that the nature of the activity or event warrants the presence of security services, Applicant agrees to provide such security services.

Applicant agrees to ensure that all persons attending its activity or event are off school grounds at the end of its time of permitted use, except for students or school staff who are authorized to remain for a school-related purpose.

- d. Condition of Premises. Applicant agrees to:
- i. Conduct a reasonable inspection of the premises prior to the activity or event to ensure that the premises are safe for the intended use. In the event of any unsafe condition, Applicant shall notify an administrator. In the event the unsafe condition is not corrected prior to the activity or event, the Applicant shall postpone or cancel the activity or event.
 - ii. Not use or allow any school equipment to be used without express approval of school administration.
 - iii. Not bring or allow others to bring food or beverages on to school grounds without express approval of school administration.
 - iv. Not bring or allow others to bring or use any flammable items (including candles or incense) or any volatile chemical or any explosive.
 - v. Not use any electrical equipment that has been brought onto the premises without express approval of school administration.

- vi. Not allow the wearing of street shoes or shoes with black soles on gym floors or other protected surfaces.
 - vii. Not park or allow others to park in fire lanes or reserved spaces or in any manner inconsistent with the school's parking rules.
 - viii. Not cause or allow others to cause damage to school facilities or equipment.
 - 1. In the event damages are sustained, Applicant accepts responsibility for reimbursing the District for the cost of repair or replacement.
 - 2. Applicant agrees that the school administration's determination that damage was sustained in connection with the Applicant's use, and of the cost of repair or replacement, is controlling.
 - 3. Applicant shall immediately report to the school administration any damage to school facilities or equipment that occurs during the Applicant's use of school facilities that may present a risk of injury to students or any subsequent users. Any other damage shall be reported by the close of the next business day.
 - ix. Return the facilities in as good a condition as it was prior to use. This includes, without limitation, cleaning, removal of trash, and returning tables and chairs and other school property to their proper location. The clean-up shall be promptly completed. In the event the District provides the clean-up service, Applicant agrees to reimburse the District for the cost of such clean-up.
 - x. Remove any property brought in by the Applicant and by any person attending the activity or event. The District is not responsible for any personal property that is left on the premises.
- e. Financial Responsibility. Applicant agrees to:
- i. Procure, at its own expense, a Comprehensive General Liability insurance policy naming the District as an additional insured. This policy shall be written with a minimum of \$1,000,000 Combined Single Limit per occurrence. A Certificate of Insurance evidencing coverage must be submitted prior to the Applicant's use.
 - ii. The insurance requirement is subject to waiver by the Superintendent or the Superintendent's designee only in circumstances where the intended use presents very little potential for injury or damage and the activity or event is designed to serve the District's students or staff.
 - iii. Indemnify and hold the District, the Board, school employees and agents of the District harmless from any and all claims, demands, causes of action, or lawsuits for any death or personal injury or damage to property sustained during, caused by or arising out of the Applicant's use of school facilities.

4. Fees for Use.

The Superintendent or Superintendent's designee shall establish a daily use fee schedule that establishes rates for specific parts of the school facilities (that is, kitchen, auditorium, gymnasium, athletic field, classrooms, meeting rooms). The rates shall be reviewed on a periodic basis; with the review to occur no less than every two years.

The fee rates shall be in an amount sufficient to cover estimated staff time and direct costs associated with:

- a. Processing. Cost of processing the Application, postage, invoicing and coordination of the use.
- b. Access. Cost of providing access; such as unlocking doors before use and locking after use, turning lights on and off, and disarming/re-arming security systems.
- c. Custodial. Cost of providing custodial or maintenance services to prepare the facility for the use and for clean-up after the use.
- d. Kitchen. Cost of providing access to the kitchen facilities; as ordinarily any permitted use of the kitchen will require the presence of a member of the school's food service staff.
- e. Special Equipment. Cost of making special equipment available such as sound and lighting set-up; as ordinarily any permitted use of special equipment will require the presence of a member of the school's staff who is familiar with proper use of the equipment.
- f. Monitoring. Cost of administrative or other professional staff to monitor the Applicant's use to ensure compliance with the terms and conditions of the permitted use.
- g. Security. Cost of providing security services when determined to be needed for the activity or event.

The fee schedule shall be applied evenly to all Applicants, with two exceptions:

- a. A different fee may be assessed where the Superintendent or Superintendent's designee reasonably determines that the Applicant's use will require staff time or cause direct costs different than those used in establishing the fee schedule.
- b. A fee waiver or reduced fee rate shall be given for use where the activity or event is designed to serve students of the District or children; such as approved school-community associations and school-affiliated non-profit groups and summertime sports leagues, sports camps, etc., that are subject to NSAA regulations.

5. Use Consistent with NSAA Bylaws.

Use of school facilities for activities that are subject to the Bylaws of the Nebraska School Activities Association (NSAA) shall be permitted subject to and in accordance with the NSAA Bylaws. Such use shall be consistent with this policy for non-school groups. Examples of acceptable use of school facilities for activities are:

- a. Summer Leagues. There must be evidence that the organization or individual conducting the league has rented or leased the facility (for example, via an Application for Use) to prove the school is not involved in its sponsorship or funding.
- b. Commercial Sport Camps/Clinics. School facilities for use by individuals, including the District's own coaches or other organizations for commercial camps/clinics or schools. Camps conducted by high school coaches shall be publicized as open to all area individuals wishing to attend and not limited to students from the coach's high school.
- c. All-Star competition that involves graduated seniors.
- d. Competitive meets and contests sponsored by non-school groups.
- e. Facilities approved under the above stipulations include: gymnasiums, tracks, swimming pools, tennis courts, athletic playing fields, and baseball and softball diamonds.

Date of Adoption: [Insert Date]

APPLICATION FOR USE OF SCHOOL FACILITIES [Name] Public Schools

Name of Organization Making Request: _____ Date: _____

Type of Organization and Type of Activity or Event

- _____ Event or activity that is designed to service students of the District or which is related to any function of the District, including approved school-community associations and school-affiliated non-profit groups. *Describe:* _____
- _____ Tax-supported agency such as educational entity or unit of city, county or state government. *Describe:* _____
- _____ Nonprofit community agency such as a private educational agency. *Describe:* _____
- _____ Group in which the majority of the members reside within the District. *Describe:* _____
- _____ Other. *Describe:* _____

Facilities Requested. Building: _____ **Areas:** _____

Dates & Times Requested:

Dates (From - To)	Time (From - To)	Repeating	# Wks.
_____	_____	Yes No	_____
_____	_____	Yes No	_____
_____	_____	Yes No	_____

Details of Use (Attach an additional explanation if needed)

Describe the Type of Activity or Event: _____

No. of Anticipated Users and Spectators: _____ Concessions/Food Served: Yes No Describe: _____

Set Up or Tear Down Required by District: _____

Type of Cleaning Required During and Afterwards: _____

Special Equipment to be Used (District & Organization): _____

Fees (To Be Completed by Superintendent or Designee)

Advance Deposit	\$ _____
Date Deposit Due	_____

Type	Amount
Processing	_____
Access	_____
Custodial	_____
Kitchen	_____
Special Equipment	_____
Monitoring	_____
Security	_____
Total	_____

Applicant shall procure, at its own expense, a Comprehensive General Liability insurance policy naming the District as an additional insured. This policy shall be written with a minimum of \$1,000,000 Combined Single Limit per occurrence. A Certificate of Insurance evidencing coverage must be submitted prior to the Applicant's use.

Insurance requirement waived: Yes No (for school official to complete)

Policy Compliance and Acceptance of Liability

This application is subject to the terms of the Board's "Community Use of School Facilities" policy. The terms and conditions of that policy are incorporated into this application by this reference. Applicant accepts all such terms and conditions.

We have read, understand and agree to abide by the policies, rules and conditions on the use of these facilities on this form and in Board Policy. We understand that we are accepting the use of the facility from the [Name] Public Schools with no assurances or guarantees relative to their condition. It shall be our responsibility to check the facility to see that it is safe for our intended use. We take full responsibility for the facilities while they are being used by our group and will make full restitution for any and all damages which may occur while our group is using the facility. We agree to indemnify and hold the school district harmless for any and all accidents and injuries to ourselves or others while we are using the facility regardless of the negligence of the school district or its personnel. We assume full responsibility and liability for any injuries.

Name, Position

Signature

Date

Name, Position

Signature

Date

Community RelationsUse of School Facilities: Student Groups and Boy Scouts

1. Equal Access to Student Groups. In the event any of the secondary schools (grades 6-12) have a limited open forum as defined in the Equal Access Act, such school(s) shall not deny equal access or a fair opportunity to, or discriminate against, any students who wish to conduct a meeting within that limited open forum on the basis of the religious, political, philosophical, or other content of the speech at such meetings. A limited open forum for this purpose exists if the secondary school grants an offering to or opportunity for one or more non-curriculum related student groups to meet on school premises during noninstructional time.

All such student meetings at school are subject to the following requirements:

- a. the meeting must be voluntary and student-initiated;
- b. there must be no sponsorship of the meeting by the school or its agents or employees;
- c. employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- d. the meeting must not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- e. non-school persons may not direct, conduct, control, or regularly attend activities of the student group.

The administration shall in all respects maintain the District in compliance with the Equal Access Act.

2. Equal Access to Boy Scouts. If the District provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities before or after school hours, the District shall not deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America. The same principles apply to any other youth group listed in Title 36 of the United States Code as a "patriotic society." The administration shall in all respects maintain the District in compliance with the Boy Scouts of America Equal Access Act.

The use of school facilities for student meetings and Boy Scouts as provided above shall be subject to the same provisions as other community, non-school groups and may be required to complete a community use application as and to the same extent as other non-curriculum related student groups (in the case of student meetings) and other outside youth or community groups (in the case of the Boy Scouts).

Legal Reference: 20 U.S.C. Section 4071-4074 (Equal Access Act)
20 U.S.C. Sec. 7905 (Boy Scouts of America Equal Access Act) & 34
CFR Part 108

Date of Adoption: [Insert Date]

Community RelationsRecording 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 staff, students 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.

Legal Reference: Neb. Rev. Stat. Sec. 86-290
Letter to Anonymous, 40 IDELR 70 (OSEP 2003)

Date of Adoption: [Insert Date]

Community RelationsBulletin Boards, Display Case, and Posted Material

School bulletin boards, display cases, and posting areas are for the purposes of conveying information about school activities and programs to students, staff, and the visiting public as deemed appropriate by the respective principals; however, building principals may use their discretion on posting or displaying non-school related information which is not political or commercial in nature. No information, poster or other display may be posted on any school bulletin board, display case or other areas without the prior permission of the building principal. The building principal shall have the final determination as to whether any posting is political and/or commercial in nature, and there shall be no appeal process if the principal denies a request to post or display non-school related information.

Legal Reference: Neb. Rev. Stat. Sec. 79-526 Board Authority for Supervision and Control

Date of Adoption: [Insert Date]

Community RelationsTobacco Policy

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, 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. 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.

Legal Reference: Neb. Rev. Stat. Sections 71-5716 to 5734 (Nebraska Clean Indoor Air Act)

Date of Adoption: [Insert Date]

Community RelationsPersonnel - All Employees and StudentsAnti-discriminationA. **Elimination of Discrimination.**

The policy of [Name] Public Schools is to 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 admission or access to, or treatment with regard to employment or with regard to its programs and activities.

[Name] Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of [Name] Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

B. **Preventing Harassment and Discrimination of Employees and Students.**

1. **Purpose:** [Name] Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, [Name] Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

- a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual

orientation or gender identity, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

2. **Procedures:**

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of [Name] Public Schools.

- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Legal Reference: Title VI, 42 U.S.C. Sec. 2000d, Title VII, 42 U.S.C. Sec. 2000e, Title IX; 20 U.S.C. Sec. 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. Sec. 48-1101 et seq.
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. Sec. 621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. Sec. 48-1001 et seq.;
Americans with Disabilities Act (ADA), 42 U.S.C. Sec. 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. Sec. 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Sec. 4301 et seq.
Neb. Rev. Stat. Sec. 79-2,115, et seq

Date of Adoption: [Insert Date]

Community RelationsTitle IX – Procedure for Complaints of Sexual Harassment**A. Complaint Procedure - Generally**

All employees are responsible for helping to prevent sexual harassment. Employees or students who believe they have been subjected to, or believe they have witnessed sexual harassment should follow these procedures:

1. Directly inform the person engaging in the discrimination or harassment that such conduct is offensive and must stop.
2. For employee reporters, contact your principal or supervisor, the principal or supervisor of the offending person, or the Title IX Coordinator if you do not wish to communicate directly with the person whose conduct is offensive or if direct communication with the offending person has been ineffective.
3. Report the matter to the Title IX Coordinator if the offending conduct continues or has not been resolved to your satisfaction after you have reported the matter to a principal or supervisor.
4. For student reporters, contact any teacher, counselor, or administrator.
5. Report to the Title IX Coordinator if you are the adult to whom the student has made a report so that the matter can be properly resolved. The Title IX Coordinator may file a formal complaint and begin the following complaint procedure.

Allegations of sexual harassment or discrimination shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including dismissal from employment if the offender is an employee, or suspension and/or expulsion, if the offender is a student. Retaliatory action will not be taken against an employee or student for reporting discrimination or harassment.

B. Response to a Formal Complaint

1. Filing Formal Complaint: An employee or student can allege sexual harassment by filing a formal complaint in writing with the Title IX Coordinator in person or by mail, or by electronic mail using the following contact information:

TITLE IX COORDINATOR CONTACT INFORMATION

[Coordinator Name]

[Address]

[City, State, Zip]

[Phone Number]

[Email Address]

The formal complaint must be signed by the complainant or by the Title IX Coordinator. **The following procedures apply only in the event that a formal complaint is filed. All other allegations of sexual harassment shall be resolved using the general complaint procedure. Any timelines set forth in the following procedures may be extended by the Title IX Coordinator with notice to the parties.**

2. **Immediate Actions upon Receipt of Formal Complaint:** Upon receipt of a formal complaint, the Title IX Coordinator shall provide the following to all known parties: (a) the complaint procedure as outlined in this regulation; and (b) notice of the allegations of sexual harassment, including: (i) the identities of the parties involved, if known; and (ii) the conduct allegedly constituting sexual harassment; and (iii) the date and location of the alleged incident.

The parties to the formal complaint may select an advisor of their choice, who may be, but is not required to be, an attorney.

3. **Investigation of Formal Complaint:** Upon receipt of a formal complaint, the Title IX Coordinator shall notify the Investigator. The Investigator will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The Investigator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this complaint procedure. If the allegation(s) involves possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The Investigator will aim to complete its investigation within a reasonable time frame, as determined by the Title IX Coordinator. The factors to determine a reasonable time frame include, but are not limited to, the allegations of the formal complaint, the number of witnesses that may need to be interviewed, and whether the police are also conducting an investigation into the allegations. The time frame originally set by the Title IX Coordinator may be extended by the Title IX Coordinator, upon notice to the parties, as he or she deems necessary to complete the investigation. Periodic status updates will be given to the parties, when appropriate.

- (a) ***Neutrality:*** The Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate this complaint procedure, shall not have any conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The District shall ensure that Title IX Coordinators, investigators, decision-makers, and any persons who facilitate this complaint procedure shall receive training on the definition of sexual harassment in accordance with this regulation, the scope of the District's education program or activity, how to conduct an investigation and complaint process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the fact at issue, conflicts of interest, and bias. The District shall ensure that the individuals involved in the

complaint procedure receive training on issues of relevance of questions and evidence and on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

- (b) *Burden of Production:* It shall be the Investigator's burden to gather evidence sufficient to reach a determination regarding responsibility. To reach a determination, the investigation will include, but is not limited to:
- i. Providing the parties with the opportunity to present witnesses and provide evidence.
 - ii. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
 - iii. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
 - iv. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)
- (c) *Rights of the Parties:* The respondent is entitled to a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

The Investigator shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

The Investigator shall provide the parties with the same opportunities to have others present during any complaint proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice if the Investigator deems appropriate. However, the Investigator may establish restrictions regarding the extent to which the advisor may participate in the proceedings, if the restrictions apply equally to both parties.

The Investigator shall provide to all witnesses expected to attend a meeting notice of the date, time, location, participants, and purpose of all hearings within two (2) days of the meeting.

Up until the conclusion of the investigation, the parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint. This includes the evidence upon which the Investigator does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence obtained from any source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

The District retains the right to place an employee on administrative leave during the pendency of an investigation. The District also retains the right to remove a student from the District's educational program prior to the conclusion of the investigation. In the event of a removal, the respondent shall have the opportunity to challenge the decision for removal.

- (d) *Conclusion of Investigation:* Prior to the conclusion of the investigation, the investigator shall send each party and the party's advisor, if any, the evidence that is subject to inspection and review in an electronic format or a hard copy. The parties shall then have ten (10) days to submit a written response, which the investigator will consider.

Once the investigator has considered the written statements of the parties, if any, and any questions of the parties, if any, the investigator shall create an investigative report that fairly summarizes relevant evidence. The investigator shall then submit the written investigation report to the decision-maker. The parties shall each receive a copy of the final investigative report at the same time as the decision-maker.

4. Decision of Responsibility: The decision-maker shall review the investigative report. Prior to coming to a determination regarding responsibility, the decision-maker shall provide ten (10) days for each party to submit written, relevant questions that a party wants asked of any party or witness, provide each party with answers, and allow for additional, limited follow-up questions from each party.

Once the decision-maker has considered the written questions of the parties, if any, the decision-maker shall issue a written determination regarding responsibility by a preponderance of the evidence within a reasonable time frame as determined by the Title IX Coordinator. The decision-maker shall consider all relevant evidence, including inculpatory and exculpatory evidence, and will not consider the credibility of the evidence to be based on a person's status, such as complainant, respondent, or witness. The decision-maker shall provide the written determination to both parties simultaneously. The written determination must include:

- (a) Identification of the allegations potentially constituting sexual harassment;

- (b) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence;
- (c) Findings of fact supporting the determination;
- (d) Conclusions regarding the application of each recipient's code of conduct to the facts;
- (e) A statement of, and rationale for, the results as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and
- (f) The recipient's procedures and permissible bases for the complainant and respondent to appeal.

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

5. Supportive Measures and Disciplinary Actions:

Throughout the investigation, either party may be entitled to supportive measures. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment to deter sexual harassment.

Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures.

At the conclusion of the investigation, the decision-maker may institute disciplinary measures to the respondent if the decision-maker determines that the respondent engaged in sexual abuse or harassment. Disciplinary measures may include, but are not limited to, in-school suspension, out-of-school suspension, expulsion, and in the case of an employee, disciplinary

action up to and including dismissal from employment. This policy does not limit or prohibit the District from instituting disciplinary measures if, in the course of the investigation, it determines that the complainant or respondent violated the student code of conduct.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

C. Appeals

If either party is not satisfied with the outcome of the investigation and the decision of the decision-maker, they may appeal on the following basis:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence, that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against the complainant or respondent generally or the individual complainant or respondent that affected the outcome of the matter.

The request for an appeal shall be in writing and submitted on the appropriate document. The appeal document shall be submitted to the Superintendent of Schools.

Upon notice of an appeal by either party, the Superintendent of Schools shall notify the other party in writing when the appeal is filed and of the appeal procedures, which apply equally to both parties.

The Superintendent of Schools shall give both parties a reasonable and equal opportunity to submit a written statement in support of or challenging the outcome.

The Superintendent of Schools shall review the investigative report, decision-maker's determination, and written statements of the parties and then issue a written decision describing the result of the appeal and the rationale for the result. The Superintendent of Schools shall provide the written decision simultaneously to both parties.

D. Informal Resolution

If a formal complaint is filed, the District may offer the complainant and respondent the opportunity to participate in an informal resolution process. The informal resolution process may take place at any time prior to reaching a determination regarding responsibility. The informal resolution process shall only take place upon:

1. Written notice to both parties disclosing: the allegations, the requirements of the informal resolution process, including the circumstances under which it

precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the resolution process and resume the complaint process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

2. The parties' voluntary written consent to the informal resolution process; and
3. That the allegations of the formal complaint do not involve any allegations that an employee sexually harassed a student.

E. Record Keeping

The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, any transcripts, or audio recordings pertaining to the investigative and appeal proceedings for a period of seven (7) years.

Legal Reference: Title IX

Date of Adoption: [Insert Date]

Community RelationsADA and Section 504 Grievance Procedure

The following grievance procedure shall be used for resolution of complaints of alleged violations of the Americans with Disabilities Act of 1990 (ADA) or Section 504 of the Rehabilitation Act of 1973:

- 1) Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
- 2) Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
- 3) Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
- 4) The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
- 5) The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
- 6) In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).

- 7) A decision on the request for reconsideration shall be made within ten (10) days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within thirty (30) days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.

Legal Reference: Americans with Disabilities Act of 1990 (ADA)
Section 504 of the Rehabilitation Act of 1973 (Section 504)

Date of Adoption: [Insert Date]

Community RelationsDesignation of Coordinator

[Name] Public Schools does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

The Superintendent shall either coordinate or designate one or more persons to coordinate [Name] Public School's compliance with the requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended (ADA and Section 504).

The Coordinator shall take such actions as required to maintain compliance with such laws; to provide information concerning such laws and their applicability to the services, programs, or activities of the District; and to resolve any complaints or grievances related to alleged non-compliance by the District with such laws.

In the event an employee has a disability and is in need of a reasonable accommodation to perform the employee's duties or to otherwise receive benefits and privileges of employment equal to those enjoyed by similarly-situated employees without a disability, the employee is to inform their supervisor and request a meeting with the ADA Coordinator to discuss the provision of reasonable accommodations.

In the event a student has a disability and needs or is believed to need special education or related services, the 504 Coordinator shall initiate the 504 evaluation and accommodation process.

The Board of Education has adopted a plan regarding the accessibility requirements of persons with disabilities who use school facilities as required by the ADA and Section 504. Members of the public may review the accessibility plan by contacting the Superintendent at the school's administrative offices. Comments or complaints regarding the accessibility of district facilities shall be made to the Superintendent for resolution.

Legal Reference: Americans with Disabilities Act of 1990 (ADA)
Section 504 of the Rehabilitation Act of 1973 (Section 504)

Date of Adoption: [Insert Date]

Community RelationsFund Raising Activities

Fundraising is the selling of a product, providing a service or activity, or requesting donations of any kind. School fundraising directly funds school programs and student organizations.

A. General Guidelines.

The School Board of [Name] Public Schools recognizes a desire and a need for ongoing fundraising support. The school board also recognizes a need for restraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

All fundraising for student organizations and charitable giving campaigns must have prior administrative approval. School District employees who supervise official school programs or extracurricular activities are directed not to organize, conduct, or involve students in fundraising activities unless the fundraising activity has been approved by the building administration.

B. Student Organization Fundraising.

Student organizations are groups that are sponsored by the district and approved by the school board. They are designed to provide opportunities for students to participate, on an individual or group basis, in school and public events for the improvement of skills. Student organizations are directed or supervised by School District staff.

1. Approval Criteria. Student organization fundraising activities are to be considered for approval based on the following criteria: (1) the project will be fun and safe for students, (2) students will not be exploited for sectarian, political, or commercial purposes, (3) the project will accomplish the goals for the fundraiser without undue risk of financial loss, (4) the project will be consistent with the mission and goals of the School District and the student organization, (5) the number of fundraisers run by the particular student organization and within the school and the District within the last twelve months, and (5) the project meets all legal requirements.
2. Food Sales. The sale of foods as a fundraiser is subject to the School Wellness Policy.
3. Safety Considerations. The District does not sponsor activities involving driving vehicles unless a school employee or sponsor or a responsible adult is driving. Projects that involve door-to-door sales will not be approved for student participants who are not in high school. Parent approval must be given before any student is permitted to participate in door-to-door sales.

4. Non-Approved Activities. The following activities may not be approved as fundraising activities: raffles, lotteries, car bashes (or other comparable destructive activity), direct solicitation of money, and slave days.
5. Contracts. Teachers, coaches and sponsors are not authorized to sign contracts for the procurement of items to be sold or used in student organization fundraisers. Any contract that obligates school funds shall be submitted to the building principal for approval and execution.
6. Purchases. All purchases related to student organization fundraisers are to be made in the school district name. Deliveries of fundraising items for sale shall be made to the school building, not to personal addresses. Items shall be kept in a secure place to avoid theft. Items which are overpriced or of an embarrassing or controversial nature to the school will be rejected. Items which are in direct competition with local businesses shall be avoided where practicable.
7. Money-Handling. All funds collected must be given by the fundraiser sponsor intact (i.e., cash and checks must be deposited in the same cash/check mix in which they were received) to the building principal or designee for deposit into the School District depository account no later than the next school day following receipt. Funds may not be deposited into personal accounts and may not be taken home.
8. Inventory. The fundraiser sponsor shall maintain an inventory of items related to the project. Upon completion of the project, unsold items may not be given away. The items shall be returned to the vendor for credit, sold at reduced prices in a clearance sale, or kept for sale in a future student organization fundraising event.
9. Disbursement of Fundraising Proceeds. Fundraising proceeds shall be disbursed to and used by the student organization for the purposes for which the project was initiated.
10. Records. The fundraiser sponsor shall submit all records related to the fundraising project at the conclusion of the project. The records to be maintained and submitted include: fundraiser approval, purchase order or procurement card receipt, invoices and packing slips, student checkout sheets, deposit receipts, inventory of merchandise and list of unsold merchandise, receipt for return of merchandise and records of credit or receipt for returned merchandise.
11. Student Conduct. All students who participate in approved fundraising activities are expected to represent the school, the student organization, and the community in a positive manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.

If a donation of cash or equipment is offered to a staff member for a school organization or the School District, the coach or sponsor shall refer the intended donor to the building administration. If the donor insists on giving the cash or equipment immediately, the staff member shall turn the donation over to the building principal immediately upon receipt.

Coaches or sponsors who also coach, manage or otherwise participate in club teams or similar non-school organizations must clearly separate any student organization fundraising from fundraising activities for their club team. Such individuals who receive donation offers must

request that the donor be very clear as to whether the donation is intended for the student organization or the club team.

C. Fundraising by Outside Organizations.

Outside organizations are non school-funded groups such as parent/teacher organizations, sports booster groups, and commercial enterprises that provide supplementary services to existing school entities. Outside organizations are separate and apart from the School District. Decisions on fundraising activities and the expenditure of fundraising proceeds should involve consultation with the school administration.

Independent sales consultants may not use schools as a source of sales, even if the consultant intends to donate a portion of the funds raised to the school. An independent sales consultant includes individuals who operate as a franchisee for businesses that sell products such as food storage containers, cosmetics, etc.

D. Charitable Giving Campaigns.

A charitable giving campaign is fundraising conducted for the purpose of providing money for a charitable cause not directly related to any District goal. Purposes for which such a campaign may be permitted include fundraising for student scholarships or student exchange programs, to assist families within the District who have experienced a catastrophe, or to fund community projects.

Any fund-raising activity conducted by any such organization using [Name] Public Schools' facilities or using the District's name in solicitation of donations must have prior approval of the [Name] Board of Education. If the request is approved, the organization shall include a statement that the [Name] Public Schools is not endorsing the organization or campaign and has no affiliation with the event.

District funds cannot be used to off-set, front-fund, or pre-pay expenses for any charitable giving campaign. A charitable giving campaign shall not be permitted to conduct fundraising among the student population.

E. Sales Outside of Fund Raising.

Other than those fund raising activities authorized and approved under this policy, the selling of goods and services is prohibited on District property, except for those sales that are de minimis. "De minimis" means sales of five dollars or less or are otherwise approved in advance by an administrator. Transactions related to sales (such as Craigslist deliveries) are strictly prohibited on school property. Students or staff who desire to sell goods or services must do so off school property and outside of school hours.

Date of Adoption: [Insert Date]

Community RelationsGifts to the School District

The Board of Education welcomes monetary and material contributions or other types of citizen contributions to the general school program. All donations become the property of the School District and will be used in the interest of all of the children of the School District.

The [Name] Education Foundation is recognized as an appropriate tax-exempt charitable organization for receipt and management of such gifts.

Gifts to School Employees

Gifts to employees from parents or students, with a monetary value in excess of \$30, are to be referred to the [Name] Education Foundation for disbursement.

Students and patrons shall not in any way be encouraged to give personal gifts to school personnel. If gifts are offered, school personnel should minimize such acts and not give publicity or public recognition to such gifts or publicly praise the donor.

Gifts by School Employees

Gifts to students by their teachers or other employees who serve the student as part of their employment are not to be made. Exceptions are allowed for a homebound or seriously ill child, and in other cases where administrative approval has been given.

Date of Adoption: [Insert Date]

Community RelationsEmergency Closure of School Buildings

If the Superintendent or Superintendent's designee determines that a building or buildings should be closed due to health or safety concerns, then the Superintendent or Superintendent's designee is authorized to close a school building or buildings until the Superintendent or Superintendent's designee determines that such building or buildings should be reopened.

In determining whether a building or buildings should be closed, the Superintendent or Superintendent's designee is encouraged to receive input from law enforcement, health officials and other experts.

If the Superintendent or Superintendent's designee makes the decision to close a school building or buildings, then the Superintendent or Superintendent's designee shall communicate such decision to students, parents, staff, community members and area media outlets as soon as practical.

If a school building is closed, then no person shall be allowed to enter such building unless the Superintendent permits such person to enter such building.

Date of Adoption: [Insert Date]

Community RelationsEmergency Exclusion of Persons from School

If the Superintendent or Superintendent's designee determines that a person may pose a health or safety risk to others, the Superintendent may exclude such person from school property. If such person is a student, then the Superintendent or Superintendent's designee may refer to the emergency exclusion provisions of Policy 5101. If such person is a staff member, then the Superintendent or Superintendent's designee may place said staff member on paid or unpaid leave. If such person is not a student or staff member, then the Superintendent or Superintendent's designee shall inform such person as soon as possible that they are not permitted on school property until further notice from the Superintendent or Superintendent's designee.

The Superintendent may consult with law enforcement, health officials or other experts in determining whether such exclusion should occur.

Date of Adoption: [Insert Date]

AdministrationStaff Handbooks

The Superintendent shall have the authority to establish staff handbooks. The handbooks shall define the duties of all special school officers and employees; define responsibilities, duties and policies concerning the relation of personnel to the administration, the community and the students; shall list the responsibilities of the administration to the staff together with staff welfare measures; and shall list general policies pertaining to students. Staff handbooks shall, when approved by the Board, have the effect of Board policy and control over any conflicting Board policy adopted prior to the staff handbook in the event of a direct conflict.

All staff shall be furnished or be provided access to a handbook at the beginning of each school year. Should a circumstance present itself that is not covered by the provisions of the staff handbook applicable to a specific employee, reference should be made to Board policy.

Date of Adoption: [Insert Date]

AdministrationAttendance at Professional Growth Meetings

The board of education expects its administrative staff to be informed on contemporary educational issues and therefore encourages active participation in the respective professional administrative organizations, including state, regional, and national associations for the superintendent and principals. Accordingly, the Board of Education authorizes and will fund, within budgetary limits, attendance to state, regional, and national conferences sponsored by professional administrative organizations, curriculum groups, institutions of higher education, legislative bodies, and other agencies having a relationship which is in agreement with the school district's educational objectives.

Administrators' attendance at national conferences is subject to board approval. If a first-year administrator is granted permission to attend a national convention, expenses for such attendance shall be allowed, provided that should the administrator not return for the next school year the cost of the administrator's attendance at such national convention shall be deducted from the administrator's last pay check. Any convention expenses already paid for a first-year administrator who chooses to terminate employment at the end of the contract year shall be refunded by that administrator to the district.

Approved national conventions include: the American Association of School Administrators, the National Association of Elementary School Principals (NAESP), the National Association of Secondary School Principals (NASSP), the Association for Supervision and Curriculum Development (ASCD), the American Association of School Administrators (AASA), the National Association of School Boards (NASB), or other conferences approved by the Board of Education. Any expenses allowed shall be consistent with those allowed through the guidelines approved by the Board for the Superintendent.

The Superintendent and the Principal, when approved to attend a national convention, shall be allowed expenses which shall include registration fee, transportation, lodging, meals and incidentals not to exceed the amount specified in the contract of such administrator. In the absence of such contractual provisions, the expenses allowed shall be the amount set forth in the "Coffee Act Policy," Policy No. 8231. Ticket stubs, receipts, and other records pertaining to expenses incurred shall be submitted.

The expenses of the spouse of the administrator, accompanying the administrator on the convention trip, shall be borne by the administrator.

Periodic reports will be given to the board of education regarding administrator attendance at conferences, including prior announcement of intended national conferences. Ordinarily, the board of education will automatically authorize conference attendance with adoption of the annual budget, but it may, in its discretion, limit or deny administrator conference attendance as the school year progresses.

Date of Adoption: [Insert Date]

Community RelationsTitle IX – Procedure for Complaints of Sexual Harassment**A. Complaint Procedure - Generally**

1. Reporting Procedures: All employees are responsible for helping to prevent sexual harassment. Employees or students who believe they have been subjected to, or believe they have witnessed sexual harassment should follow these procedures:

1. Directly inform the person engaging in the discrimination or harassment that such conduct is offensive and must stop.
2. For employee reporters, contact your principal or supervisor, the principal or supervisor of the offending person, or the Title IX Coordinator if you do not wish to communicate directly with the person whose conduct is offensive or if direct communication with the offending person has been ineffective.
3. Report the matter to the Title IX Coordinator if the offending conduct continues or has not been resolved to your satisfaction after you have reported the matter to a principal or supervisor.
4. For student reporters, contact any teacher, counselor, or administrator, or the Title IX Coordinator.
5. Report to the Title IX Coordinator if you are the adult to whom the student has made a report so that the matter can be properly resolved. The Title IX Coordinator is:

TITLE IX COORDINATOR CONTACT INFORMATION

Joseph Frecks
PO Box 368
Wauneta, NE 69045
(308) 394-5700

2. District Actions upon Report of Sexual Harassment or Sexual Misconduct: Upon receipt of a report of sexual harassment, the Title IX Coordinator, or designee, including but not limited to a building principal or assistant principal, will conduct an initial inquiry. The first step of the inquiry will typically include a preliminary meeting between the individual whom the reporting party alleges has been subjected to sexual harassment or sexual misconduct and the Title IX Coordinator, or designee. The initial inquiry may also include a meeting between the Title IX Coordinator, or designee, and the individual whom the reporting party alleges has committed sexual harassment or sexual misconduct. The purpose of these meetings is to gain a basic understanding of the nature and circumstances of the report, it is not intended to be a full investigative interview. During the initial assessment, the reporting party may also receive information about resources, rights, procedural options, and supportive measures. The Title IX

Coordinator, or designee, may inquire into whether the person who has is alleged to have been subject to sexual harassment or misconduct requests resources, no further action, supportive measures, and/or initiation of the “Formal Complaint” process. The Title IX Coordinator will make a reasonable effort to respect the wishes of the person who experienced sexual harassment or sexual misconduct; however, if the reported incident constitutes an imminent or ongoing threat to school safety, based on the assessment of the Title IX Coordinator, then the Title IX Coordinator may file a Formal Complaint, on behalf of the District, with or without the consent or permission of the person who has experienced sexual harassment or sexual misconduct.

With or without a Formal Complaint, allegations of sexual harassment or discrimination shall be investigated and if substantiated, corrective or disciplinary action will be taken, up to and including dismissal from employment, if the offender is an employee, or suspension and/or expulsion, if the offender is a student. Retaliatory action will not be taken against any person for reporting discrimination or harassment. This policy does not limit or prohibit the District from instituting disciplinary measures pursuant to other Board Policy, rules, or other expectations if the District determines that a person violated District rules or expectations.

B. Formal Complaint Process

The following procedures apply only in the event that a Formal Complaint is filed. All other reports of sexual harassment shall be resolved using the general complaint procedure. Any timelines set forth in the following procedures may be extended by the Title IX Coordinator with notice to the parties.

1. Misconduct Which May Be Investigated Under a Formal Complaint: The Formal Complaint process is only available if the Formal Complaint alleges: (i) conduct which occurs on District grounds or property owned or controlled by the District; (ii) conduct which occurs in the context of District employment or an education program or District-sponsored activity within the United States, and (iii) conduct which occurs when the District has substantial control over both the Respondent and the context in which the sexual harassment or sexual misconduct occurs. The conduct must also fall within one of the following categories: (a) an employee of the District conditioning an aid, service, or benefit of the District on an individual’s participation in unwelcome sexual contact; (b) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the District’s education program or activity; (c) sexual assault; (d) domestic violence; (e) dating violence; or (f) stalking.

2. Parties to a Formal Complaint: The only parties to a Formal Complaint are the Complainant, who is the person alleged to have been subject to misconduct, and the Respondent, the person who is alleged to have committed the misconduct.

3. Filing a Formal Complaint: A Formal Complaint may only be filed by a Complainant or the Title IX Coordinator. An employee or student Complainant may file a Formal Complaint in

writing with the Title IX Coordinator in person or by mail, or by electronic mail. The Formal Complaint must be signed by the Complainant or by the Title IX Coordinator.

4. Immediate Actions Upon Receipt of Formal Complaint: Upon receipt of a Formal Complaint, the Title IX Coordinator will conduct an initial assessment of the allegations contained within the Formal Complaint to determine if the allegations in the Formal Complaint, if true, allege misconduct which may be investigated under the Formal Complaint process. If the allegations in the Formal Complaint do not allege misconduct which may be investigated under the Formal Complaint process, the Title IX Coordinator must dismiss the Formal Complaint and may proceed under other District policies or procedures. The Complainant will be provided notice in writing if the Formal Complaint is dismissed.

If the allegations in the Formal Complaint allege misconduct which may be investigated under the Formal Complaint process, the Title IX Coordinator shall provide the following to all known parties: (1) The complaint procedure as outlined in this policy; and (2) Notice of the allegations of sexual harassment, known by the District at the time of filing the Notice, including (i) the identities of the parties involved, if known, (ii) the conduct allegedly constituting sexual harassment, and (iii) the date and location of the alleged incident.

The Title IX Coordinator shall then provide the Formal Complaint and the Notice of the Formal Complaint to the District's Title IX Investigator.

5. Investigation of Formal Complaint: Upon receipt of a Formal Complaint, the Investigator will promptly investigate the allegations contained within, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The Investigator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this complaint procedure. If the allegation(s) involve possible criminal conduct, the District will notify the Complainant of his or her right to file a criminal complaint, and District employees will not dissuade the Complainant from filing a criminal complaint either during or after the District's investigation.

The Investigator will contact the Complainant, Respondent, and relevant witnesses to schedule interviews. All parties may bring up to two people to this meeting: (1) Support Person and/or (2) Advisor of Choice. The Advisor of Choice may or may not be an attorney. Neither the Support Person nor the Advisor of Choice can direct questions or comments to the Investigator, nor may the Support Person or Advisor of Choice advise a student or employee how to answer the Investigator's questions.

The Investigator will also aim to collect all tangible evidence relevant to the investigation.

The Investigator will complete the investigation within a reasonable time frame, as determined by the Title IX Coordinator. The factors to determine a reasonable time frame include, but are not limited to, the allegations of the Formal Complaint and the number of witnesses that may need to be interviewed. The time frame originally set by the Title IX Coordinator may be extended by the Title IX Coordinator, upon notice to the parties, as deemed necessary to complete the investigation. Periodic status updates will be given to the parties, when appropriate.

(A) *Neutrality*: The Title IX Coordinator, Investigator, Decision-Maker, or any person designated by the District to facilitate this Formal Complaint process, shall not have any conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. The District shall ensure that Title IX Coordinator, Investigator, Decision-Maker, and any person who facilitates this Formal Complaint process shall receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and complaint process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the fact at issue, conflicts of interest, and bias.

(B) *Burden of Production*: It shall be the Investigator's burden to gather evidence sufficient to reach a determination regarding the outcome of the Formal Complaint. To reach a determination, the investigation will include, but is not limited to:

- i. Providing the parties with the opportunity to present witnesses and provide evidence.
- ii. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- iii. A consideration of various factors, including: (1) the nature of the conduct and whether the conduct was unwelcome, (2) the surrounding circumstances, expectations, and relationships, (3) the degree to which the conduct affected one or more students' education, (4) the type, frequency, and duration of the conduct, (5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, (6) the number of individuals involved, (7) the age and sex, if applicable, of the alleged harasser and the alleged victim(s) of the harassment, (8) the location of the incidents and the context in which they occurred, (9) the totality of the circumstances, and (10) other relevant evidence.
- iv. A review of the evidence using a "preponderance of the evidence" standard. To meet the "preponderance of the evidence" standard, the evidence must show that the discrimination, harassment, or retaliation more likely occurred than did not occur.

(C) *Rights of the Parties*: The Respondent is entitled to a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process. The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Investigator shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

The District retains the right to place any person on administrative leave during the pendency of the investigation. The District also retains the right to remove a Respondent from the District's educational program prior to the conclusion of the investigation. In the event of a removal, the Respondent shall have the opportunity to challenge the decision for removal by meeting with the Title IX Coordinator to discuss the removal.

(D) *Conclusion of Investigation:* Prior to the conclusion of the investigation, the Investigator shall send each party the evidence that is subject to inspection and review in an electronic format or a hard copy. This information shall be known as the “Draft Investigative Report.” The Draft Investigative Report shall include all evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the Investigator does not intend to relay to the Decision-Maker. The parties shall then have ten (10) calendar days to submit a written response, which the Investigator will consider. Responses may not be submitted by the parties’ Advisor of Choice or Support Person, unless such person is the parent or guardian of the Complainant or Respondent. Responses may include corrections to the Investigator’s summary of the parties’ interviews, suggestions for additional investigation, or additional information not known at the time of the interviews. Any new information provided by the parties during the response period will not result in an additional time period for response by the other party unless determined necessary by the Title IX Coordinator. The Investigator is not obliged to respond to any question or requests for information in the parties’ responses. The Investigator will consider the information provided by the parties and will incorporate relevant information into the Final Investigative Report. The Final Investigative Report will fairly summarize the relevant evidence. The Investigator shall then submit the Final Investigation Report to the Decision-Maker. The parties shall each receive a copy of the Final Investigative Report at the same time as the Decision-Maker.

6. Actions Taken By Decision-Maker Upon Receipt of Final Investigative Report: Upon receipt of the Final Investigative Report, the Decision-Maker shall provide 10 days for each party to submit written, relevant questions that a party wants asked of any party or witness. Questions shall be submitted to the Title IX Coordinator who shall determine whether questions are relevant. The Title IX Coordinator shall contact parties or witnesses to request answers to the parties’ relevant questions. The Title IX Coordinator will provide each party, and the Decision-Maker with the answers provided by the opposing party or witness and allow for additional, limited follow-up questions from each party.

7. Notice of Determination: Once the Decision-Maker has received the answers to relevant questions submitted by the parties, the Decision-Maker shall consider the answers and the Decision-Maker shall issue a written determination regarding responsibility by a preponderance of the evidence within a reasonable time frame, as determined by the Title IX Coordinator. The Decision-Maker shall consider all relevant evidence, including inculpatory and exculpatory evidence, and will not consider the credibility of the evidence to be based on a person’s status, such as the Complainant, Respondent, or witness. The Decision-Maker shall provide the written determination to both parties simultaneously. The written determination shall include:

- (a) Identification of the allegations potentially constituting sexual harassment;
- (b) A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence;
- (c) Findings of fact supporting the determination;
- (d) Conclusions regarding the application of each recipient’s code of conduct to the facts;
- (e) A statement of, and rationale for, the results as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes

on the Respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the Complainant; and

- (f) The recipient's procedures and permissible bases for the Complainant and Respondent to appeal.

The Family Educational Rights and Privacy Act (FERPA) permits the District to disclose relevant information to a student who was discriminated against or harassed.

8. Sanctions: At the conclusion of the investigation, the Decision-Maker may institute disciplinary measures against the Respondent if the Decision-Maker determines that the Respondent engaged in sexual abuse or harassment. Disciplinary measures may include, but are not limited to, in-school suspension, out-of-school suspension, expulsion, and, in the case of an employee disciplinary action, up to and including immediate termination from employment.

The Title IX Coordinator is responsible for coordinating the implementation of supportive measures for the victim(s).

C. Appeals

If either party is not satisfied with the outcome of the investigation and the decision of the Decision-Maker, they may appeal on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent generally or the individual Complainant or Respondent that affected the outcome of the matter.

The request for an appeal shall be in writing and submitted on the appropriate document. The appeal document shall be submitted to the Superintendent.

Upon notice of an appeal by either party, the Superintendent of Schools shall notify the other party in writing when the appeal is filed and of the appeal procedures, which apply equally to both parties.

The Superintendent shall give both parties a reasonable and equal opportunity to submit a written statement in support of or challenging the outcome.

The Superintendent shall review the investigative report, Decision-Maker's determination, and written statements of the parties and then issue a written decision describing the result of the appeal and the rationale for the result. The Superintendent shall provide the written decision simultaneously to both parties.

D. Informal Resolution

If a Formal Complaint is filed, the District may offer the Complainant and Respondent the opportunity to participate in an informal resolution process. The informal resolution process may take place at any time prior to reaching a determination regarding responsibility. The informal resolution process shall only take place upon:

1. Written notice to both parties disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the resolution process and resume the complaint process with respect to the Formal Complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
2. The parties' voluntary, written consent to the informal resolution process; and
3. That the allegations of the Formal Complaint do not involve any allegations that an employee sexually harassed a student.

E. Record Keeping

The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings for a period of seven (7) years.

Legal Reference: Title IX

Date of Adoption: [Insert Date]

Business OperationsInternal Controls

The District will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Generally: If the District receives federal awards, grants, or other funds, the District will:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the District manages the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. The District will endeavor to develop and maintain these internal controls consistent with the “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);
- (b) Comply with the U.S. Constitution, federal statutes, regulations, and the terms and conditions of the federal award;
- (c) Evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of federal award;
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency, or pass-through entity, designates as “sensitive” or the District considers sensitive, consistent with applicable federal, state, and local laws regarding privacy and responsibility over confidentiality.

Legal Reference: 2 C.F.R. § 200.303.

Management requirements: The District will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the District disposes of such equipment. The District will, as a minimum, meet the following requirements:

- 1) Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
- 2) Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two (2) years;
- 3) Implement a Control System procedure;

- 4) Continue to develop and implement adequate maintenance procedures for the equipment;
- 5) Continue to develop and implement sales procedures for the equipment; and
- 6) Continue to develop and implement disposition procedure for the equipment.

Legal Reference: 2 C.F.R. §§ 200.313 & 200.33.

Procurement: The District will use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the requirement standards imposed by law, including:

- 1) A procedure for micro-purchases (Under \$10,000);
- 2) A procedure for small purchases (between \$10,000 to \$250,000);
- 3) A procedure for sealed bids;
- 4) A procedure for competitive proposals; and
- 5) A procedure for noncompetitive bids.

Legal Reference: 2 C.F.R. §§ 200.317 through 200.326.

Cross-Reference: Policies 3130 & 3131.

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient.

For all other records, the District will retain such records for the length of time as required by law.
Legal Reference: 2 C.F.R. § 200.333.

Suspension and Debarment: The District will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Before entering into a contract regarding a federal award, the District will verify that a vendor has not been debarred, suspended or otherwise excluded, and the District will maintain a copy of said verification.

Legal Reference: 2 C.F.R. § 200.213.

Financial Management: The District will maintain financial management systems to account for the federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award. These records will be sufficient to permit the District to prepare reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. The financial management system will provide for the following:

- 1) Identifying all of the federal awards received and expended and the federal programs under which they were received;

- 2) Ensuring that accurate, current, and complete disclosure of the financial results of each federal award or program are maintained in accordance with reporting requirements;
- 3) Identifying adequately the source and application of funds for federally-funded activities;
- 4) Ensuring effective controls over and accountability for all funds, property, and other assets;
- 5) Comparing actual expenditures with budget amounts for each federal award;
- 6) Ensuring payments of federal funds are made in accordance with applicable law, including 2 CFR § 200.305; and
- 7) Determining the allowability of costs in accordance with applicable law and the conditions of the federal award.

Legal Reference: 2 C.F.R. § 200.302.

Program Income: The District will consult with the federal awarding agency and refer to the applicable law and federal program terms and conditions to determine how to account for, deduct and otherwise handle income from federal programs.

Legal Reference: 2 C.F.R. § 200.307.

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

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

Legal Reference: 2 C.F.R. § 200.306.

Compensation: Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under federal law and the federal grant to the extent that they satisfy the following requirements:

- 1) Is reasonable for the services rendered; and
- 2) Conforms to the established written expectations of the District, as applied consistently to both Federal and non-Federal activities.

If the District intends to charge compensation to federal awards, such charges will be based on records that accurately reflect the work performed, and will:

- 1) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- 2) Be incorporated into the official records of the District;
- 3) Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
- 4) Encompass both federally-assisted and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records as defined in the District's written procedures;
- 5) Comply with the established accounting policies and practices of the District; and
- 6) Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two (2) or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Budget estimates will generally not be used to support charges to Federal awards but may be used for interim accounting purposes.

Legal Reference: 2 C.F.R. §§ 200.430 & 200.431.

Federal Funds for Construction Projects: For all federal awards, the District will comply with all applicable legal requirements, including the Davis-Bacon Act.

Legal Reference: 34 C.F.R. § 75.600, et seq.

Capitalization and Depreciation: The District will follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E, when charging these specific expenditures to a federal grant. When applicable, District staff will check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, federal, state, or program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those requirements. The following rules of allowability apply to equipment and other capital expenditures:

A. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the federal awarding agency or pass-through entity.

B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the federal awarding agency or pass-through entity.

C. Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the federal awarding agency or pass-through entity.

D. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR § 200.436 and 2 CFR § 200.465.

E. When approved as a direct cost by the federal awarding agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.

F. If the District is instructed by the federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

G. Any depreciation will be computed, charged, and recorded in a manner consistent with federal regulations and any requirements of the federal awarding agency.

Legal Reference: 2 C.F.R. §§200.436 & 200.439.

Maintaining Records: Financial records, supporting documents, statistical records, and all other District records pertinent to a federal award must be retained for the minimum period time as required by federal law or the terms of the federal awarding agency, whichever is longer in time.

Legal Reference: 2 C.F.R. § 200.334.

Conflict of Interest: Notwithstanding any other Board Policies or Procedures, the District shall ensure that it avoids any conflicts of interest regarding any federal awards. The District will disclose in writing any potential conflict of interest to the federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policy.

Legal Reference: 2 C.F.R. § 200.112.

Unexpected or Extraordinary Circumstances: For all federal awards, if the District does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the District may amend or create a policy at a later date in order to put emergency contingencies in place for federal and non-federal similarly situated employees. If the conditions exist for charges to be made to the federal grant, then charges may also be made to any non-federal sources that are used by the District in order to meet a matching requirement. The District will take other steps to comply with federal award requirements in the event of unexpected or extraordinary circumstances.

Legal Reference: 2 C.F.R. § 200, et seq.

Date of Adoption: [Insert Date]

Business OperationsProcedures—Bidding Construction Projects

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

1. Notice to Bidders: The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders, when the hour is reached for the bids to close.
2. Regular Manner of Advertisement for Bids: The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
3. Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
4. Contract Award: The contract shall be awarded to the lowest responsible bidder as to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria determined appropriate by the Board or administration.
5. Performance and Payment Bonds. Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of ten thousand dollars (\$10,000) or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.

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

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

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

Date of Adoption: [Insert Date]

Personnel - All EmployeesDrug and Substance Use and Abuse

It is the policy of the Wauneta-Palisade Public School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will ensure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

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 school district recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

1. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any district property or district sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the work place or on duty time shall be a violation of the drug-free workplace.
2. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.
3. As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent or designee in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.
4. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of contract of employment.
5. Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.

6. Employees shall be furnished with a paper or digital copy of this policy.

This policy supplements and is in addition to all other policies, regulations, practices, procedures and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

Section 2 Alcohol and Drug Testing

The District will implement regulations and practices which will insure compliance with the Omnibus Transportation Employee Testing Act of 1991, the Moving Ahead for Progress in the 21st Century (MAP-21) Act, and all regulations and rules promulgated pursuant to such Acts. Employees in "safety-sensitive" positions, as defined by the Act and regulations promulgated thereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law. (See attached Appendix "1"). Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

Legal Reference: 41 U.S.C. §§701 to 707
49 U.S.C. §§5331(b) and 31306; 49 CFR Part 382

Date of Adoption: [Insert Date]

**CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING:
FEDERAL REGULATIONS, [NAME] PUBLIC SCHOOLS' COMPLIANCE POLICIES
AND PROCEDURES, AND EDUCATIONAL MATERIALS**

The U.S. Department of Transportation (DOT) and the Federal Highway Administration (FHWA) have issued regulations requiring that individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs) be tested for controlled substances and alcohol and not engage in controlled substances use or alcohol misuse. Information concerning those regulations, [Name] Public Schools policies and procedures, and educational materials relating to controlled substances use and alcohol misuse is set forth as follows:

(A) The persons designated by [Name] Public Schools to answer employee questions about these materials are:

Superintendent of Schools
Secondary Principal

(B) The categories of employees who are subject to the provisions of the federal controlled substances and alcohol use and testing regulations are:

Individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs), including bus drivers and distribution and maintenance employees who are subject to driving commercial motor vehicles.

(C) The term "safety-sensitive functions" means:

- (1) All time waiting to be dispatched, unless the driver has been relieved from duty;
- (2) All time inspecting equipment or inspecting, servicing, or conditioning any commercial motor vehicle (i.e., a vehicle in excess of 26,000 pounds GVWR or designed to carry 16 or more passengers, including the driver) at any time;
- (3) All driving time (i.e., time spent at the controls of a commercial motor vehicle in operation);
- (4) All time, other than driving time, in or upon any commercial motor vehicle;
- (5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- (6) All time spent performing the driver requirements of 49 CFR §§392.40 and 392.41 relating to accidents;
- (7) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

(D) Employee conduct that is prohibited by the federal controlled substances and alcohol use and testing regulations includes:

1. **Alcohol concentration.**
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
2. **Alcohol possession.**
No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol.
3. **On-duty use.**
No driver shall use alcohol while performing safety-sensitive functions.
4. **Pre-duty use.**
No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. **Use following an accident.**
No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. **Refusal to submit to a required alcohol or controlled substances test.**
No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, or a follow-up alcohol or controlled substances test.
7. **Controlled substances use.**
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
8. **Controlled substances test.**
No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.

(E) The circumstances under which an employee will be tested for alcohol and/or controlled substances pursuant to the federal regulations include:

1. **Pre-employment testing.**
Prior to the first time a driver performs safety-sensitive functions, the driver shall undergo testing for alcohol and controlled substances. No safety-sensitive functions are to be performed unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer indicating a verified negative test result.
2. **Post-accident testing.**
 - (a) As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver:
 - (1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or

- (2) Who receives a citation under State or local law for a moving traffic violation arising from the accident shall undergo a test for alcohol and controlled substances.
- (b) (1) *Alcohol tests.* Shall be administered within two hours following the accident unless such cannot reasonably be done, and not more than eight hours following the accident.
- (2) *Controlled substance tests.* Shall be administered within 32 hours following the accident.
- (c) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. The driver shall be permitted to leave the immediate scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care, but shall otherwise remain readily available for testing.

3. **Random testing.**

- (a) Drivers shall be subject to random testing. The minimum annual percentage rate for random alcohol testing should be 25 percent of the average number of driver positions, or such minimum annual percentage rate as established from time to time by the FHWA. The minimum annual percentage rate for random controlled substance testing shall be 50 percent of the average number of driver positions.
- (b) The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.
- (c) The random alcohol and controlled substances tests shall be unannounced and the dates for administering random alcohol and controlled substances tests shall be spread reasonably throughout the calendar year.
- (d) Each driver who is notified of selection for random alcohol and/or controlled substances testing shall proceed to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, the driver shall cease to perform the safety-sensitive function and proceed to the testing site as soon as possible.

4. **Reasonable suspicion testing.**

- (a) A driver shall submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations (except for possession of alcohol).
- (b) Under federal law, notwithstanding the absence of a reasonable suspicion alcohol test, a driver is prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol and must not perform or continue to perform safety-sensitive functions, until:
 - (i) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or
 - (ii) Twenty-four hours have elapsed following the determination that there is reasonable suspicion to believe that the driver has violated the prohibitions concerning the use of alcohol.

5. **Return-to-duty testing.**

(a) Alcohol. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning alcohol and has not been terminated, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

(b) Controlled Substances. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning controlled substances, and has not been terminated, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

6. **Follow-up testing.**

Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the driver shall, if still employed, be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional in accordance with the provisions of federal regulations.

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

(F) The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the employee and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that those results are attributed to the correct employee include:

The procedures outlined in 49 CFR 40, concerning procedures for Transportation Workplace Drug and Alcohol Testing Program, will be followed. This includes use of a "split sample" approach for drug testing and chain of custody procedures including documentation of screening aliquots.

(G) An employee is required to submit to alcohol and controlled substances tests administered pursuant to the federal regulations.

(H) A "refusal to submit" to an alcohol or controlled substance test includes:

Refuse to submit (to an alcohol or controlled substances test) means that a driver (1) Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the testing process. A failure to remain readily available for post-accident testing, or to notify the employer of the need for such testing, or to proceed to the test site immediately for random testing, may be deemed by the employer to constitute a refusal to submit.

The consequences for refusing to submit to an alcohol or controlled substances test are as follows: A driver who has refused to submit to a required alcohol or controlled substance test is subject to the same consequences as a driver who has tested positive on an alcohol (concentration of 0.04 or greater) or controlled substances test.

(I) The consequences under the federal regulations for employees who have violated the federal regulations relating to controlled substances and alcohol use and testing include:

The driver shall be removed from and not permitted to perform safety-sensitive functions. The driver shall be referred for evaluation by a substance abuse professional for a determination of what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances abuse.

Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by the federal regulations, the driver shall, if still employed, undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance.

In addition, each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, if still employed,

- (i) Shall be evaluated by a substance abuse professional to determine that the driver has properly followed any rehabilitation program prescribed, and
- (ii) Shall be subject to unannounced follow-up alcohol and controlled substances tests administered by the employer following the driver's return to duty.

The driver may also be subject to the penalty provisions of 49 U.S.C. § 521(b).

(J) The consequences under the federal regulations for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04 include: Removal from safety-sensitive functions for a period of not less than 24 hours following administration of the test.

(K) Information to assist employees in avoiding alcohol misuse and controlled substances use, signs and symptoms of an alcohol or a controlled substances problem, and available methods of intervening when such a problem is suspected: Information will be made available by the counselor to employees upon request.

Date of Adoption: [Insert Date]

Personnel - Certificated EmployeesSubstitute Teachers

Persons employed as substitute teachers shall meet such qualifications as are established by law and the State Department of Education and may be employed for periods of time in the absence of the regular teacher.

Rates of compensation for all substitute teachers will be set by the Board, provided that after a substitute employee has been on duty for fifteen (15) consecutive school days, such substitute teacher shall be paid on a per diem rate applying the salary schedule in place for certificated teachers for the school district based upon the substitute teacher's level of educational attainment and years of teacher experience. Substitute teachers will not participate in the health plan or other fringe benefits of the school district.

The Superintendent shall be responsible for recruitment, selection, assignment, orientation and evaluation of substitute teachers. The Superintendent, or Superintendent's designee, is hereby authorized on behalf of the District to execute any necessary documents to assist a substitute teacher to secure a local substitute teaching permit.

Legal Reference: Neb. Rev. Stat. Sec. 79-808

Date of Adoption: [Insert Date]

InstructionSpecial Education

Wauneta-Palisade Public Schools adopts this special education policy with the intent that the policy maintains the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

1. Free Appropriate Public Education

A free appropriate public education shall be made available to all children with disabilities residing in the District, including children with disabilities who have been suspended or expelled, from date of verification through the school year in which the child is no longer eligible or the student reaches twenty-one (21) years of age, whichever occurs earlier. An Individualized Education Plan ("IEP") will be created for each such child that will enable the student to make progress appropriate in light of the student's unique circumstances

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

2. Full Educational Opportunity Goal

The District shall take steps to ensure that its children with verified disabilities have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

3. Child Find

All children from birth to age twenty-one (21) with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated. A practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services. The District will implement multiple methods to provide parents, guardians, and community members with information regarding how to refer a child for an evaluation and the identification process and will publish an annual notice of any significant activity that is designed to identify, locate, or

evaluate children to publicly notify parents, guardians, or appointed surrogates. The District's child find process will be consistent with Federal and Nebraska regulations. Legal Reference: 92 NAC 51-006.01 through 006.01A2

4. Pre-Referral Interventions

For a school age student, a general education student assistance team (SAT) or a comparable problem solving team shall be used prior to referral for multidisciplinary team evaluation. The SAT or comparable problem solving team shall utilize and document problem solving and intervention strategies to assist the teacher in the provision of general education. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. A referral shall include information from the SAT or comparable problem solving team, meeting the requirements of 92 NAC 51-006.01B and a listing of the members of the SAT or comparable problem solving team.

Legal Reference: 92 NAC 51-006.01B

5. Disability Verification and Eligibility

Eligibility for services will be determined by a multidisciplinary team based on the results of a comprehensive evaluation. The multidisciplinary team will identify whether a child is eligible for special education services based on the disability categories identified by Nebraska and Federal regulations. The multidisciplinary team will rule out the determinant factor is due to a lack of appropriate instruction in reading or math or due to lack of English proficiency. The team will prepare a written report documenting all evaluation findings in accordance with Federal and Nebraska requirements that will be provided to the parent, guardian, or appointed surrogate. When a child is not eligible for services, the multidisciplinary team will determine if general education interventions or strategies are needed.

Legal Reference: 92 NAC 51-006.03; 92 NAC 51-006.04B through 006.04N;

6. Individualized Education Program (IEP)

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007 by teams that will include all roles identified within Federal and Nebraska rules. Any draft of an IEP that is developed will not be considered final until it is reviewed and revised based on the team, including the parent, guardian, or appointed surrogate, input, and consensus. The district will make reasonable efforts to obtain informed consent from the parent, guardian, or appointed surrogate for special education placement on the IEP form before services are initiated. Revocation of consent for services must be documented by the parent, guardian, or appointed surrogate in writing.

Legal Reference: 92 NAC 51-007

7. Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled. Placement for a student with a disability will be based upon a completed IEP developed by a group of persons, including the parent, guardian, or appointed surrogate, knowledgeable about the child, the meaning of the evaluation data, and the placement options. 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 of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily (the "Least

Restrictive Environment Rules”). The District will ensure that a continuum of alternative placements is available to meet the needs of children with disabilities, particularly those in disproportionate groups, for special education and related services.

Legal Reference: 92 NAC 51-008.01

8. Procedural Safeguards

Children with disabilities and their parents, guardians, or appointed surrogates shall be afforded the required procedural safeguards. Parents, guardians, and appointed surrogates will be given a copy of their procedural safeguards annually or upon initial referral or parental (parent, guardian, or appointed surrogate) request for evaluation; upon request by a parent, guardian, or appointed surrogate; upon receipt by the school district or approved cooperative of the first occurrence of the filing of a complaint under 92 NAC 51-009.11 and the first occurrence of filing a special education due process case under 92 NAC 55; and in accordance with the discipline procedures in 92 NAC 51-016.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07

9. Disciplinary Removal of Children with Disabilities

School personnel may remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for no more than ten (10) consecutive school days and for additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement. If a student with a disability violates a code of student conduct, the school district will ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining whether a change in placement, as defined in Federal and Nebraska rules, is appropriate for the student. Change of placement decisions related to disciplinary removals will be consistent with Federal and Nebraska regulations. For disciplinary changes in placement that would exceed ten (10) consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child’s disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures that would be applied to children without disabilities.

Legal Reference: 92 NAC 51-016

10. Evaluation, Identification, and Reevaluation Procedures

Children with disabilities shall be evaluated, identified, and reevaluated by a team of multidisciplinary qualified professionals in accordance with 92 NAC 51-006. The MDT of a child suspected of having a specific learning disability shall include the additional requirements in accordance with 92 NAC 51-006.04K. The District will make reasonable efforts to obtain written permission for evaluation in accordance with Federal and Nebraska rules. Revocation for consent for evaluation must be documented by the parent, guardian, or appointed surrogate in writing.

The documented results of the evaluation will be provided to parent, guardian, or appointed surrogate and included in student files. All evaluation components will be at district expense. The District will utilize a variety of assessment instruments to ensure district teams have access to appropriate measures to complete evaluations. The district will follow any publisher guidelines for assessments and will not use outdated or culturally inappropriate tools.

The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. The parent, guardian, or appointed surrogate will be given written notice of the District's decision to either move forward with the Independent Educational Evaluation or to initiate a hearing to determine the appropriateness of the evaluation. If the District agrees to move forward with the evaluation, locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent, guardian, or appointed surrogate from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent, guardian, or appointed surrogate with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

11. Confidentiality of Personally Identifiable Information

A system of safeguards will be implemented to protect the confidentiality of student records and information in accordance with law.

Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

12. Transition of Children from Part C to Preschool Programs

Children participating in early intervention programs under Part C of the IDEA (early intervention services) will be appropriately evaluated, identified, and have services under Part B of the IDEA by age 3 in a manner consistent with 92 NAC 52-008. Children receiving early intervention services under Part C of the IDEA may continue to receive Part C services, upon parental consent, until the August 31st following the child's third birthday. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

13. Children in Nonpublic Schools

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents, guardians, or appointed surrogates in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

14. Personnel Standards and Personnel Development

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

15. Participation in and Reporting of State and District Wide Assessments

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with

appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

16. Suspension and Expulsion Rates

The District will examine data, including data disaggregated by race/ethnicity, gender, LEP status, and disability category, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

17. Access to Instructional Materials

As part of any printed instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of printed instructional materials, the District will enter into a written contract with the publisher of the printed instructional materials to:

- A. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the printed instructional materials using the National Instructional Materials Accessibility Standard, or
- B. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

18. Over-Identification and Disproportionality

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child. All District special education provisions will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.02C

19. Prohibition on Mandatory Medication

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

20. Transportation

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law to access academic, related services, and nonacademic services and activities as determined by the child's IEP. Except when a parent is

transporting only his or her child, the District shall require that the driver and vehicle meet the standards required by 92 NAC 91 and 92.

Legal Reference: 92 NAC 51-014.01 through 014.02

21. Surrogates

A surrogate will be appointed, and other action taken to ensure the rights of children with a disability as required by law. The surrogate may represent the child in all matters related to the identification, evaluation, and educational placement of a child and the provision of a free appropriate public education to the child.

Legal Reference: 92 NAC 51-009.10

22. Early Intervention Services – Consent

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

Legal Reference: 34 CFR Parts 300, 303 and 304
Neb. Rev. Stat. Sec. 79-1110 to 79-1167
92 NAC 51, 52 and 55

Date of Adoption: [Insert Date]

Internal Board Policies - Methods of Operation

Agenda Construction and Control

- A. Written meeting agendas will be prepared by the Superintendent in collaboration with the President of the Board of Education. Any Board member may submit agenda items to be placed on the agenda by the Superintendent and the Board President.
- Control of the agenda is the responsibility of the Board President. Agenda items shall set forth the matter to be discussed at that agenda item. An agenda, kept continuously current, shall be readily available for public inspection on the District's website and at the office of the Superintendent of Schools of the Wauneta-Palisade School District during normal business hours. Except for items of an emergency nature, the agenda shall not be altered later than 24 hours before the scheduled commencement of the meeting. The School Board shall have the right to modify the agenda to include items of an emergency nature only by action taken at the public meeting at which the item is to be considered. Agenda items shall be sufficiently specific to advise the public of the issues to be discussed under that agenda item.

Legal Reference: Neb. Rev. Stat. Sec. 84-1411

Date of Adoption: [Insert Date]

Internal Board Policies - Methods of OperationPublic Participation at Board MeetingsA. Attend

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

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

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

Legal Reference:	Sections 79-570; 79-571; Sec. 84-1411 (3) and (6); Sec. 84-1412 (1) and (3)
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B. Hear

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

Legal Reference:	Sec. 84-1412 (7)
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C. Record

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

Legal Reference:	Sec. 84-1412 (1)
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D. Access to Written Materials

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

Legal Reference:	Sec. 84-1412 (8)
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E. Speak

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

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

Any member of the public desiring to address the body shall be required 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.

The President or chair for the meeting shall have the authority to establish reasonable time limits for individual speakers and for the duration of public forum sessions.

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

Legal Reference: Neb. Rev. Stat. 84-1412

Date of Adoption: [Insert Date]

Bylaws of the Board - MeetingsMinutes

The Board of Education shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed. The resignation of a Board member or any other circumstance that results in a vacancy in office shall be made a part of the minutes.

The minutes shall be prepared by the secretary immediately following the meeting, shall be written, shall be available on the District's website and for inspection by the public and for distribution to the members of the Board within ten (10) working days, or prior to the next convened meeting, whichever occurs earlier, and shall be a part of the agenda for the next regular meeting at which time they shall be corrected, if necessary, and approved.

The minutes shall be kept in the office of the superintendent and shall be public records and open to public inspection during normal business hours. The minutes shall also be available on the District's website for at least six (6) months.

Legal Reference: Neb. Rev. Stat. Sections 79-555; 79-570; and 79-577
Neb. Rev. Stat. Sections 84-1408 to 1414

Date of Adoption: [Insert Date]