

Board of Education Regular Meeting

Monday, July 9, 2018 8:10 PM

1. Call to Order

2. Flag Salute

3. Open Meetings Act

4. Roll Call

5. Review of Agenda

Motion to approve the agenda as presented Passed with a motion by JC Ourada and a second by Morgan Fouts.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

6. Citizen's Comments

7. Interview Marvion Reichert, Lynette Mitchell, Gloria Ourada-Simonson for the Board Vacancy

7.1. Appoint (insert name) to serve on the school board until January 2019

7.1. Appoint Marvion Reichert to serve on the school board until January 2019 Passed with a motion by JC Ourada and a second by Suzanne Brodine.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

8. Consent Agenda

Motion to approve the Consent Agenda as presented Passed with a motion by Suzanne Brodine and a second by Jeff Meads.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

8.1. Approval of Minutes of Previous Meeting(s)

8.2. Payment of Invoices

8.3. Financial Reports (Not Reconciled)

9. Old Business

9.1. Approve and Adopt the 2nd Reading of the following policy revisions: 1000, 1102, 3000, 3570, 3580, 4003, 5101, 5401, 5402, 5403, 5418, 6000, 6212, 6213, 6410, 8231

Motion to Approve and Adopt the 2nd Reading of the following policy revisions: 1000, 1102, 3000, 3570, 3580, 4003, 5101, 5401, 5402, 5403, 5418, 6000, 6212, 6213, 6410, 8231 Passed with a motion by JC Ourada and a second by Morgan Fouts.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

9.2. Approve and Adopt the 2nd reading of the Early Completion Policy 5206

Motion to Approve and Adopt the 2nd reading of the Early Completion Policy 5206 Passed with a motion by Morgan Fouts and a second by Morgan Meier.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

10. New Business

10.1. Approve Teacher Evaluation Tool

Motion to approve Teacher Evaluation Tool - 2018. Passed with a motion by Morgan Meier and a second by Suzanne Brodine.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

10.2. Approve Faculty Handbook 2018-2019

Motion to Approve Faculty Handbook 2018-2019. Passed with a motion by JC Ourada and a second by Jeff Meads.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

10.3. Approve 2018-2019 7-12 Student Handbook

Motion to Approve 2018-2019 7-12 Student Handbook Passed with a motion by JC Ourada and a second by Suzanne Brodine.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

10.4. Approve Parent Involvement Policies

Motion to Approve Parent Involvement Policies. Passed with a motion by Jeff Meads and a second by Morgan Fouts.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

10.5. Approve Student Fees Policy 2018-2019 -- Appendix

Motion to Approve Student Fees Policy 2018-2019 -- Appendix Passed with a motion by Morgan Meier and a second by JC Ourada.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

10.6. Approve Pre-School Handbook

10.7. Approve Elementary Handbook

11. Reports

11.1. Principal's Report

11.2. Superintendent Report

12. Next Regular Meeting

13. Adjournment

Motion to adjourn meeting at 9:29 PM Passed with a motion by JC Ourada and a second by Morgan Meier.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

June 11, 2018 at 8:00 PM - Board of Education Regular Meeting

1. Call to Order
2. Flag Salute
3. Open Meetings Act
4. Roll Call
5. Review of Agenda

Recommended Motion(s): Motion to approve the agenda as presented Passed with a motion by Board Member #1 and a second by Board Member #2.

Action(s):

Motion Passed:

Motion to approve the agenda as presented Passed with a motion by JC Ourada and a second by Morgan Meier.

- Suzanne Brodine: *Yea*
- Morgan Fouts: *Yea*
- Jeff Meads: *Yea*
- Morgan Meier: *Yea*
- JC Ourada: *Yea*
- John Worthing: *Yea*

No Action(s) have been added to this Agenda Item.

6. Citizen's Comments
7. Consent Agenda

Recommended Motion(s): Motion to approve the Consent Agenda as presented Passed with a motion by Board Member #1 and a second by Board Member #2.

Action(s):

Motion Passed:

Motion to approve the Consent Agenda as presented Passed with a motion by John Worthing and a second by Jeff Meads.

- Suzanne Brodine: *Yea*
- Morgan Fouts: *Abstain (With Conflict)*
- Jeff Meads: *Yea*
- Morgan Meier: *Yea*
- JC Ourada: *Yea*
- John Worthing: *Yea*

No Action(s) have been added to this Agenda Item.

- 7.1. Approval of Minutes of Previous Meeting(s)

Attachments:

- [May 14, 2018 Minutes Report for Board of Education Regular Meeting](#)

6/8/2018 at 5:20 PM

7.2. Payment of Invoices

Attachments:

- [Check Register 6-11-18](#)

6/8/2018 at 5:25 PM

7.3. Financial Reports

Attachments:

- [Activity Current Cash Balance 6-2018](#)

6/8/2018 at 5:25 PM

- [Treasurers Report for 6-11-18](#)

6/8/2018 at 5:25 PM

7.4. Resignation of Paraprofessional -- Colleen Martin

7.5. Recommendation to Hire Paraprofessional -- Tara Fouts

8. Old Business

8.1. Approve Policy Review -- 6000 Section (2nd Reading) Instruction

Action(s):

Motion Passed:

Motion To Approve Policy Review -- 6000 Section (2nd Reading) Instruction Passed with a motion by Suzanne Brodine and a second by Morgan Fouts.

- Suzanne Brodine: *Yea*
- Morgan Fouts: *Yea*
- Jeff Meads: *Yea*
- Morgan Meier: *Yea*
- JC Ourada: *Yea*
- John Worthing: *Yea*

No Action(s) have been added to this Agenda Item.

9. New Business

9.1. Accept Resignation of Board Member -- John Worthing

Action(s):

Motion Passed:

Motion to approve the resignation of Board Member John Worthing as presented. Passed with a motion by JC Ourada and a second by Suzanne Brodine.

- Suzanne Brodine: *Yea*
- Morgan Fouts: *Yea*
- Jeff Meads: *Yea*
- Morgan Meier: *Yea*

- JC Ourada: *Yea*
- John Worthing: *Yea*

No Action(s) have been added to this Agenda Item.

Attachments:

- [Board resignation letter](#)

6/8/2018 at 5:28 PM

9.1.1. Discussion on filling vacancy

9.2. Purchase Corrective Reading Materials and Kindergarten Wonders Teacher materials

Action(s):

Motion Passed:

Motion to Purchase Corrective Reading Materials and Kindergarten Wonders Teacher materials Passed with a motion by JC Ourada and a second by Morgan Fouts.

- Suzanne Brodine: *Yea*
- Morgan Fouts: *Yea*
- Jeff Meads: *Yea*
- Morgan Meier: *Yea*
- JC Ourada: *Yea*
- John Worthing: *Yea*

No Action(s) have been added to this Agenda Item.

Attachments:

- [Kindergarten](#)

6/8/2018 at 5:35 PM

9.3. Disposition of Surplus Materials -- Classroom desks, bookcases, and band instruments

Action(s):

Motion Passed:

Motion to approve the Disposition of Surplus Materials -- Classroom desks, bookcases, and band instruments Passed with a motion by John Worthing and a second by Suzanne Brodine.

- Suzanne Brodine: *Yea*
- Morgan Fouts: *Yea*
- Jeff Meads: *Yea*
- Morgan Meier: *Yea*
- JC Ourada: *Yea*
- John Worthing: *Yea*

No Action(s) have been added to this Agenda Item.

9.4. Approve the 1st Reading of the following policy revisions: 1000, 1102, 3000, 3570, 3580, 4003, 5101, 5401, 5402, 5403, 5418, 6000, 6212, 6213, 6410, 8231

Action(s):

Motion Passed:

Motion to Approve the 1st Reading of the following policy revisions: 1000, 1102, 3000, 3570, 3580, 4003, 5101, 5401, 5402, 5403, 5418, 6000, 6212, 6213, 6410, 8231 Passed with a motion by John Worthing and a second by JC Ourada.

- Suzanne Brodine: *Yea*
- Morgan Fouts: *Yea*
- Jeff Meads: *Yea*
- Morgan Meier: *Yea*
- JC Ourada: *Yea*
- John Worthing: *Yea*

No Action(s) have been added to this Agenda Item.

Attachments:

- [1000 --Table of Contents REV 5-23-18 Clean](#)
6/8/2018 at 5:41 PM
- [1102 -- Recording of Others](#)
6/8/2018 at 5:41 PM
- [3000--Table of Contents - Clean](#)
6/8/2018 at 5:41 PM
- [3570--Title I Funds - Clean](#)
6/8/2018 at 5:41 PM
- [3580--Insufficient Funds \(1\)](#)
6/8/2018 at 5:41 PM
- [4003 --Employee Antidiscrimination - Clean](#)
6/8/2018 at 5:41 PM
- [5101--Student Discipline Policy - Clean](#)
6/8/2018 at 5:41 PM

- [5401--Equal Opportunity - Clean](#)
6/8/2018 at 5:41 PM
- [5402--Child abuse reporting - Clean](#)
6/8/2018 at 5:41 PM
- [5403--Married students - Clean](#)
6/8/2018 at 5:42 PM
- [5418--Homeless Student Policy - FORMS - Clean](#)
6/8/2018 at 5:42 PM
- [6000 --Table of Contents 5-22-18 Clean](#)
6/8/2018 at 5:42 PM
- [6212 -- Assessments--Academic Content standards - Clean](#)
6/8/2018 at 5:42 PM
- [6213 -- Reading Instruction and Assessment](#)
6/8/2018 at 5:42 PM
- [6410--Parent Involvement in Title I Programs - Clean](#)
6/8/2018 at 5:42 PM
- [8231--Coffee Act Policy - Clean](#)
6/8/2018 at 5:42 PM

9.5. Approve 2018-2019 School Lunch and Breakfast Prices

Action(s):

Motion Passed:

Motion to approve the 2018-19 Lunch Price as presented. Passed with a motion by Morgan Meier and a second by Jeff Meads.

- Suzanne Brodine: *Yea*
- Morgan Fouts: *Yea*
- Jeff Meads: *Yea*
- Morgan Meier: *Yea*

- JC Ourada: *Yea*
- John Worthing: *Yea*

No Action(s) have been added to this Agenda Item.

Attachments:

- [2018-19 Lunch Price](#)

6/8/2018 at 5:53 PM

10. Reports

10.1. Jay Spearman (Ameritas)

10.2. Curriculum and Finance Committee Meeting

10.3. Transportation Committee Report

10.4. Buildings and Ground Committee Report

10.5. Principal's Report

10.6. Superintendent Report

11. Next Regular Meeting

Action(s):

Motion Passed:

Motion to adjourn at 9:42 PM. Passed with a motion by JC Ourada and a second by Morgan Meier.

- Suzanne Brodine: *Yea*
- Morgan Fouts: *Yea*
- Jeff Meads: *Yea*
- Morgan Meier: *Yea*
- JC Ourada: *Yea*
- John Worthing: *Yea*

No Action(s) have been added to this Agenda Item.

12. Adjournment

Recommended Motion(s): Motion to adjourn meeting Passed with a motion by Board Member #1 and a second by Board Member #2.

Check Register

Direct

Dep. Invoice	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
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Checks Printed

1 - GENERAL FUND

Bank Account :A - General Fund

00015730	07/06/2018	AGDRYER		Ag Dryer Services		
34284	06/06/2018		06/25/2018	SQ TUBE		79.40
					Check Total	79.40
00015731	07/06/2018	AGRICOOP		CHS AGRI SERVICE CENTER		
063018	06/30/2018		06/25/2018	FUEL		596.24
					Check Total	596.24
00015732	07/06/2018	ALPHAREH		ALPHA REHABILITATION P.C.		
2169	06/30/2018		06/30/2018	SPEECH/OT-PT		411.48
					Check Total	411.48
00015733	07/06/2018	BLACKHILLS		BLACK HILLS ENERGY		
062518-5788	06/25/2018		06/30/2018	230 EAST CALKINS		188.56
062518-6084	06/25/2018		06/30/2018	225 EAST BOYD		153.40
062518-8475	06/25/2018		06/30/2018	122 N CHURCH		36.62
					Check Total	378.58
00015734	07/06/2018	C&S TRUCK		C&S TRUCK & SALVAGE		
91914	06/18/2018		07/06/2018	2014 - Quarterly & Brakes		142.50
91916	06/19/2018		07/06/2018	2012 - Bus Inspection		190.00
					Check Total	332.50
00015735	07/06/2018	CENTRALFIR		CENTRAL FIRE & SAFETY, INC		
56634	06/18/2018		06/25/2018	FIRE SYS SERVICE		560.00
					Check Total	560.00
00015736	07/06/2018	CENTURY		CENTURYLINK		
060718	06/07/2018		06/25/2018			324.36
					Check Total	324.36
00015737	07/06/2018	CHARTERC		CHARTER COMMUNICATIONS		
062418	06/24/2018		07/06/2018	Internet		481.28
					Check Total	481.28
00015738	07/06/2018	CONDITION		CONDITIONED AIR MECHANICAL SYSTEMS		
9236	06/22/2018		06/25/2018	A/C REPAIRS		842.55
					Check Total	842.55
00015739	07/06/2018	EAKESOFF		EAKES OFFICE PRODUCTS		
INV72206	06/28/2018		07/06/2018	OVERAGE		4,711.47
					Check Total	4,711.47
00015740	07/06/2018	EASYST		EASY STREET STORAGE, LLC		
060118A	06/01/2018		06/30/2018	RENT		20.00

Check Register

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
					Check Total	20.00
	00015741	07/06/2018	ECOLAB		ECOLAB PEST ELIMINATION	
	4994736	06/18/2018		06/25/2018	PEST ELIM	71.01
					Check Total	71.01
	00015742	07/06/2018	ECOWATER		ECOWATER SYSTEMS	
	1089486	06/06/2018		06/30/2018	SOFTENER SALT	228.00
					Check Total	228.00
	00015743	07/06/2018	ELECTRONIC		ELECTRONIC CONTRACTING CO.	
	LN046818	06/15/2018		06/30/2018	QUARTERLY MONITORING	81.00
					Check Total	81.00
	00015744	07/06/2018	ESU6		EDUCATIONAL SERVICE UNIT 6	
	10806	06/27/2018		07/06/2018	CARLTON-ASD WORKSHOP	20.00
					Check Total	20.00
	00015745	07/06/2018	FIRSTC		FIRST CARE MEDICAL	
	060718KOT	06/07/2018		06/30/2018	BUS DR PHISICAL	175.00
					Check Total	175.00
	00015746	07/06/2018	FOSTERC		CURT FOSTER	
	063018	06/30/2018		06/30/2018	RENT	100.00
					Check Total	100.00
	00015747	07/06/2018	GRACZYKS		GRACZYK SPRINKLERS	
	3873	06/28/2018		07/06/2018	SPRINKLER TURN ON	513.71
	4011	06/28/2018		07/06/2018	REPAIRS	680.10
					Check Total	1,193.81
	00015748	07/06/2018	HAPPP		HAPP PUBLISHING	
	00706	05/10/2018		06/30/2018	MAY MTG NOTICE	6.87
	00951	05/03/2018		06/30/2018	3x10 AD	150.00
	01033	05/24/2018		06/30/2018	MAY MTG MINUTES	84.00
					Check Total	240.87
	00015749	07/06/2018	HARRIS		HARRIS SCHOOL SOLUTIONS	
	XT00141495	06/14/2018		06/30/2018	GENERAL-CK BLANKS	185.07
	XT00141497	06/14/2018		06/30/2018	ACTIVITY CHECK BLANKS	185.07
					Check Total	370.14
	00015750	07/06/2018	HIRE		HIRERIGHT, LLC	
	P0785251	06/30/2018		07/06/2018	BACKGROUND SCREENING	31.40
					Check Total	31.40
	00015751	07/06/2018	HOMETOWN		Hometown Leasing	
	063018	06/30/2018		06/30/2018	COPIERS	1,539.64

Check Register

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
					Check Total	1,539.64
	00015752	07/06/2018	ISLANDSU		Island Supply Welding	
	187929	06/30/2018		07/06/2018	CYL RENTAL	63.00
					Check Total	63.00
	00015753	07/06/2018	KEARNRENT		KEARNEY RENTAL PROS	
	3751	06/12/2018		06/30/2018	JULY TO DEC 2018	949.98
					Check Total	949.98
	00015754	07/06/2018	KELLYSA		KELLY'S SALES & SERVICE	
	17567	05/30/2018		06/30/2018	'02 REPAIRS	900.28
	17604	06/01/2018		06/30/2018	BOB CAT TIRE REPAIRS	18.00
	17707	06/16/2018		06/30/2018	'07 INSPECTION	181.45
					Check Total	1,099.73
	00015755	07/06/2018	KREG		KREG ENTERPRISES INC	
	1078893	05/04/2018		06/30/2018	CLAMPS, JIGS, BITS, DRIVERS	467.84
	1079392	05/09/2018		06/30/2018	PKT SCREW	26.00
	1079973	06/10/2018		06/30/2018	CLAMP TABLE, STEEL STAND	160.00
	1081908	05/30/2018		06/30/2018	BAR CLAMP	16.00
					Check Total	669.84
	00015756	07/06/2018	LINWELD		MATHESON TRI GAS	
	51332050	06/30/2018		07/06/2018	SHOP	159.80
					Check Total	159.80
	00015757	07/06/2018	MENARDS		MENARDS - KEARNEY	
	58971	06/07/2018		06/30/2018	SEALANT, BULBS, OIL	100.32
	59739	06/17/2018		06/30/2018	BRACKETS, PEGBOARD	62.37
					Check Total	162.69
	00015758	07/06/2018	MIDAMR		MID-AM RESEARCH CHEMICAL	
	0639272-IN	06/15/2018		06/30/2018	CLEANERS, GLOVES	345.05
					Check Total	345.05
	00015759	07/06/2018	MOSAIC		MOSAIC	
	AXT0618	07/05/2018		07/06/2018	JUNE 2018	4,210.08
					Check Total	4,210.08
	00015760	07/06/2018	NE COUNADM		NEBRASKA COUNCIL OF SCHOOL ADM	
	063018	06/30/2018		06/30/2018	SULLIVAN, PULLIAM MBRSHIP	560.00
	54794	06/11/2018		06/30/2018	NCE CONFERENCE	1,195.00
					Check Total	1,755.00
	00015761	07/06/2018	NE MIDDLE		NEBRASKA MIDDLE LEVEL ACADEMY	
	061318	06/13/2018		06/30/2018	ESSINK WORKSHOP	50.00

Check Register

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date Description	Amount
				Check Total	50.00
00015762		07/06/2018	NPPD	NEBRASKA PUBLIC POWER DISTRICT	
	061518-6740	06/15/2018		06/30/2018 BUS BARN	51.05
	061518-6744	06/15/2018		06/30/2018 BALLFIELD	59.48
	061518-6748	06/15/2018		06/30/2018 230 EAST CALKINS	4,218.95
				Check Total	4,329.48
00015763		07/06/2018	PAYFLEX	PAYFLEX SYSTEMS USA	
	131932-1157246	06/10/2018		06/30/2018 REIMB PLAN JUN & JUL	300.00
				Check Total	300.00
00015764		07/06/2018	PEPPERJW	JW PEPPER	
	03569524	05/18/2018		06/30/2018 CHOIR MUSIC	20.53
				Check Total	20.53
00015765		07/06/2018	PERMA	PERMA-BOUND	
	1784018-00	06/08/2018		06/30/2018 BOOKS	1,967.09
				Check Total	1,967.09
00015766		07/06/2018	QUILL	Quill	
	7852243	06/14/2018		06/30/2018 ENDORSE STAMPS	57.88
	8123913	06/26/2018		07/06/2018 MOUSE PAD	12.72
				Check Total	70.60
00015767		07/06/2018	RIVERBEND	RIVER BEND TIRE & AUTO	
	611	06/07/2018		06/30/2018 2014 DOT INSP	45.00
	612	06/07/2018		06/30/2018 2016 INSPECT ETC	100.35
	614	06/08/2018		06/30/2018 2012 INSPECT	45.00
				Check Total	190.35
00015768		07/06/2018	ROGUEFIT	ROGUE FITNESS	
	PO 10964	04/13/2018		06/30/2018 WEIGHT TRAINING	297.50
				Check Total	297.50
00015769		07/06/2018	SCHMITTM	SCHMITT MUSIC	
	2235018	06/05/2018		06/30/2018 SNARE STICKS	24.75
				Check Total	24.75
00015770		07/06/2018	SCHOOLSP	SCHOOL SPECIALTY	
	208120617613	06/19/2018		06/30/2018 SH PROTECT, LEGAL PADS	59.90
				Check Total	59.90
00015771		07/06/2018	STAPLES	STAPLES ADVANTAGE	
	3380398089	06/06/2018		06/30/2018 POCKET FOLDERS	114.89
	3380398090	06/06/2018		06/30/2018 POCKET FOLDERS	7.50
	3380543341	06/08/2018		06/30/2018 LAMINATE CARTRIDGE	332.70

Check Register

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
					Check Total	455.09
	00015772	07/06/2018	STATENE		STATE OF NEBRASKA	
	1117646	06/01/2018		06/30/2018		234.93
					Check Total	234.93
	00015773	07/06/2018	THOMPSON		THE THOMPSON CO.	
	2051152	06/14/2018		06/30/2018	CAN LINERS	95.75
	2053177	06/21/2018		06/30/2018	SNACKS	72.22
	2053178	06/21/2018		06/30/2018	TP, TOWELS, SOAP	266.57
					Check Total	434.54
	00015774	07/06/2018	USBANK		CORPORATE PAYMENT SYSTEMS	
	060618A	05/17/2018		06/30/2018	TRACTOR SPLY-AG	24.91
	060618B	06/04/2018		06/30/2018	NCSA-BAUER CONF	400.00
	060618C	06/06/2018		06/30/2018	ENGLISH BOOKS	317.35
	060618D	05/30/2018		06/30/2018	SURVEYMONK, POSTAGE	99.10
					Check Total	841.36
	00015775	07/06/2018	VERIZON		VERIZON WIRELESS	
	9808517462	06/28/2018		06/30/2018	CELL PHONE	45.31
					Check Total	45.31
	00015776	07/06/2018	VILLAGEE		Village Of Elm Creek	
	063018	06/30/2018		06/30/2018		697.50
					Check Total	697.50
	00015777	07/06/2018	WALMART		WAL-MART	
	061618	06/16/2018		06/30/2018	SUMMER SCHOOL ART	57.72
					Check Total	57.72
	00015778	07/06/2018	WOODWARDS		WOODWARDS DISPOSAL SERVICE	
	NO8804-755	06/23/2018		06/30/2018	DOC DESTRUCTION	25.00
					Check Total	25.00
					1 - GENERAL FUND Totals:	32,305.55
					Total of Checks Printed:	32,305.55
					Report Total:	32,305.55

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 09/01/2017 to 07/31/2018.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
ECHS	Elm Creek High School							
A	Athletics							
	3030		Uniforms	0.00	7,500.00	0.00	0.00	7,500.00
	3031		Basketball	0.00	22,506.71	20,066.83	348.00	2,787.88
	3033		Cheer	941.52	6,375.53	5,737.77	-546.86	1,032.42
	3034		Cross Country	-100.00	832.00	455.44	-232.00	44.56
	3035		Football	-11,916.05	27,640.81	16,911.68	-274.00	-1,460.92
	3038		Golf	0.00	0.00	2,265.15	0.00	-2,265.15
	3041		Track	-11,880.04	10,619.11	12,478.92	0.00	-13,739.85
	3042		Volleyball	-23,296.93	34,022.56	9,791.88	0.00	933.75
	3044		Wrestling	-18,664.57	32,504.00	15,234.05	-1,749.00	-3,143.62
		A	Totals:	-64,916.07	142,000.72	82,941.72	-2,453.86	-8,310.93
B	Activities							
	1739		Speech	0.00	600.00	537.39	0.00	62.61
	1748		School Play	383.80	413.00	458.29	0.00	338.51
	1749		One Act Play	-213.22	2,641.75	2,233.67	-319.89	-125.03
	2038		Drama	-272.99	280.38	7.39	0.00	0.00
	2084		Fine Arts	0.00	0.00	0.00	0.00	0.00
		B	Totals:	-102.41	3,935.13	3,236.74	-319.89	276.09
C	Clubs & Organizations							
	1740		ESports	0.00	1,584.56	820.52	-551.76	212.28
	1743		Band Club	0.00	2,018.75	56.00	-1,081.82	880.93
	1744		Choir Club	0.00	0.00	0.00	0.00	0.00
	3001		Stu Council	1,594.88	2,495.12	1,954.03	-494.70	1,641.27
	3002		FFA	388.55	17,988.39	18,161.79	2,412.35	2,627.50
	3003		FCCLA	534.60	9,502.76	2,432.51	-2,227.57	5,377.28
	3005		NHS	1,947.27	4,892.97	5,512.33	-47.31	1,280.60
	3032		Boys Basketball Club	680.23	3,372.50	3,326.59	-345.75	380.39
	3036		Football Club	3,044.42	1,180.60	2,268.50	130.02	2,086.54
	3037		Girls Basketball Club	1,182.71	2,277.27	1,921.73	-724.25	814.00
	3043		Volleyball Club	2,781.56	710.50	1,871.00	-544.30	1,076.76
	3045		Wrestling Club	-1,756.17	9,083.75	6,200.39	891.95	2,019.14
	3046		Cross Country Club	480.70	166.00	317.00	151.21	480.91
	3047		Golf Club	789.11	225.00	0.00	0.00	1,014.11
	3048		Track Club	3,250.94	1,642.40	453.25	-719.62	3,720.47
	3049		Quiz Bowl	0.00	315.15	92.00	650.12	873.27
		C	Totals:	14,918.80	57,455.72	45,387.64	-2,501.43	24,485.45
D	Special Funds							
	1766		ACC RDR	3,286.51	1,723.77	2,587.83	29.82	2,452.27
	1767		Elem Playground	0.00	0.00	0.00	0.00	0.00
	2049		SRS Gifts	-444.75	390.00	483.50	0.00	-538.25
	2082		Board Scholarship	252.54	0.00	0.00	0.00	252.54
	2086		Presidential Freedom Schol	0.00	0.00	0.00	583.64	583.64

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 09/01/2017 to 07/31/2018.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance		
		2087	Attend/Val Sch	1,189.29	0.00	300.00	166.36	1,055.65		
		2088	FKC Scholarships	0.00	600.00	0.00	0.00	600.00		
			D	Totals:		4,283.59	2,713.77	3,371.33	779.82	4,405.85
E	Classes									
		2017	Class of 2017	0.00	0.00	0.00	0.00	0.00		
		2018	Class of 2018	173.10	4,207.61	3,100.27	-1,617.25	-336.81		
		2019	Class of 2019	4,360.55	1,169.25	4,420.26	-397.64	711.90		
		2020	Class of 2020	3,500.62	3,045.85	500.21	-2,522.77	3,523.49		
		2021	Class of 2021	5,316.44	1,054.00	0.00	-594.30	5,776.14		
		2022	Class of 2022	2,913.30	519.30	0.00	-56.48	3,376.12		
		2024	Class of 2024	0.00	2,459.15	0.00	-2,133.11	326.04		
			E	Totals:		16,264.01	12,455.16	8,020.74	-7,321.55	13,376.88
F	School									
		1745	Band	-360.00	12,792.21	12,067.08	9,561.00	9,926.13		
		1746	Choir	0.00	150.00	241.19	0.00	-91.19		
		2044	Circle of Friends	855.12	2,000.00	2,921.34	747.93	681.71		
		3000	Annual/Yearbook	-9,136.14	2,773.00	4,143.26	-183.63	-10,690.03		
		3006	Pop - Chesterman	0.00	1,744.91	8,247.60	7,615.63	1,112.94		
		3040	Concessions	-355.00	20,779.99	31,259.84	7,597.84	-3,237.01		
			F	Totals:		-8,996.02	40,240.11	58,880.31	25,338.77	-2,297.45
G	District									
		1741	PreSchool	38,194.75	50.00	38,244.75	0.00	0.00		
		1751	FOB	3,450.00	600.00	150.00	0.00	3,900.00		
		1752	IPads	23,203.98	2,118.80	25.00	150.00	25,447.78		
		2040	General District	32,026.43	12,246.84	17,987.82	-12,927.65	13,357.80		
		2045	Insurance	-7,491.06	67,044.85	63,796.84	0.00	-4,243.05		
		2046	Payflex Reimbursement Plan	-2,300.00	2,300.00	0.00	0.00	0.00		
		2051	Miscellaneous Funds	22,709.87	2,658.85	2,005.10	0.00	23,363.62		
		2085	Sign Adv	9,610.58	6,950.00	0.00	0.00	16,560.58		
		3039	Gym Rent	5,989.50	200.00	0.00	0.00	6,189.50		
			G	Totals:		125,394.05	94,169.34	122,209.51	-12,777.65	84,576.23
H	Miscellaneous									
		2037	Special Committee	0.00	147.00	252.49	0.00	-105.49		
		2050	Courtesy Committee	20.90	290.00	64.20	0.00	246.70		
		4000	Checking Acct Interest	0.00	0.00	0.00	0.00	0.00		
			H	Totals:		20.90	437.00	316.69	0.00	141.21
			ECHS	Totals:		86,866.85	353,406.95	324,364.68	744.21	116,653.33

Report Totals:

86,866.85

353,406.95

324,364.68

744.21

116,653.33

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR JULY 9, 2018

GENERAL FUND - ACCT NO. 137766 (Not Reconciled)

BANK BALANCE JUNE 1, 2018	\$	899,640.20
RECEIPTS		
BUFFALO COUNTY	\$	148,781.37
DAWSON COUNTY	\$	-
ESU #10 (SUB PAY)	\$	220.00
PHELPS COUNTY	\$	-
PRESCHOOL TUITION (Transfer from Activity)	\$	38,244.75
State SPED SA REIMB	\$	39,315.00
STATE AID	\$	5,307.00
TOTAL RECEIPTS	\$	231,868.12
AVAILABLE BALANCE	\$	1,131,508.32
DISBURSEMENTS:		
Bills Paid JUNE 11, 2018	\$	56,128.19
Payroll	\$	287,601.90
TOTAL DISBURSEMENTS	\$	343,730.09
BOOK BALANCE JUNE 30, 2018	\$	787,778.23

DEPRECIATION FUND - ACCT NO 14832

BALANCE JUNE 1, 2018	\$	361,163.59
EXPENSES	\$	-
INTEREST	\$	233.83
RECEIVED	\$	-
BOOK BALANCE JUNE 30, 2018	\$	361,397.42

CERTIFICATES OF DEPOSIT THRU JUNE 30, 2018

#6692	Bus Depreciation	\$	11,770.49
#6233	Track Maintenance - Issued 8/31/09	\$	16,581.66
#6013	Track Maintenance	\$	56,254.60
#6235	Unknown Capital Outlays - Issued 8/31/09	\$	16,570.99
#2232	Unemployment	\$	10,938.79
#6482	Track Maintenance - Issued 8/31/2011	\$	10,284.76
#6701	ECPS-(Issued 3-12-15)	\$	24,571.07
	CERTIFICATE TOTALS	\$	146,972.36

BUILDING FUND

Balance JUNE 1, 2018	\$	69,808.40
INTEREST	\$	-
EXPENSES	\$	-
BALANCE JUNE 30, 2018	\$	69,808.40

BOND FUND (OPENED 11-12-09)

Balance JUNE 1, 2018	\$	405,569.76
RECEIPTS- BUFFALO	\$	23,406.23
RECEIPTS - DAWSON COUNTY	\$	-
RECEIPTS - PHELPS COUNTY	\$	-
DISBURSEMENTS (Wire Transfer - Interest Payment)	\$	(23,748.75)
BALANCE JUNE 30, 2018	\$	405,227.24

SAM/DUNS ACCOUNT (REAP-1173)

BALANCE JUNE 1, 2018	\$	10,193.40
DISBURSEMENTS	\$	-
BALANCE JUNE 30, 2018	\$	10,193.40

LUNCH FUND

BANK BALANCE JUNE 1, 2018 (Not Reconciled) \$ 44,401.07

RECEIPTS

LUNCH SALES	\$	802.30
EFUND PAYMENTS	\$	-
Federal Reimbursement Breakfast	\$	1,026.14
Federal Reimbursement Lunch	\$	3,145.55
State Reimbursement	\$	-
TRANSFERS FROM GENERAL ACCT	\$	-
TOTAL RECEIPTS	\$	<u>4,973.99</u>

AVAILABLE BALANCE \$ 49,375.06

DISBURSEMENTS

Food/Groceries/Milk Etc.	\$	2,526.22
General Expenses	\$	646.39
JUNE Payroll	\$	3,670.84
Returned Checks	\$	<u>-</u>

TOTAL DISBURSEMENTS \$ 6,843.45

BALANCE JUNE 30, 2018 \$ 42,531.61

JULY BILLS

BERNARD FOODS	\$	-
CASHWA	\$	-
CREATIVE TEACHER	\$	-
DOUBLE D	\$	-
FOSTERS	\$	16.26
HEARTLAND REFRIGERATION	\$	1,049.97
HILAND (MILK)	\$	-
HUBERT COMPANY	\$	-
NE FOOD DISTRIBUTION PROGRAM	\$	-
THOMPSON	\$	<u>58.34</u>

\$ 1,124.57

June 2018

<u>13908484</u>	<u>LUNCH-SECTION 11 FY 2018</u>	\$ 2,428.12
<u>13908484</u>	<u>LUNCH-SECTION 4 FY 2018</u>	\$ 601.09
<u>13908484</u>	<u>LUNCH-SECT 4 6CENT FY2018</u>	\$ 116.34
<u>13908584</u>	<u>BREAKFAST FY 2018</u>	\$ 1,026.14
<u>13881081</u>	<u>SPED SA REIMB 16-17 FFR</u>	\$ 39,315.00
<u>13503981</u>	<u>STATE AID</u>	\$ 5,307.00

May 31, 2018 Statement

Checks Outstanding

200298	\$ 22.45
Feb PR	\$ 5,655.47
Mar PR	\$ 4,367.85
2002582	\$ 19.80
Apr PR	\$ 4,483.36
2002649	\$ 300.00
2002650 (void)	\$ -
May PR	\$ 4,704.93
TOTAL	\$ 19,553.86

Bank Balance	\$ 63,954.93
Deposits Not Shown	\$ -

Total \$ 63,954.93

Outstanding Checks \$ 19,553.86

Balance \$ 44,401.07

My Balance \$ (44,401.07)

Difference \$ -

June 30, 2018 Statement

Checks Outstanding

200298	\$ 22.45
Feb PR	\$ 5,655.47
Mar PR	\$ 4,367.85
2002582	\$ 19.80
Apr PR	\$ 4,483.36
2002649	\$ 300.00
2002650 (void)	\$ -
May PR	\$ 4,704.93
JUN PR	
TOTAL	\$ 19,553.86

Bank Balance	\$ 63,954.93
Deposits Not Shown	\$ -

Total \$ 63,954.93

Outstanding Checks \$ 19,553.86

Balance \$ 44,401.07

My Balance \$ (44,401.07)

Difference \$ -

	<i>Deposited June</i>	
	<i>Phelps Co</i>	<i>Dawson Co</i>
1110 Reg Tax Rects	\$ 29,680.49	\$ 7,345.28
1115 Carline	\$ -	\$ -
1125 Motor Vehicle	\$ -	\$ -
1410 Interest	\$ -	\$ -
1610 Local License Fees	\$ -	\$ -
2110 Fines & Licenses	\$ -	\$ -
2130 Other	\$ -	\$ -
3130 Homestead Ex	\$ 26.28	\$ -
3131 Property Tax Cred	\$ 5,371.97	\$ 757.86
3132 Pers Property Tax Cred	\$ -	\$ 22.38
3180 Prorate MV	\$ 428.48	\$ -
3300 In-lieu-of Tax	\$ -	\$ -
5500 Xfers from funds	\$ -	\$ -
	<hr/>	<hr/>
	\$ 35,507.22	\$ 8,125.52

Buffalo Co

\$	105,822.43
\$	2,322.82
\$	-
\$	-
\$	-
\$	-
\$	-
\$	1,510.38
\$	11,832.22
\$	-
\$	415.89
\$	4,343.45
\$	-
<hr/>	
\$	126,247.19

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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 of the person or persons being recorded or whose image or sound is being transmitted. 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. § 86-290
Letter to Anonymous, 40 IDELR 70 (OSEP 2003)

Date of Adoption: July 9, 2018

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Business OperationsESSA

It is the policy of the District to comply with the Every Student Succeeds Act (“ESSA”) and federal grant programs in which the District participates.

1. Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the ESSA formula grants on behalf of the District and may delegate such authority to other administrators in the Superintendent’s discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education.
2. Supplement not Supplant. Federal funds shall be used to supplement, not supplant the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. ESSA funds shall not be used to provide services otherwise required by law to be made available.
3. Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.
4. Maintenance of Effort. The District shall maintain fiscal effort related to ESSA programs in compliance with the requirements of federal law.
5. Resources. The procurement of resources related to the ESSA programs, including contracts and purchase or service agreements for such program, shall be in accordance with the District’s written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources such as staff, materials and equipment funded by Title I and IDEA shall be used only for children participating in the program.
6. Maintenance of Records. Records of all federal financial and program information shall be kept for a minimum of 5 years after the start date of the project.
7. Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.

8. Coordination of Services. Title I and IDEA services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.
9. Standards and Expectations. Students receiving services in Title I are held to the same standards and expectations as all other students.
10. Assessments. Students receiving services in Title I are assessed with the regular population without accommodations.
11. Parents Right to Know. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
 - (A) Whether the student's teacher—
 - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - (iii) is teaching in the field of discipline of the certification of the teacher.
 - (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
12. Testing Opt-Out. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:
 - (A) the subject matter assessed;
 - (B) the purpose for which the assessment is designed and used;
 - (C) the source of the requirement for the assessment;
 - (D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
 - (E) the time and format for disseminating results.
13. Language Instruction Programs. At the beginning of each school year, if the District receives Title I funding, the District will implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—
 - (A) be involved in the education of their children; and
 - (B) be active participants in assisting their children to—
 - (i) attain English proficiency;

- (ii) achieve at high levels within a well-rounded education; and
- (iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

14. Other Requirements. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.
15. Certification Regarding Debarment, Suspension and Ineligibility. The District will endeavor to ensure that all contracts and purchase orders reimbursed using federal funds will include the following “suspension and disbarment” language:

To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current “LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS” published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified.

Notwithstanding anything to the contrary, all persons or entities contracting with the District with any reimbursement using federal funds shall be bound by this certification and shall fully abide by and comply with the same.

Legal Reference: ESSA

Date of Adoption: July 9, 2018

Business OperationsInsufficient Funds

When a check is returned for insufficient funds or payment on a credit or debit card is rejected, the Superintendent's designee shall attempt to contact the person a minimum of two times to collect the amount that remains due and owing. At least one attempt shall be in writing, either via letter or email.

In the event that an individual's method of payment is rejected, such person shall be required to pay the amount that remains due and owing by cash, cashier's check or money order, plus a returned check fee of \$10.00 to cover the administrative expense of having to address the matter. In addition, whenever said person wishes to make a payment in the future, said person may be required to pay only by cash, cashier's check or by money order.

Notice of this returned check fee policy will be given annually to students and parents via the school website, and may be included in newsletters, student handbooks, or postings.

Any individual who attempts to pay any amount to the District by check or credit card agrees to the terms of the Policy and the returned check fee. In the event that an individual does not agree with this Policy or is unwilling to pay the returned check fee, then such individual must pay by cash, cashier's check or money order.

Date of Adoption: July 9, 2018

Personnel - All Employees (& Students)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

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

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

Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (____) ____-____ ([Email Address]).

Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (____) ____-____ ([Email Address]).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**1. Purpose:**

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

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, that is sufficiently serious to deny, interfere

with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

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

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

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

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

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

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

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

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

2. Anti-retaliation:

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

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

3. Grievance (or Complaint) Procedures:

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

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in

the office of each District building, on the District's website, and from the designated coordinators.

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

i. Level 1 (Investigation and Findings):

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

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

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

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

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. 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.

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

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

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

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

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

ii. Level 2 (Appeal to the Superintendent):

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

iii. Level 3 (Appeal to the Board):

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

4. Confidentiality:

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

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

5. Training:

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

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

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

7. Preventive Measures:

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

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim

resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

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

Date of Adoption: July 9, 2018

StudentsStudent Discipline

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering

the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

- e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
 3. Expulsion:
 - a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
 - b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a

personal injury to the student himself or herself, other students, school employees, or school volunteers.

- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
 - d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
 - e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
 - f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
4. Emergency Exclusion: A student may be excluded from school in the following circumstances:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

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

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
 - C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the

consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school

- employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
 11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
 12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
 13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
 14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
 15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
 16. Willfully violating the behavioral expectations for riding school buses or vehicles.
 17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

- D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
- e. Head wear including hats, caps, bandannas, and scarves.
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry that is gang related.
- h. Visible body piercing (other than ears).

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity.

- a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to

learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

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

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:
- (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
 - (a) Tests (includes tests, quizzes and other examinations or academic performances):
 - (i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
 - (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
 - (iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
 - (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for

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

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

such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
- b. Definitions.
- (1) “Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
 - (2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
 - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
 - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
 - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.
- c. Possession and Use of Electronic Devices.
- (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
 - (2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that

the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

- (3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
- (4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

- (1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
- (2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

- (i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.
 - (ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
 - (iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
- (3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:
- (i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.
 - (ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

- (4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.
- e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.
- E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
1. 1st Offense: Student will be confronted and directed to cease.
 2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
 3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.
- If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.
- F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:
1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
 2. Students in the hallway during class time must have a pass with them.
 3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
 4. Students are expected to bring all books and necessary materials to class. This includes study halls.
 5. Assignments for all classes are due as assigned by the teacher.
 6. Students are not to operate the mini-blinds or the windows.
 7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
 8. Students are to be in their seats and ready for class on the tardy bell.

9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
10. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student’s maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student’s parent of the fact that the referral to legal authorities has been or will be made.

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

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Legal Reference: Neb. Rev. Stat. sections 79-254 to 79-296

Date of Adoption: July 9, 2018

Students (& Employees)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

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

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

Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (____) ____-____ ([Email Address]).

Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (____) ____-____ ([Email Address]).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**1. Purpose:**

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

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or

- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

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

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

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

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

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt

and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

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

2. Anti-retaliation:

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

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

3. Grievance (or Complaint) Procedures:

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

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

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

i. Level 1 (Investigation and Findings):

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

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

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

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

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. 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.

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

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

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

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

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

ii. Level 2 (Appeal to the Superintendent):

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

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent’s determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent’s determination. The Board of Education will review the appeal, the Superintendent’s determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board’s next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board,

designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

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

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

5. Training:

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.

- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

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

Date of Adoption: July 9, 2018

StudentsChild Abuse and Neglect

School employees shall promptly report to the appropriate law enforcement agency and the principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. The principal will ensure that the report has been made to the proper law enforcement agency or other agency as required by law.

This requirement shall apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competition. The term “promptly” means “within a 24-hour period.”

Legal Reference: Neb. Rev. Stat. § 28-711
34 U.S.C. § 20341

Date of Adoption: July 9, 2018

StudentsMarried Students

Married students shall have the same educational opportunities in this school system as unmarried students. There shall be no discrimination on the basis of sex, marital status of any person, or the condition of being a parent. To enforce this prohibition, aggrieved persons shall use the District's anti-discrimination policies.

Legal References: Neb. Rev. Stat. §§ 79-2,114 to 79-2,124
20 U.S.C. § 1681 (Title IX)

Date of Adoption: July 9, 2018

Homeless Education Program

HOMELESS STUDENT ENROLLMENT INFORMATION & PLACEMENT REQUEST

Child's Name: (Last Name) (First Name) (M.I.) Birth Date: Grade

Parent/Guardian Name (Last Name) (First Name) (M.I.) Unaccompanied Youth ("Yes" or "No")

Current Address

Telephone Number: (If phone # not available, phone number of someone who can be contacted and their relationship, if any).

Information provided on this form is confidential.

1. Homeless Status

a. Do you live in any of these following situations?

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (example: evicted from home, cannot afford housing, etc.)
in a motel, hotel, campground or similar setting due to lack of alternative adequate accommodations
in emergency or transitional shelters such as domestic violence or homeless shelters or transitional housing shelter or agency
have a primary nighttime residence that is a place not designed for or ordinarily used as a regular sleeping accommodation for humans
in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
None of the above.

b. How long do you anticipate living in current location?

2. School Most Recently Attended

School: (School Name) (City) (State)

Dates of Attendance: to

Grade level when last attended:

3. Eligible for any of these educational and school related activities and services?

Special Education (IDEA) If yes, please identify disability and special education services previously provided :

- English Language Learners (ELL) Gifted Vocational Education
- Other _____

4. Possible Barriers to Education

- No Birth Certificate No immunizations or other medical records
- No School Records Transportation School Selection
- Other issues/barriers _____

5. Requested Services and Activities to be Provided by Homeless Student Program

- Obtaining or transferring records necessary for enrollment
- Emergency assistance related to school attendance
- Expedited evaluations
- Transportation Clothing to meet a school requirement School supplies
- Early childhood program Tutoring or other instructional support
- Before/after-school, mentoring, summer programs
- Referrals for medical, dental, or other health services
- Referral to other programs/services
- Assistance with participation in school programs
- Parent education related to rights/resources
- Coordination between schools and agencies
- Counseling Addressing needs related to domestic violence
- Staff professional development/awareness
- Other _____

6. Placement

a. School placement requested by parent/guardian or unaccompanied youth: _____

b. Reason(s) for Request: _____

c. Name of "School of Origin" _____

(School of Origin means the school that the child attended when permanently housed or the school in which the child was last enrolled).

Enrollment Date _____

Has student been withdrawn? _____

If so, what was the withdraw date? _____

d. Distance from:

i. Residence to the school of origin (miles): _____

ii. Residence to the school requested (if not school of origin): _____

Parent or Guardian or Unaccompanied Youth's signature

Date

Children living in homeless situations have certain rights under the McKinney-Vento Homeless Assistance Act. Please contact the Homeless Coordinator with any questions.

WRITTEN NOTIFICATION OF ENROLLMENT/PLACEMENT DECISION FOR HOMELESS STUDENT

Child's Name: _____

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian _____ Unaccompanied Youth _____
(Name) (Name)

After reviewing your request to enroll the child, the determinations are as follows:

Homeless student program eligibility:

- _____ Child does not qualify under the homeless student program.
- _____ Child qualifies under the homeless student program. This determination was based upon: _____

Placement (if enrolled under the homeless student program) was made based on best interest of the student. The placement will be at: _____
(Name)

Explanation for this determination (if not school of origin or the choice of parent/guardian or unaccompanied youth, give detail): _____

If you are not satisfied with the determinations, you have the right to use the dispute resolution process. Contact the Homeless Coordinator and complete a Dispute Resolution Form.

Notices:

- The student has the right to be immediately admitted in the school in which enrollment is sought pending resolution of the dispute.
- You may contact the Nebraska Commissioner of Education
Nebraska Department of Education
matt.blomstedt@nebraska.gov
Telephone: (402) 471-5020
- You may seek the assistance of advocates or attorneys.

Administrator

Date

Written Notification Form was given to parent/guardian or unaccompanied youth on _____ (Date).

Homeless Education Program

DISPUTE RESOLUTION FORM

This form should be completed when a dispute arises over school enrollment/placement.

Child's Name: _____

Person completing form: _____
(Name) (Relation to Student)

I may be contacted at (address/phone/e-mail): _____

I wish to dispute the following decision: _____

The decision I am disputing was wrong because (give detailed information in support of your position and use an attachment if necessary): _____

Persons who have information to support my position (include contact information): _____

I request that the following action be taken on this dispute: _____

Parent or Guardian or Unaccompanied Youth's signature

Date

For School Use

Date received by Homeless Coordinator _____

Determination of Homeless Coordinator

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian _____ Unaccompanied Youth _____
(Name) (Name)

After reviewing the information relevant to your dispute my determination is as follows:

Explanation for this determination: _____

Notice of Right to Appeal: If you are not satisfied with the determination on this dispute, you have the right to appeal as provided for in the Nebraska Department of Education Rule 19. The appeal is to be filed with the Commissioner of Education within 30 calendar days of receipt of this decision. For information about an appeal you may contact:

Nebraska Commissioner of Education
Nebraska Department of Education
matt.blomstedt@nebraska.gov
Telephone: (402) 471-5020

Administrator

Date

The Determination of the Homeless Coordinator on this dispute was given to parent/guardian or unaccompanied youth on _____ (Date).

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InstructionAssessments—Academic Content Standards

The Board of Education adopts the academic content standards of the State Board of Education (“State Board”). The adoption of the academic content standards includes the:

- Language Arts standards that were adopted by the State Board in September, 2014;
- Mathematics standards that were approved by the State Board in September, 2015;
- Science standards that were adopted by the State Board in September, 2017; and
- Social Studies standards that were adopted by the State Board in December, 2012.

Unless other action is taken, the Board of Education adopts the standards of the State Board as such standards are subsequently adopted or amended by the State Board.

The administration shall be responsible for implementing assessments on the state standards in accordance with the procedures established by the State Board and the Department of Education, including conducting assessments in the same subject areas and the same grade levels as established in the state standards, and the reporting of scores and sub-scores.

This policy does not supersede the existing standards adopted by the Board of Education except as set forth herein.

Legal Reference: Neb. Rev. Stat. §§ 79-760 to 79-760.05

Date of Adoption: July 9, 2018

InstructionReading Instruction and Improvement

The District shall develop its curriculum to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. In doing so, the District will ensure that all teachers for kindergarten through grade three should be effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement. Each student and his or her parents or guardians will be informed of the student's reading progress. It is the District's intent that each student in the District be able to read at or above grade level by third grade.

For school year 2019-20 and each school year thereafter, the District shall administer an approved reading assessment three times during the school year to all students in kindergarten through grade three, except for any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years, any student receiving special education services for whom such assessment would conflict with the individualized education plan, and any student receiving services under a plan pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act, for whom such assessment would conflict with such section 504 or Title II plan. The first administration of such assessment for each such school year shall occur within the first thirty days of the school year.

Any student in kindergarten, grade one, grade two, or grade three shall be identified as having a reading deficiency if such student performs below the threshold level determined pursuant to the Reading Intervention Act. A student who is identified as having a reading deficiency pursuant to the Reading Intervention Act shall remain identified as having a reading deficiency until the student performs at or above the threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act shall prohibit the District from identifying any other student as having a reading deficiency.

The District will provide a supplemental reading intervention program for the purpose of ensuring that students can read at or above grade level at the end of third grade. The District may work collaboratively with a reading specialist at the State Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program shall:

- (a) Be provided to any student identified as having a reading deficiency;
- (b) Be implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
- (c) Make available a summer reading program each summer for any student who has been enrolled in grade one or higher and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. Such summer reading

program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or may be offered online.

(2) The supplemental reading intervention program may also include:

- (a) Reading intervention techniques that are based on scientific research and best practices;
- (b) Diagnostic assessments to frequently monitor student progress throughout the school year and adjust instruction accordingly;
- (c) Intensive intervention using strategies selected from the following list to match the weaknesses identified in the diagnostic assessment:
 - (i) Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
 - (ii) Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
 - (iii) Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;
- (d) Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
- (e) Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

The school of any student who is identified as having a reading deficiency shall notify such student's parents or guardians either in writing or by electronic communication no later than fifteen working days after the identification of the reading deficiency that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

Any student who is identified as having a reading deficiency shall receive an individual reading improvement plan no later than thirty days after the identification of such reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program pursuant to section 24 of this act to remedy such reading deficiency. Each such student shall receive reading intervention services through the supplemental reading intervention program pursuant to section 24 of this act until the student is no longer identified as having a reading deficiency.

Legal Reference: Nebraska Reading Intervention Act

Date of Adoption: July 9, 2018

InstructionTitle I Parental and Family Engagement Policy

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.

Legal Authorities: 20 U.S.C. §§6318 and 7801(32)

Date of Adoption: July 9, 2018

Internal Board Policies - Board MembersCoffee Act Policy (Reimbursable Expenses)

- A. Board members, employees or volunteers of the school district are expected to maintain effectiveness by being well informed on educational and related issues and are encouraged to diligently perform their required duties, attend educational workshops, conferences, training programs, official functions, hearings or meetings which are necessary to perform required duties, sponsored by the school district or State and national educational organizations or which are otherwise in the best interests of this school district as follows:
1. Board members as a result of this policy are hereby given prior approval by this school Board and upon approval by the Superintendent or the Superintendent's designee are specifically authorized to attend such functions without additional or further approval by the school Board unless otherwise so determined and the school district shall pay the registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable Federal Rates.
 2. Employees and volunteers are authorized to attend such functions upon prior approval by the Superintendent or the Superintendent's designee and the school district shall pay registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable to Federal rates.
- B. Payment or reimbursement for expenses incurred by Board members, employees or volunteers as otherwise specifically permitted by law shall also be allowed as provided by such law.
- C. Since it is hereby determined to be important and in the best interest of this school district to recognize service by Board members, employees and volunteers, the school Board hereby authorizes the President, Superintendent or the Superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted provided that no such plaque, certificate, flowers or other item of value to be awarded shall cost more than \$50.00.

- D. School Board members are not paid members and when appropriate because of the timing, length or other factors, sandwiches or meals may be provided to School Board members, employees and volunteers attending public meetings or in other appropriate or necessary situations such as joint meetings with other governing bodies.
- E. That non-alcoholic beverages, cookies or other similar items may be provided to individuals attending public meetings, private meetings, discussions or public or private conferences as determined necessary or appropriate by the Superintendent or the Superintendent's designee to be in the best interest of this school district.
- F. Non-alcoholic beverages and meals may be provided for individuals while performing or immediately after performing relief, assistance or support activities in emergency situations or during or immediately following their participation in any activity approved by the School Board.
- G. In addition to the other matters covered and allowed by this policy, one recognition dinner each fiscal year may be held for Board members, employees or volunteers provided the maximum cost per person, which is hereby established for such dinner shall not exceed \$50.00 and further provided that such annual dinner may be held separately for employees of each department or separately for volunteers or any of them in combination.
- H. The authority necessary to carry out the provisions of this policy should be and is hereby delegated from the School Board to the designated officials so indicated herein.
- I. Nothing in this policy shall authorize the expenditure of public funds to pay for any expenses incurred by a spouse of a Board member, employee or volunteer unless the spouse is also a Board member, employee or volunteer.

Legal Reference: Neb. Rev. Stat. §§ 13-2201 to 13-2204
Neb. Rev. Stat. §79-546

Date of Adoption: July 9, 2018

Article 5 STUDENTS Policy No. 5206

Students

Early Completion Plan

Elm Creek Public Schools supports the concept of early completion as a means of accelerating students toward the achievement of lifetime plans. The following guidelines have been established for students to be eligible for early completion. The failure to meet any of the criteria or time lines listed in the policy may cause the student to become ineligible for early completion.

(1) A student will be allowed to transfer in a maximum of twenty (20) hours from educational courses taken outside the Elm Creek Public School District. These courses must have prior approval by the high school principal in order to be used to meet the graduation requirements of the Elm Creek Public Schools. Students transferring into Elm Creek Public Schools may transfer in hours that are listed on their official Transcript.

(2) A student will be able to use only five (5) hours of transfer credit in any one subject matter area.

(3) Students must meet all completion requirements established by the Board of Education in order to be eligible for completion as well as the credit hour requirements in each specific subject matter area.

(4) Application for early completion must be requested, in writing, to the high school principal by February 1 of the applicant's Junior year of high school. The application must be accompanied by a written plan of action stating the reasons why the student is requesting early completion. The application must contain the signatures of the applicant's parents/parent/guardian to verify parental approval of early completion.

(5) Along with the application, the applicant must submit three (3) letters of recommendation supporting the student's request for early completion. These three (3) letters of recommendation must contain one (1) letter from the high school guidance counselor, along with two (2) letters from other secondary staff members.

(6) The high school principal and superintendent of schools will make the final decision in regards to an applicant's early completion at a meeting set up no later than the 15th of April during the applicant's Junior year. The applicant and his or her parents/guardian must be present at the meeting when the decision is made. **For the 2018-2019 school year the application needs to be submitted by the August 20th with a meeting held before September 1st.*

(7) Once given approval, the applicant will have until February 1 of the applicant's Senior year to notify the high school principal of the applicant's decision in regards to participating in the regularly scheduled graduation ceremony. The applicant must also attend one (1) Commencement practice in order to participate in the Commencement ceremony. No early graduation ceremonies will be provided for a student who opts for the early completion route.

(8) A student who decided to opt for early completion is not eligible to participate in school

sponsored activities following the last day the student attends classes. The effective date for participation will end with the last day that the student is enrolled in classes. The only school activity that the applicant is eligible for will be the regularly scheduled graduation ceremony.

(9) This policy shall be evaluated annually by the high school principal and appropriate revisions shall be recommended to the Board for its consideration.

Article 5 STUDENTS Policy No. 5206

Date of Adoption: July 9, 2018

Elm Creek Public Schools
Classroom Teacher - Evaluation Form
"LOVE BLUE, LIVE GOLD"

Mission is to... Educate all students based on high educational standards. Support a safe environment that honors diversity and mutual respect among adults and students. Prepare all students, in cooperation with staff, parents and community, to be well-rounded contributing members of society.



____/____/____

Evaluator: _____

- The teacher purposefully demonstrates current and comprehensive knowledge of highly effective educational practices by incorporating strategies as well as taking on both formal and informal leadership roles. (**Exceeds District Standards**)

- The teacher consistently demonstrates knowledge of effective educational practices by incorporating strategies as well as contributing to the professional community or attempting to take on leadership roles. (**Meets District Standards**)

- The teacher demonstrates limited knowledge of effective educational practices and/or inconsistently incorporates strategies. The teacher does not contribute to the professional community on an initial level. (**Showing Progress Toward but Does Not Meet District Standards**)

Unsatisfactory - The teacher fails to demonstrate knowledge of effective educational practices and has not attempted to incorporate basic strategies. The teacher does not attempt to contribute to the professional community and shows little or no desire to do so. (**Does Not Meet District Standards**)

Section 1: Instructional Process

Instructional Process Indicators

Before the Lesson The Teacher Will:		1. Clear Learning Goals are Presented, Posted, and Reviewed. 2. Complete Lesson Plans on Time and Align them to State Standards. 3. Use Available Resources and Technology. 4. Plan and Adjust for Individual Learners (ie Students with IEP). 5. Identify Current Level of Student Understanding.	
Innovating (4)	Applying (3)	Developing (2)	Unsatisfactory (1)
Meets District Standards		Does not Meet District Standards	

Comments:

During the Lesson The Teacher Will:		1. Help Students Interact with New Knowledge. 2. Help Students Practice and Deepen New Knowledge. 3. Help Students Generate and Test Hypotheses. 4. Engage Students.	
Innovating (4)	Applying (3)	Developing (2)	Unsatisfactory (1)
Meets District Standards		Does not Meet District Standards	

Comments:

After the Lesson The Teacher Will:		1. Through Closure Activities, Determine if Student Learning Objectives Were Met. 2. Provide Prompt Feedback on Student Performance. 3. Record Student Performance Data Frequently, Promptly and Accurately. 4. Provide Opportunities for Reteaching and/or Enhancing Student Learning.	
Innovating (4)	Applying (3)	Developing (2)	Unsatisfactory (1)
Meets District Standards		Does not Meet District Standards	

Comments:

Section 2: Instructional Climate

Instructional Climate Indicators

Classroom Management The Teacher Will:		1. Develops Effective, Positive Relationships with Students 2. Establish Classroom Routines 3. Post Clear Rules and Procedures 4. Impartially Enforce Rules and Procedures with Consistency 5. Utilize BIST Strategies	
Innovating (4)	Applying (3)	Developing (2)	Unsatisfactory (1)
Meets District Standards		Does not Meet District Standards	

Comments:

Classroom Organization The Teacher Will:		1. Organize the Physical Layout of the Classroom. 2. Maintain Firm Command of Classroom Activities/Supervision. 3. Create a Stimulating Room Environment. 4. Provide an Orderly Classroom. 5. Provide a Physically Safe Classroom.	
Innovating (4)	Applying (3)	Developing (2)	Unsatisfactory (1)
Meets District Standards		Does not Meet District Standards	

Comments:

Section 3: Professionalism

Professionalism Indicators

Professional Conduct The Teacher Will:		1. Demonstrate Respect Toward Students, Staff, and Administrators. 2. Maintain Staff and Student Confidentiality. 3. Adhere to Staff Handbook Dress Policy. 4. Arrive and Leave On-Time/is Punctual. 5. Communicate Grades, Concerns, and Celebrations with Stakeholders.	
Innovating (4)	Applying (3)	Developing (2)	Unsatisfactory (1)
Meets District Standards		Does not Meet District Standards	

Comments:

Personal Conduct The Teacher Will:		1. Behave in a manner that brings honor to your profession. 2. Maintain professional distance with students. 3. Exhibit patience and good judgment. 4. Respect the viewpoints and differences of others. 5. Support team/administrative decisions.	
Innovating (4)	Applying (3)	Developing (2)	Unsatisfactory (1)
Meets District Standards		Does not Meet District Standards	

Comments:

Section 4: Improvement

Improvement Indicators

<p>Teaching Improvement</p> <p>The Teacher Will:</p>	<ol style="list-style-type: none"> 1. Use Assessment at Multiple Points to Determine: <ol style="list-style-type: none"> a. Student Progress Toward Instructional Objectives. b. Areas of Strength and Weakness of each Learner. c. Areas for Instructional Improvement. 2. Establish and Adjust Instructional Plans and Strategies Based on Current Information by using: <ol style="list-style-type: none"> a. Data from daily assignments and student feedback b. Data from Formative Assessments. c. A Record of Student Progress Toward Curriculum Objectives and State Standards. 3. Research, Practice, and Implement Various Proven Instructional Strategies. 4. Research, Practice, and Implement Instructional Plans Using Technology.
<p>Innovating (4) Applying (3)</p>	<p>Developing (2) Unsatisfactory (1)</p>
<p>Meets District Standards</p>	<p>Does not Meet District Standards</p>

Comments:

<p>School Improvement</p> <p>The Teacher Will:</p>	<ol style="list-style-type: none"> 1. Be Involved in the Alignment of Curriculum with State Standards 2. Be Aware of Methods used for School Improvement Data Collection 3. Be Involved in the School Improvement Process 4. Attend Ongoing Professional Training Related to Grade Level Interventions 5. Be Involved in the Development or Revision of Specific Parts of the School Improvement Action Plan 6. Implement Grade Level/Subject Interventions Specified in the Action Plan 7. Accurately Record Student Progress Toward District/State Standards
<p>Innovating (4) Applying (3)</p>	<p>Developing (2) Unsatisfactory (1)</p>
<p>Meets District Standards</p>	<p>Does not Meet District Standards</p>

Comments:

Section 5: Professional Growth Target

Self-Reflective Scale - Marzano Teaching Framework - Goal Setting Process

Steps to Achieve this are:

Supervisor Signature	Date	Teacher Signature	Date

Supervisor's signature of this evaluation form does not necessarily imply agreement, but does indicate that he/she has read the evaluation and has provided the teacher with an opportunity to discuss its contents with their supervisor. Any rebuttal or response by the teacher is contained on the attached page and is to be kept in the District office.

Elm Creek Public Schools

Certified Faculty Handbook

Revised 07/06/2018

This handbook is meant to be a guideline for staff, should a circumstance present itself that is not covered by the provisions of the staff handbook applicable to a specific employee, of in conflict with current ECPS policy, reference should be made to Board policy.

Article 1 District Policies

Section 1 Teacher Absences

Professional leave. Each teacher may be granted two (2) days professional leave each school year without loss of pay to attend workshops, in-service, visiting another school, etc. Visiting other school could be an assignment within a college course for advancement on the salary schedule. It requires pre-arranged approval by the principal and/or superintendent.

Personal leave. Two days personal leave will be allowed each school year to all employees without loss of pay.

Two days of personal leave will be granted with no reason given. Request for such leave shall be made to the principal. One (unused) personal leave day may be carried over to the next school year, allowing for a maximum of three personal leave days possible during any one school year. No more than two personal leave days may be taken on consecutive school days. Teachers will be paid an amount equal to one half of a substitutes daily pay for any unused personal leave days that cannot be carried over to the following year. This will begin with the 2007-08 school year carrying over to the following school year with the amount to be included in the June, July, or August paycheck.

Bereavement Leave. Teachers will be provided leave with pay to attend and/or make preparations for the funeral of a member of the immediate family. Five (5) days will be allowed for each occurrence if the immediate family is defined as wife, husband, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, or grandchild and two (2) additional days may be taken if the teacher reimburses the district an amount equal to the cost of a substitute. Three (3) days will be allowed for each occurrence if the immediate family is defined as brother, brother-in-law, sister or sister-in-law. Two (2) days will be allowed for each occurrence if the immediate family is defined as grandparent. One (1) day will be allowed for each occurrence if the immediate family is defined as aunt or uncle. Teachers will be allowed to use one (1) day of available sick leave per occurrence to attend the funeral of other relatives and friends.

Teachers will be allowed one (1) additional day to attend the funeral of relatives if the teacher reimburses the district an amount equal to the cost of a substitute.

Maternity leave. Maternity leave shall comply with existing State and Federal laws. Maternity leave shall be leave without pay except as existing laws provide.

Sick leave. In the case of absence from school because of personal illness or accident, a teacher shall be allowed full pay for such absence. Full-time employees shall have available ten (10) sick leave days annually. Employees may use ten (10) days per year, non-accumulative, in cases where the absence is due to the illness or accident of the immediate family. Immediate family is defined as wife, husband, son or daughter, mother, and father. Part-time employees shall have available the number of sick leave days prorated based on their FTE. Days not used during that year are carried over for accumulation. An employee may accumulate up to 50 days of unused sick leave. An employee may start the year with 50 days plus the ten (10) days annually given.

Jury Duty - Sec. 17, LB 234 -- Any person who is summoned to serve on jury duty shall not be subject to discharge from employment, loss of pay, loss of sick leave, loss of vacation time, or any other form of penalty, as a result of his or her absence from employment due to such jury duty, upon giving reasonable notice to his/her employer of such summons. An employee will be granted time off for jury duty and will be paid the difference between his jury duty pay and his regular straight-time hourly rate of time lost from his regularly scheduled time.

Special Leave - This leave can only be granted by a request through the Superintendent of Schools as it may pertain to any deviation from any other stated leave policies.

Section 2 Elimination of Discrimination *(ECPS Policy 1200)*

The policy of Elm Creek Public Schools is to not discriminate on the basis of race, color, national origin, gender, marital status, disability, religion or age in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Elm Creek Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of Elm Creek 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:

Elm Creek 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, Elm Creek 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 race, color, religion, national origin, sex, disability or age 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 race, color, religion, disability or national origin constitute 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, classroom 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 (10) calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Elm Creek 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 nor retaliate against a person for alleging discrimination or harassment.

Section 3 No Smoking Policy

The Elm Creek Public Schools Board of Education has declared all school facilities and vehicles to be TOBACCO free. The use of smoking and/or chewing tobacco by teachers, students, and the public in general, is prohibited in all school buildings and vehicles.

Section 4 Technology

The following policies are school district policy and should be followed by staff and students.

Student and Staff Access to Computers, Telecommunications, Electronic, and Networked Information Resources

In a free and democratic society, access to information is fundamental to citizenship and the foundation for further educational attainment. The Board of Education recognizes that as computers, telecommunications and other new technologies change the ways that information may be accessed, communicated and transferred, those changes may also alter instruction, staff and student learning. The Board generally supports access by staff and students to rich information resources along with the development of appropriate skills to analyze and evaluate such resources.

Telecommunications, because it may lead to any publicly available fileserver in the world, will open classrooms to electronic information; which may not have been screened prior to use by staff or students of various ages. The Board believes that the benefits to staff and students from access in the form of information resources and opportunities for collaboration, exceed the disadvantages. The Board expects the staff to integrate resources; which have been gathered through telecommunications, electronic information sources, and networked services into the curriculum. Staff will be expected to follow the guidelines for materials and honor the goals for selection of materials contained therein.

While computers and the district-area network are provided for staff and students to conduct research and communicate with others, access to such will be provided to staff who shall act in a considerate and responsible manner. Students who wish to have access to the district's networks must agree to act in a considerate and responsible manner. General school rules for behavior and communications apply. Based upon needs determined by designated staff, independent student use of telecommunications and electronic resources may be permitted upon demonstration of proficiency by the student and submission of permission forms and agreement forms by the parent and by the student. The Elm Creek Public School supports and respects each family's right to decide whether or not to apply for independent access while at school. Parents are ultimately responsible for setting and conveying the standards that their children should follow when using telecommunications and electronic information sources.

The Board of Education authorizes the Superintendent to prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on instruction and student achievement.

Instruction: Acceptable Use Agreement

Inter net access is coordinated through a complex association of government agencies, and regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. Students knowingly violating the terms of this agreement will be dealt with according to the discipline policies of the individual school building and Elm Creek Public Schools and/or civil authorities, and such activities may result in termination of their account/access.

Terms and Conditions

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Students who are issued accounts will first be required to complete training in the proper use of the network.) The administration, faculty, and staff of Elm Creek Public Schools may deny, revoke, or suspend specific user accounts/access.

1. The use of your account an/or access must be consistent with the educational objectives of the Elm Creek Public Schools. Use of electronic resources for recreational games is prohibited.
2. To transmit or knowingly receive any materials in violation of any United States, Nebraska, or following: copyrighted material, threatening, harassing, pornographic, obscene, or profane material, materials related to the illegal use or manufacture of restricted substances, defamatory or discriminatory material, or material protected by trade secret.
3. Commercial activities, product advertising, political lobbying and extensive personal use are prohibited.

* Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not be abusive in your messages to others.
 - Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
 - Do not reveal your full name, phone number, or home address, or those of other persons when using the Internet.
 - Note that electronic mail (e-mail) is not guaranteed to be private. Network storage areas will be treated as school property. **Note: All files and communications may be reviewed by district personnel.**
 - Do not use the network in such a way that you would disrupt the use of the network by other people. Talk, Write, and Chat, commands may be intrusive and should only be used after receiving permission from the other party. Chain letters and Inter-Relay Chat are misuses of the system.
 - Permission of the supervising staff member must be obtained before downloading large files.
 - Disk space is limited. Remove outdated or unneeded files promptly.
1. Vandalism will result in cancellation of privileges and possible criminal prosecution. Vandalism is defined as any malicious attempt to harm or destroy data or hardware on this system or any other system.
 2. Respect the integrity of the computing system. Do not intentionally develop or activate programs that harass other users, infiltrate a computer system or alter the software components of a computer or system. This includes but is not limited to: revealing, or attempting to learn or use other users' passwords, spreading viruses, attempting to "hack" into restricted systems or attempting to use administrative commands.
 3. Only public domain files and files in which the author has given expressed written consent for online distribution, may be uploaded to the system. Students and teachers may download copyrighted material for their own use following the fair use provisions in the U.S. Copyright law.
 4. Security of any computer system is essential. Access to electronic resources is intended for the exclusive use of authorized individuals. If you feel you can identify a security problem please notify the administration immediately.
 5. Any problems, which arise from the use of an account are the responsibility of the account holder. Elm Creek Public School District makes no warranties of any kind for the service it is providing.

In consideration for the privilege of using the Elm Creek Public Schools electronic resources and in consideration for having access to the information contained on it, I hereby release Elm Creek Public Schools from any and all claims of any nature arising from my use, or inability to use the network system.

Procedures For The Use Of Electronic Resources:

The Elm Creek Public Schools will:

- provide, maintain, and upgrade, as needed, access to electronic resources;
- provide staff and students with copies of the procedures and the Acceptable Use Policy for using electronic resources;
- continue to provide staff development opportunities to enhance staff's skills in using electronic resources;
- upon the request of a staff member, offer staff accounts, classroom accounts, and individual student accounts (pending) ,
- provide dial-in access to electronic resources for staff only.

Staff Members will:

- develop skill and knowledge in the use of electronic resources to enable them to assist students;
- correlate the use of electronic resources with District goals and curriculum guidelines;
- consult the guidelines for instructional materials and will honor such goals in the selection of electronic resources;
- select appropriate sites prior to student use by advance screening;
- be familiar with and follow established operational procedures for electronic resources and the Acceptable Use Policy ;
- provide appropriate guidance for students as they use electronic resources;
- provide close supervision of students as they use electronic resources given the sensitive nature of some sites;
- document student misuse of independent access privileges using developed and/or existing student discipline referral forms/processes;
- teach and model responsible use of electronic resources following the guidelines for student conduct.

Students will:

- Classroom Use: (under the direction and supervision of a classroom teacher)
- receive a copy of the electronic resources Acceptable Use Policy and sign the appropriate form, agreeing to abide by these procedures and policies;
- act in a considerate and responsible manner when using electronic resources;
- be subject to a series of consequences should they choose not to follow the established guidelines.

The consequences of unacceptable use are:

- Suspension and/or termination of electronic resource use privileges.
- And/or additional disciplinary action as determined at the building level in line with existing practice regarding unacceptable language and/or behavior.
- And/or referral to law enforcement authorities for criminal or civil prosecution.

Section 5 Legal Guidelines

1. Family Educational Federal Law designed to protect the privacy of a student's education records. The law applies to all schools receiving funds under an applicable program from the U.S. Department of Education.

FERPA gives certain rights to parents regarding their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

- Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools provide copies of materials in education records. Elm Creek Public Schools charges a fee of \$.10 per page.

- Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.

The school must have written permission from the parent or eligible student before releasing any information from a student's records. However, the law allows schools to disclose records, without consent to the following parties:

- * School employees who have a need-to-know;
- * Other schools to which a student is transferring;
- * Certain government officials in order to carry out lawful functions;
- * Appropriate parties in connection with financial aid to a student;
- * Organizations doing certain studies for the school;
- * Accrediting organizations;
- * Individuals who have obtained court orders or subpoenas;
- * Persons who need to know in cases of health and safety emergencies; and
- * State and local authorities to whom disclosure is required by State laws adopted before November 19, 1974.

ECPS may also disclose without consent, "directory" type information (unless directed otherwise by parents) such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

2. Plagiarism, Copyright and Patents. It is the intent of the Elm Creek Public Schools to adhere to the provision of U.S. Copyright Law and the Patent Act. The copyright laws of the United States govern the duplication, retention, transmittal and use of copyrighted material.

Section 6 Reduction in Force Policy for Certificated Staff *(ECPS Policy 4160)*

Reductions-in-force of certificated staff member may be required due to decreasing enrollments, limited financial support, changing programs, or other changes in circumstances. If such changes occur and a reduction of certificated staff is necessary, the Superintendent (or his designee) shall recommend to the Board of Education those certificated employees to be reduced under the reduction-in-force provisions of the continuing contract laws; provided, however, that no permanent employee may be reduced through a reduction-in-force while a probationary employee is retained to perform a service in a position that the permanent employee is qualified by certification and endorsement to perform or where certification is not applicable, by reason of college credits in the teaching area.

Due to the often intimate, confidential, and unique personal working relationship necessary between the administration and the Board of Education, a certificated employee who is not currently serving in a predominantly administrative capacity shall have no rights under this policy to any administrative position within the school system.

The selection of personnel to be reduced shall be made with consideration given to the following: (1) programs to be offered, (2) areas of certification and endorsement, (3) state and federal regulations which may mandate certain employment practices, (4) special qualifications that may require specific training and/or experience, (5) contributions to activity programs, (6) qualifications based on past performance and competence as determined by the Principal and/or Superintendent through employee evaluation procedures, (7) the organizational and educational impact created by multiple part time certificated employees, and (8) any other reasons which can be rationally related to the instruction in or administration of the school system.

Employee evaluations (including frequency of evaluations, evaluation forms, and number and length of classroom observations, if applicable) used for purposes of this policy shall conform to the board policies and administrative rules, regulations, and practices (in effect at the time) related to the periodic evaluation of certificated staff members.

If, after consideration of the above, it is the opinion of the Superintendent that no significant difference exists between certificated employees being considered for reduction-in-force, then the employee with the longest uninterrupted service to the district shall be retained. Uninterrupted service time shall accrue the same for all certificated employees regardless of their full time equivalency. Uninterrupted service time for employees employed less than a full school year shall accrue according to the number of contract days worked. Uninterrupted service time shall not accrue for certificated employees on leave of absence for more than forty (40) days.

Any certificated employee whose contract is terminated because of reduction-in-force shall be considered to have been dismissed with honor and shall, upon request, be provided a letter to that effect. Such employee shall have preferred rights to re-employment for a period of twenty-four months commencing at the end of the contract year and the employee shall be recalled on the basis of length of uninterrupted service to the school to any position for which he or she is qualified by endorsement or college preparation to teach. The employee shall, upon reappointment, retain any accrued benefits to said employee prior to the reduction, but such leave of absence shall not be considered as a year of employment by the district. An employee under contract to another educational institution may waive recall but such waiver shall not deprive the employee of his or her right to subsequent recall.

It shall be the responsibility of such certificated employee to file (with the Superintendent of Schools) a copy of said employee's teaching certificate (including endorsements) upon initial employment with the district. On or before March 15th of each year thereafter (for so long as the employee is employed in the school system or has rights of recall) evidence of any changes in said employee's certification or endorsements that have occurred (since March 15th of the previous year) or are pending shall be filed with the Superintendent of Schools.

Any certificated employee whose employment contract is reduced as a result of reductions-in- force shall (during his/her period of recall) report his/her current address to the Superintendent of Schools and shall inform said Superintendent of any changes of address thereafter. If a vacancy in the system occurs for which said employee has rights of recall, the offer of such employment may be sent by said Superintendent to said employee's last known address. If no acceptance of such offer is received from said employee within fourteen days of mailing and the Superintendent has no personal knowledge of the

whereabouts of said employee (other than said last known address), the employee shall be deemed to have waived his/her rights to recall to said employment position.

Anything in this policy to the contrary notwithstanding, this policy shall specifically permit and allow reductions in force to occur which deal with total elimination or termination or amendment of contracts or positions, which deal with reductions in force from full-time to part-time, which deal with reductions in force from part-time to a lesser part-time, or which deal with any other reductions in force which result in the termination or amendment of a certificated employee's contract or employment position.

Article 2 Emergency Procedures

Section 1 Fire Drill/Evacuation

The following regulations should be read to your classes and discussed thoroughly so that fire drills may be handled most efficiently.

1. Leave your books and materials right where they are when the alarm is given.
2. Walk quickly and quietly from your room out of the building to the required distance from the school.
3. Classes must exit together and remain together outside. The teacher must take attendance before classes return to the building.
4. Stay in line --- no talking!
5. The first two students out each door will hold the outside doors open until all are out of the building.
6. Return to the building on the double bell.

Teachers:

See that the doors to your rooms are closed when the last student is out. (Be sure that all students are out of the room). It might be well to explain thoroughly to new students the sectional arrangement of the auditorium.

In order to meet the requirements of the state fire inspector it is necessary that everyone be evacuated from the building during the fire drill. Instructors are to accompany the students in their classroom during the fire drill.

Section 2 Tornado Warning

In the event of a tornado warning, the local siren will blow two short blasts and one long blast for approximately two to three minutes. Following a tornado warning, we will announce a tornado alarm over the PA system.

Procedure to follow:

1. Students near windows are to close the outside windows and drapes.
2. The student nearest the door is to open the door and hold it while the rest of the class moves immediately into the nearest corridor. The teacher is to follow the group into the corridor and leave the door secured in an open position. Teachers should take an attendance register or class roster with them.
3. Everyone should move quickly, without running, and quietly, without talking, into the corridor areas.
4. Keep calm...listen for instructions from the office.
5. Students in the classroom wing are to move into the corridor and position themselves by the lockers adjacent to the classroom.
6. Students in the library, commons, cafeteria or study hall, choral or band rooms, gymnasium or dressing rooms, and shops should move to the corridors on the north and south of the gymnasium and position themselves next to the walls. Stay away from glass as much as possible (example: trophy cases).
7. Try to maintain a safe distance from any entrance.
8. Students should squat or sit down on the floor next to the wall, with heads down. (A book or similar flat object held over the head is also a good idea if possible.)
9. Teachers are to accompany their classes and remain with the group.
10. Two short rings on the bell system or an announcement over the PA will signal an "all clear" and students and staff should return to their classrooms.

Article 3 Rules; Regulations; Policy

Section 1 Unplanned Teacher Absences

Please call the principal as early as possible (6:00 AM is okay) if you will need a substitute. Also contact AESOP as soon as possible. *Make sure you talk to a live voice or get a response via text, Never “just” leave a message on an answering machine.* If you cannot reach me, call the school (generally someone is in the office by 6:00 am). The earlier you call the easier it is to find a substitute. Please call by 6:45 am at the latest.

Section 2 Substitute Teachers

Extensive and early planning for absences is necessary at the beginning of each quarter, teachers must file substitute requests for days they will miss for activities, field trips, and professional meetings during that quarter. For other planned absences, please file a substitute request as soon as you know of the absence. These requests must be approved by the principal before a substitute is scheduled. In the event you must be absent on an emergency basis, please call before 6:45 a.m.

A substitute will be called and arrangements for class cover for the day will be made at that time. If you know a person who has substituted for you in the past and works well with the students in your classes, we will make every effort to have that person substitute for you when you are absent. Should your absence be preplanned, please confirm substitute cover with the building principal and school secretary prior to the date of absence. IN ONLY the direst emergencies will you be able to schedule an absence after 6:45 a.m.

Section 3 Substitute Teacher Plans

All teachers must have a substitute teacher folder available on their desk, clearly marked, at all times. It should include:

1. A detailed plan for that day's classes. If you want to use your lesson plans make sure they are detailed and up to date.
2. Seating charts and information about location of attendance records.
3. Course syllabi
4. Information about the location of materials for activities and tests.
5. Your schedule and any supervision duties that you may have on that particular day.

Section 4 Accident Reports

Each teacher in our system is responsible for the safety of each student in their charge. There may be a time, regardless of the strictest supervision, that a student might be involved in an accident that could cause injury. All such accidents must be reported to the office immediately so that proper treatment can be administered. On the same day that the accident occurs, an accident report must be filed with the office. This is an important procedure to protect the teacher and the school.

Section 5 Daily Bulletin

A daily bulletin is typed and accessible through PowerSchool daily. All announcements for the bulletin must be submitted to the office by 7:15 AM the day it is to be announced. Afternoon announcements will be read only if the information is important. Note: Kathy prepares the bulletin at 7:30 AM. If you want to include an announcement, e-mail it to her so it will appear when she arrives in the morning.

Section 6 Discipline

Please be diligent when it comes to student discipline. Consistency is the key. Infractions are outlined in the student handbook, refer to it often. If a student repeatedly refuses to obey class rules or if a student becomes unruly or defiant call the office for an administrator to come and remove the student from your classroom. Please follow-up with a WRITTEN REPORT (in PowerSchool under “log entries”) describing the incident.

Many discipline situations can be avoided through proper supervision. Additionally, establishing an open learning community where students have helped to develop the expectations will improve student discipline. Students will be more willing to help you maintain order in your room if you have developed some type of accountability.

Section 7 Detentions

Each teacher will be responsible for the discipline detentions they assign. The teacher will issue written detention in a prudent matter for inappropriate behavior. Detentions are to be given only while trying to correct student behavior.

1. Student will have that afternoon to serve the detention **and the next day**. The detention will be 30 minutes in length. The designated teacher will have student serve the detention(s) in their room.
2. If student does not show-up during the correct time allotted, he/she will be given double the detentions. In case of emergency, with prior notification we will allow the student to make up time at your discretion.
3. The student that refuses to show up for detention, after you have doubled the detentions and followed these steps will be turned over to the office for assistance. An administrator will give them one warning. If they still do not serve their detention after being spoken to by an administrator, they will be assigned to ISS, until the time is made up. It is the students' responsibility to notify a teacher if he/she has detentions with other teachers and he/she needs to make arrangements as to when the detention will be served.

Section 8 Faculty Meetings

Faculty meetings will be as needed.

Section 9 Field Trips

Secure permission from the principal then complete the following procedures:

Contact the source to be visited:

1. The source should be contacted and a tentative date set for visitation.

Transportation:

1. School trips or excursions should be planned in advance to make sure the transportation is available. Arrange for the bus through the Transportation Director's office a week in advance. Forms are available in the office. Field trips will be in school buses only. Load limit will not exceed capacity of the bus
2. After definite arrangements for securing transportation have been made, the exact time and date should be confirmed with the source to be visited.
3. Departure and arrival times should be strictly observed. This will insure that buses will be on time for their regular schedule of transporting students to and from school.
4. Contact the kitchen so that they may adjust the lunch count.

Supervision and student accounting

1. School sponsors (teachers) are expected to exercise their authority in keeping order on bus trips. The students must be under control at all times. Use parents to help at the ratio of one adult to ten students. No yelling or loud talking is to be permitted. Safety is the first consideration. Have parent's permission slips signed prior to the field trip.
2. Permission slip forms should be obtained from the principal's office and sent home with each student. Only students who have returned a signed permission slip shall be allowed to go on the trip. All students who do not have signed permission slip on file at the time of departure shall be referred to the principal's office for classroom assignments.

Preparing the students

1. Field trips must be in harmony with the on going educational program of the classroom.

Procedure for taking the field trip

1. Be sure that the group stays together.
2. Proper conduct and respect for private and public property is a must on all trips.
3. No side trips or stops should be made unless they were included on the original transportation request form.
4. Students will be returned to the school. The bus will not make stops near student's homes.

Follow-up Activities

The following are suggested activities that may strengthen the learning experience of the trip.

1. Write thank you notes to the source visited.
2. Evaluate the trip with the students.
3. Correlate the experience with lessons in related subject areas.
4. Discuss the trip with the use of pictures, powerpoints or videos.
5. Complete an evaluation form for the principal's office.

Section 10 Intruder In The Building

If a potentially threatening stranger enters the building, we will announce: "Teachers, lock your doors, now" Please lock your doors and have all students position themselves out of view of hall and door windows.

Section 11 Keys

You are given keys to your classroom. Please do not loan your keys to students or unauthorized adults. Please check to see that all doors are locked and the lights and projectors are turned off when you leave. Outdoor magnetic keys record who enters the building and at what time. If you lose your key, notify the administration immediately so that key can be deprogrammed. The replacement cost is \$15.

Section 12 Lesson Plans

Teachers are expected to maintain lesson plans on Google and have them updated by 8:00am Monday mornings. They should be included in the sub folder.

Section 13 Lockers

Please be sure to share this information with your students. Security measures are violated if locker combinations are shared with other students or if lockers are "rigged" so that the use of the combination is not necessary. Students who share combinations or who have "rigged" lockers assume full responsibility for all items left in the locker. Trading lockers is not permitted.

Section 14 Professional Development

Teachers who have professional development experiences should submit the Professional Experience Evaluation Form in the Appendix when they return from the experience.

Section 15 Protective Ear & Eye Wear

In accordance with State Statute 79-4, 144, students are required to wear protective eye wear in certain classes. Refusal to wear the protective eye wear under the conditions prescribed by law and teacher's direction could result in disciplinary action.

Section 16 Purchase Orders

All items ordered or purchased must have a PO Number as well as the approval of the Superintendent. Items ordered "on approval" must also have a PO Number. Failure to secure a PO Number will result in the purchaser being personally responsible for paying for the item. Request for funds forms must be completed and are available in the office.

Section 17 Staff Attire

Research indicates a direct correlation between attire and the degree of respect, credibility, acceptance, and authority students held for their instructors. Staff members at the Elm Creek Public Schools are expected to wear professional attire.

That is: No jeans or sweats except on special, announced occasions or when participating in clean up, sports or physical education activities. Athletic shoes are only appropriate in the gym. **Sweat pants, wind pants, casual shorts and cutoffs are not a good idea, nor allowed.** Dresses and ties are a great idea, but not mandatory. Please dress better than the students you teach each day. Faculty members are welcome to participate in "jean day" on Fridays. For a \$1 donation jeans are acceptable attire. Payment is on the honor system and can be made to Linda in the office. Proceeds will be donated to a worthy cause.

Section 18 Teacher Duty Hours

Teachers should be on duty in the elementary, middle, and high schools by no later than 7:45 a.m. The set time for departure is 4:00 p.m. Deviations from this policy must be approved by the building principal and reported to the superintendent. If you leave the building, regardless of the circumstance, please sign the check-out sheet in the office. **Please be on time.** If you live out of town or car pool, plan accordingly for bad weather. On the rare occasion that you would be late, a phone call is appreciated.

Section 19 Supervision of Students

All groups of students meeting in classes, locker rooms, practices, school sponsored activities, etc., must be supervised by a faculty member. Students must never be left unsupervised. Do not leave your classroom unintended to go to the bathroom. Tell the person next door so that they may supervise while you're gone.

Hallway Supervision

Supervising before and after school and during passing periods is vital to good discipline. Teachers are expected to be in the hallway during passing periods. Hallway supervision “trumps” anything else you might need to do in your classroom. Do not sit in your classroom and continue to work at your desk when students are in the hallway.

Outside Duty

Teachers need to be diligent when supervising outside. Please be at your assigned position on time. After school, make sure students know you will be busy with supervision, make other arrangements with them if they need your assistance. Leave a sign on your door informing students where you are and that if they need to talk to you they can find you outside. Lock your classroom door.

If you are going to be gone make sure your team knows and can cover for you. Let your substitute know if you have any supervisory duties.

Section 20 Supplies

Supplies for classroom use are available upon request in the office. Do not send students to the office to get classroom supplies. No supplies are to be ordered without a purchase order. If you wish to order supplies, please fill out the Electronic Requisition and submit to the principal's office for approval.

Section 21 Syllabi

Syllabi for all classes being taught in a given quarter must be turned in to the principal by the Friday of the first week of classes. These will include class goals, materials used, grading policy, time line, and conduct rules.

Section 22 Extra Duty Schedule

The extra duty schedule for the 2018-2019 school year shall remain in full force without change or amendment for the duration of this agreement. Pay for working at additional activity events (beyond the required one time for an activity pass) is specified in the ECPS Activities Helper – Official Pay List (Appendix 1).

Section 23 In-House Sub Pay

The Board has agreed to pay certified secondary staff at a rate of \$15.00 per period that they teach during their conference period in substituting for another teacher or for covering any other classes combined with a class they are teaching. Payment will be by period not number of classes combined in that period. Certified elementary teachers will be paid 1/2 of the secondary rate when covering classes when they do have not students in their classroom or for covering any other classes as combined with a class they are teaching.

Section 24 Transportation

Requests for transportation should be done on the google document. The Transportation Director will process the requests and make the proper vehicle assignments. Mileage reimbursement for use of a private vehicle will not be made unless a request for a school vehicle was made in advance and no school vehicle was available.

Section 25 Work Request

Teachers can request maintenance work to areas of the building they use by submitting the Maintenance Work Request Form in the Appendix .

Section 26 Planning Periods

Planning periods are intended to allow teachers time to plan, prepare instructional material, meet with students and parents or other staff members, and conduct other types of school business. Should a teacher need to be out of the building during his/her conference period, he/she should notify the building principal prior to departure and sign out in the office.

Section 27 Telephones and Messages

Do not let students use the telephones in the classrooms without you standing next to them. Any student calls from a classroom phone should be to a parent about school issues and with you monitoring. Teachers are not to use personal cell phones in the classroom during class time.

Any messages for staff will not be transferred to your room during class time. The administrative assistants have been directed to take a message and inform the caller of your plan time. Exceptions will be made in cases of emergencies. Please inform your family members that you are at work and cannot be disturbed during class time. Communicate your planning period time schedule to those who call you often. Teachers will not use cell phones during class time.

Section 28 Teacher Work Areas

Teacher work areas are for teachers only. Do not send students into these areas to get your mail, fetch your coffee or a soda or make copies. Do not send students into these areas to access the faculty pop machine. These pop machines are for faculty use only; any exceptions should be cleared through an administrator. Please clean up after yourself. Leave the room better than you found it.

Article 4 Student Support Services

Section 1 Intervention Team

The Intervention Team provides a support system for students and parents to address problem areas both within and outside the school setting. The team meets weekly to review students who are exhibiting academic or social risk behaviors and to explore the problems and seek solutions.

How are students referred for intervention?

Students are referred by teachers, students, administrators, friends, parents or by the student themselves. Once a referral is made, teachers will be asked to observe the student's attendance, behavior, and academic progress and forward a check-list of information to the Intervention Team Coordinator. The team will review the information and decide what type of action should be taken. After review by the Intervention Team, the team can share concerns and suggestions with parents and/or community service agencies. In addition, they can make recommendations for problem solving.

Section 2 Crisis Intervention Team

The purpose of the Crisis Intervention Team is to evaluate crisis situations and plan intervention strategies for students when the crisis is made known to school personnel. The function of the Crisis Intervention Team are as follows:

1. To evaluate the risk factors of the student
2. To formulate an intervention plan
3. To act as a liaison with community agencies
4. To provide support for the student at school
5. To act as a resource for other staff members
6. To provide follow-up when the student reenters the system
7. To provide support to the parent/guardian/family through referral and follow-up calls and visits.

2018-2019 Elm Creek 7-12 Student-Parent Handbook

Students and Parents,

Welcome back for the 2018-19 school year at Elm Creek Jr/Sr High. We look forward to strengthening our relationship with you, and helping you along in your educational journey. Our school has excellent academic opportunities available. Each student will find the course work challenging and be asked to master the skills and standards of each class in which they enroll. Additionally, we will encourage you to grow your gifts and talents not only in the classroom, but as a student-participant as well. We hope you enjoy the many athletic teams, fine arts groups, clubs, and other academic competitions that are available for you to participate.

This handbook is intended as a reference and guide to help you have a successful school year. The guidelines, rules, and procedures listed within are in effect, Board Policy as it is voted on annually by the Elm Creek Board of Education. The expectation is that all of our students, parents, and community members demonstrate “Living Gold” by working and living within the practices outlined in this handbook. As you have rights, you also have responsibilities that must be met. Your rights will be protected and respected and in turn, you must respect the rights of others. We are very proud of our STUDENTS and STAFF. So, please commit to, and encourage others to embrace, the motto of LOVE BLUE, LIVE GOLD.

GO BUFFALOES!!

Cory Spotanski
7-12 Principal and Activities Director

Mission Statement:

The Elm Creek School District uses a whole child approach to help all young people become productive and engaged citizens. Our students will be problem solvers and creative thinkers, and they will be able to make positive choices about their education and the community.

This handbook belongs to:

Name: _____

Address: _____

Phone: _____

Buffalo PRIDE Program

The implementation of the Buffalo PRIDE program is to promote excellence and competence in learning and supporting positive behaviors at Elm Creek Jr/Sr High. We believe in doing our best, maximizing our gifts and talents, and improving from one opportunity to the next. This program is designed to acknowledge the educational achievements and outstanding contributions of students and staff through recognition.

Our goal is to improve performance and celebrate academic achievement of ECHS Students. **Buffalo PRIDE** is designed to show that everyone can achieve excellence and that giving our best effort is an expectation.

Buffalo PRIDE PROGRAM

Buffalo PRIDE places value on the following characteristics:

Performance in academics or activities that is outstanding and improving is promoted.

Respectful people are recognized for their actions.

Intentional actions like Honesty and Trustworthiness are valued.

Developing caring relationships with peers and teachers is necessary.

Every person is responsible to represent our school's motto of: LOVE BLUE, LIVE GOLD

Buffalo PRIDE PROGRAM INCENTIVES

The following are incentives for achieving academic excellence through the **Buffalo PRIDE** Program. Once a student has qualified in any of the categories listed below, they will receive the incentive awards and recognition at an Honors Assembly following the conclusion of the 1st semester;

Students with all A's (4.0) for semester (Academic GOLD STANDARD):

Buffalo PRIDE Awards T-shirt, Planned ½ day release.

Students with a B Grade Point Average for the semester (Academic BLUE STANDARD):

Buffalo PRIDE Awards T-shirt, Planned ½ day release

ADDITIONAL CRITERIA FOR INCENTIVE REWARDS:

Students who qualify for grade point incentives must also have exhibited exemplary attendance and discipline. To qualify for any of the above awards, students must have ZERO (0) Unexcused absences, have had ZERO (0) tardies, and have ZERO (0) major discipline referrals to the principal for that semester. Students who do not achieve the GPA awards, but do honor the attendance and discipline portion of this incentive will also qualify for the ½ day release.

2018-2019 ECHS STAFF

Administration:

Mr. Jason Sullivan, Superintendent

Mr. Cory Spotanski, Jr./Sr. High School Principal and Activities Director

Mr. Derrick Pulliam, Elementary Principal and Transportation Director

Faculty:

Rick BauerTechnology Director, IT Instructor
 Tanner Cavenee Social Sciences and Physical Education
 Jayce DuelandSkilled and Technical Sciences
 Kayla EssinkEnglish Language Arts
 Logan FarleyChoir
 Micki FriesPhysical Sciences and Math
 Amanda HindsSpecial Education
 Barb Keep Information Tech, Business, and Library
 Leah Kenney Family Consumer Sciences
 Linda Killion Physical Education
 Melanie Klingelhofer Guidance Counselor
 John KoschBand
 Liz MartinezSpanish
 Teresa OsmanskiEnglish Language Arts
 Kate QuiringAgriculture
 Brandt RungeSocial Sciences
 Hilary SchlechtArt
 Cathy StankovicLife Sciences
 Kris ToolMath
 Royall WoodmanMath

Office Staff:	Paraprofessionals:	Cafeteria Staff:	Custodian:
Kathy Hahn Linda Johns Lindsey McCarter	Jonathan Bouc Samantha Halliwell Michelle Spotanski	Jan Saueressig Pat Ourada Darci Culbertson	Dave Kottich

Elm Creek Public Schools 7-12 Parent/Student Handbook

2018-2019 School Year

(revised 07/05/2018)

Intent of Handbook

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

in following the rules contained in this handbook.

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

Article 1 School Mission Statement

The Elm Creek School District uses a whole child approach to help all young people become productive and engaged citizens. Our students will be problem solvers and creative thinkers and, able to make positive choices about their education, future, and the community.

In order to develop good citizens and lifelong learners, we realize the importance of all aspects of our school: academic and co-curricular programs, as well as school climate and student services. In order to develop capable, responsible, lifelong learners who are prepared for global changes, all of our school community members must be welcomed as well as comfortable and resilient when things change. In order to develop the full potential of capable, responsible, lifelong learners, we students, staff, families, and community--law enforcement, social services, medical services and private business--need to cooperate fully.

Section 1 - Operating Principles

In order to fulfill our mission, we embrace the following operating principles:

As an educational community we know children learn when:

- they are actively engaged in a variety of tasks including exploration, play, reading, research, conversation, and invention;
- they are in an environment where they feel safe and supported, where their and physical, intellectual, emotional and social needs are met, and where they are not afraid to fail knowing they will be given more chances to succeed;
- they have a personal connection to or interest in what they are learning and can see how it applies in the world in which they live;
- they are encouraged to think for themselves, to reflect upon their work, to make appropriate choices and to build connections to prior learning;
- they receive ongoing feedback, see and share models of expected outcomes, feel competent and not overwhelmed, and are provided with time for monitored practice;
- they are exposed to a wide variety of learning experiences, materials, technologies, and environments.

In responding to how children learn, our classrooms will be...

- child centered, flexible learning environments with multiple resources and technologies, and full of displays of student work;
- learning communities where children feel respected, safe, and well-known;
- environments that enhance communication, collaboration, engagement and enjoyment;
- flexible, but with established routines and shared norms, and a balance of learning activities;
- comfortable places for students to ask questions, learn to make choices, and engage in both individual and group work;
- utilizing authentic and performance assessments in order to modify and adapt instruction and reporting student progress to parents in ways that are easily understood and reflect student development;
- inviting to parents, family members, and our communities as they too are valued resources in the learning process.

To support such classrooms, our schools will be...

- filled with the voices of kids and where their natural excitement and curiosity is nurtured and accepted;
- places where teachers are encouraged to collaborate and are provided time to do so, hold consistent beliefs on how children learn and share a collective responsibility for the welfare of all students;
- exemplified by a climate of mutual respect and trust among all community members, focused on positive behavior as opposed to punishment;
- flexible in terms of age-grouping, schedules, classrooms, and curriculum, all based on student needs;
- focused on the whole-child, her/his physical, intellectual, emotional and social well-being;
- filled with exhibitions of student work and activities in all areas with regular times for school-wide gatherings and celebrations;

- concerned with more than just test scores, knowing that every child is more than a test score;
- open and welcoming to all parents, encouraging their active involvement;
- supportive of teachers, providing focused professional development to help teachers create, develop, and expand child-centered, thought provoking and engaging classroom practices using a wide range of instructional strategies and educational technologies.

The district in support of these schools, is committed to...

- nurturing and encouraging a purposeful, common vision across our district through focused goals and action plans that allow for staff to do their work well;
- utilizing available resources and searching for additional resources to support this common vision as well as to provide appropriate staffing, teaching resources (including technology, texts, materials, and access to the world outside of school), and time for teachers to collaborate;
- listening to and responding to the needs of staff to carry out our shared visions;
- supporting the development of an infrastructure where teachers and students have access to current technologies, learning tools, and the world beyond the schools;
- encouraging and expecting that staff will take unique and flexible approaches to our shared goals and vision;
- providing a focused, district-wide professional development program consistent with our vision that is effective, meaningful, and sustainable;
- communicating with our community and with policy makers about our schools' programs, successes, and needs;
- supporting the economic and civic health of our community;
- communicating regularly with our educational community in ways that include all staff and provides the information necessary for collaborative decision making.

Section 2 - Complaint Procedures

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

Complaint procedure:

Step 1. Have a scheduled conference with the staff person involved in the complaint matter.

Step 2. Appeal to the Principal if the matter is not resolved at Step 1.

Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.

Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3.

Written appeal should be made within five (5) days of the Superintendent's decision.

Conditions Applicable to All Levels of Complaint Procedure:

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

Section 3 - Severe Weather and School Cancellations

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. This information is broadcast regularly by radio and television stations. Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, an announcement will be made by Swift K-12, on the school website and to the news media when schools will be closed. In some instances, schools will be open, but certain services may be canceled (bus transportation, kindergarten, student activities). When there is a question, whether school will be held during bad weather or another crisis, please tune to radio station KRVN AM 880, KRVN FM 93.1, or KHGI TV Channel 13 and KGIN TV Channel 10/11. We will make any announcements regarding our schools over these media.

Article 2 Use of Building and Grounds

Section 1 - Entering and Leaving the Building

Beginning Of School: Students should not be on school grounds prior to 7:15 a.m. During bad weather the entrance will be open by 7:15 a.m. for students to enter the building. Students are to stay in the cafeteria or

gymnasiums, but are not to go to any other part of the building without prior permission.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day students are to report to the school office.

End of School: Our regular school day ends at 3:35 p.m. Club meetings and other school activities begin at 3:45 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

Essential Period

The Essential Period will run from 3:15 to 3:35, Monday through Thursday. The overall purpose of Essential Period is to provide time for students to have access to staff, and all teachers are required to be available during the Essential Period.

Basic Guidelines:

- Essential Period is an opportunity for "all" students to go to their teachers and receive extra help.
- All students who have grades below C level (C-, D+, D, D-, or F) or have incomplete work on any assignment(s) are required to attend Essential period.
- Students who are assigned to Edgenuity courses, and cannot access that course during their school day, will be required to attend Essential Period with their content (ELA and Math) Teacher.
- Teachers have the option to require Essential Period for any student.
- A weekly Essential-list will be configured on Monday as to which students need to stay from 3:15 to 3:35 PM. A student whose name appears on the weekly Essential-list is required to attend Essential Period until:
 - Their Grade is at or above C level **and**
 - All assignments are completed with best effort. Failure to stay for the Essential will result in detention to be served the next night after the Essential Period.
- If a student is down in more than one class the Essential-list will show which class/teacher the student is to report. It is important that teachers and students communicate during this process.
- Students who are in Essential Period are required to stay in the classroom with the teacher. Students should not be allowed to leave the room or to roam the hallways during the Essential Period.
- The Essential Period is part of our school day, therefore, no jobs or appointments should be made during the Essential Period. If you are required to attend Essential then you must be there. Failure to show up for Essential is an automatic detention served after the Essential Period the next school day.
- Students who maintain grades C+ or above are not required to attend the Essential Period. However, the Essential Period is an opportunity for all students to receive extra help on their studies, work on computers or do research in the library. Students who are not required to attend may leave the building. If you remain during Essential, you must be involved with an academic activity. Stay out of the hallways and no horseplay will be tolerated.
- Students will not be allowed to play in the gym or be in the locker rooms during the Essential Period.
- No practices can start until 3:45 PM.
- All Detentions are to begin after the Essential Period is over.

Section 2 - Visitors

All visitors must report to the office, upon entering the southeast entrance, to sign in, in order to receive a visitor's pass. Parents are welcome at all times. Please sign in/out at the office upon entering/exiting the southeast entrance to the school.

Section 3 - Smoke Free Environment

(Elm Creek Public Schools, Board Policy 1120)

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 or juuling devices), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

Section 4 - Care of School Property

- Students are responsible for the proper care of all books, school issued devices, computers, as well as other supplies and furniture provided by the school.
- Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

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

Section 5 - Lockers

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

Section 6 - Searches of Lockers and Other Types of Searches

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration. The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

- School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
- Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
- Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession by any staff member.

Section 7 - Video Surveillance

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

Section 8 - Use of Telephone

There is a courtesy phone available for student use in the High School Office. Use of the office phone will only be allowed in an emergency or when a student becomes ill. **The courtesy phones are NOT to be used during class time.** Use of the phone is not an excuse to be tardy to class. For Cell phone regulations see Section 8 of Article 8.

Section 9 - Bicycles

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

Section 10 - Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Section 11 - Lost and Found

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

Section 12 - Accidents

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

Section 13 - Insurance

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

Section 14 - Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved and stamped by the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 15 - Breakfast and Lunch

A hot school breakfast and lunch is provided for each student. Free or reduced-price lunches are available by applying through the office. The menus are posted both daily and weekly on the school's website. Some students may wish to bring a lunch from home instead of buying one.

Students may leave the building for lunch, providing they do not operate or enter a motor vehicle. Students may be transported at lunch time only by their parent/guardian(s). Students who have turned in a signed "Off - Campus Lunch Form" are eligible for this option. If leaving school grounds for lunch results in disciplinary issues, the administration reserves the right to suspend open campus privileges.

Article 3 Attendance

Attendance Policy

Attendance Policy and Excessive Absenteeism (ECPS Board of Education Policy 5008)

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

Section 1 - Attendance and Absences.

1. Absences from School - Definitions. An absence from school will be reported as an excused absence or an unexcused absence.

- Excused Absence. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

An absence for any of the following reasons may be excused, provided the required procedures have been followed:

- Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
- Illness which causes a student to be absent from school,
- Doctor or dental appointment which require student to be absent from school,
- Court appearances that are required by a court order,
- School sponsored activities which require students to be absent from school,
- Family trips in which student accompanies parent(s)/legal guardian(s), and
- Other absences which have received prior approval from the Principal.

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 other absences, the student's academic status, the tests or other projects which may be

missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

- Unexcused Absence. An absence which is not excused is unexcused. A student who engages in unexcused absences may be considered truant as per state law Neb. Rev. Stat. ' 79-201. Truancy is a violation of school rules. Students are subject to disciplinary consequences for truanancies.

2. 7-12 Truancy and Attendance

- For attendance purposes, students are either absent from school (including excused absences, unexcused absences, predestines, medical/illness absences, or any other note asking to be excused) or present at school (at school, in a school activity, or serving in-school suspension).
- Please send a doctor's note for any medical related absence (i.e. orthodontist, chiropractor, dentist, medical doctor, eye doctor, etc.)
- 7-12 Students that miss five days of school, either excused (medical, illness, or any other not asking to be excused) or unexcused, will be notified by a phone call and/or a mailed letter from the principal that their child has reached the first of four benchmarks according to district policy. In some cases, a meeting is held between the student, parent, principal, and/or SAT team to create an action plan to help the child get to school. If the student continues to be absent from school and reaches the second benchmark of ten days, a meeting is held to create or revise the action plan. At fifteen days, the third benchmark, the principal will send a letter to the parent(s)/guardian(s) and student requesting that they comply with the district policy and state law. The last of four benchmarks is on the twentieth day, when the principal sends a letter to the county attorney with documentation of what has been done within the district to help the child get to school.

Section 2 - Absence Procedure

In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances. A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

Section 3 - Make-up Work

Two school days will be allowed to make up work for each day missed.

Section 4 - Mandatory Ages of Attendance

A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79- 1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in [Name] Public Schools or resides in the Elm Creek Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit

interview impossible or impracticable;

- The person who has legal or actual charge or control of the child who requested the exit interview;
- The Superintendent or Superintendent's designee;
- The child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- Any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school. At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:
 - financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
 - an illness of the child making attendance impossible or impracticable. The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance. At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal. Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:
 - The child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
 - The Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

Section 5 - Reporting and Responding to Excessive Absenteeism

Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."

Section 6 - Excessive Absenteeism

Students who accumulate five (5) unexcused absences shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

- One or more meetings shall be held between a school attendance officer, school social worker, or the school principal or a member of the school administrative staff designated by the school administration, if the school does not have a school social worker, the child's parent or guardian and the child, if necessary, to report and to attempt to solve the excessive absenteeism problem. If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.
- Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child

in an alternative education program that meets the specific educational and behavioral needs of the child, would help solve the problem of excessive absenteeism.

- Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.
- Investigation of the problem of excessive absenteeism by the school social worker, or if such school does not have a school social worker, the school principal or a member of the school administrative staff designated by the school administration, to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the problem of excessive absenteeism.

Section 7 - Reporting Excessive Absenteeism to the County Attorney

- **Twenty Excused Absences.** If a student accumulates more than twenty (20) absences per year and all of the absences are due to documented illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which the person having control of the student resides.
- **Twenty Unexcused Absences.** If a student accumulates more than twenty (20) absences per year, and any of the absences are not excused, the attendance officer shall file a report with the county attorney of the county in which the person having control of the student resides. The report shall be made on a form which includes the following two statements, one of which must be designated by the school representative signing the report:
 - The school representative requests additional time to work with the student prior to intervention by the county attorney; and
 - the school representative believes that the school has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends county attorney intervention. If further action is necessary to address the child's attendance, the initial meeting between the parent or guardian of the child, the school, and the county attorney or his or her designee shall be at a location determined by the school.
- Other. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Section 8 - Reporting to the Commissioner

The Superintendent or designee shall report on a monthly basis to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials (other than law enforcement officials employed by or contracted with by the District as school resource officers) by the District relative to a student enrolled in the District.

Section 9 - Full Day of Attendance

All students will be considered to have attended a full-school day if they meet the following criteria:

- Are in attendance during the normal school day attendance hours
- Are in attendance during the normal summer school attendance hours
- Are in attendance for longer than the normal day; detention, Essential Period, and/or Credit Recovery School

Students who do not meet the aforementioned criteria will be considered to be in non-compliance with the Compulsory Attendance Policy and will be assigned an unexcused absence for time missed.

Section 10 - Notifying the School

If a student must be absent, the school urges parents to telephone the school on the morning of an absence for an illness and before a planned absence, i.e., a funeral. This not only keeps communication open between the school and parents, it also enables the school to assist the student to obtain makeup work. If a phone call is impossible, the students are asked to bring an excuse upon returning to school, signed by a parent or guardian, stating the time, date, and reason for an absence. If a student is absent without previously notifying the school, parents should expect a phone call from the principal's office. If a student wishes to leave during the day, he or she will only be released through the office to his/her parent(s), or legal guardian. If a student wishes to leave campus for lunch, parent(s) will need to complete and sign the "Off-Campus Lunch Permission Form"

Section 11 - Curricular and Co-curricular Activities

The teacher, coach, or advisor will publish a list of students who will miss school. The list will be distributed to teachers, administrators, and the school secretary at least two school days in advance of the activity. The principal's office will communicate with activities coaches/sponsors by posting daily absences in the teacher's E-mail. Coaches will be expected to enforce the policy with regard to practice and performance. If a teacher requests, students will be responsible for securing the approval of their teachers for the absence on a: "Request to be Absent" form obtained from the office. A student not following this procedure will be regarded as truant. A student who engages in unexcused absences may be considered truant as per state law, Neb. Rev. Stat. § 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant.

Section 12 - Tardiness

When a student arrives late to school, he/she must report to the office for a pass. The student will receive a 30 minute tardy detention that may be served that day or the following day in the morning or after school. Students who fail to sign in for being late or sign out when leaving school during the day will be considered truant and dealt with accordingly. Once a student is in school and is tardy to their next class the teacher will handle the discipline for that tardy. A student will be counted tardy when late ten minutes or less; when more than ten minutes, the tardy is considered an absence.

Section 13 - Leaving School

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant. Because of safety and security concerns: when students must leave the school during school hours, for any reason, they must be picked up by a parent or legal guardian.

Section 14 - Attendance is Required to Participate in Activities

To be eligible to practice or participate in any extra-curricular activity, participants must be in school for all periods prior to the start time or the assigned dismissal time for that activity. Attendance at school sponsored activities are considered as being present in attendance. Failure to attend on that day will result in a student being withheld from participation in the activity. Appointments, etc., must be approved by the Principal in advance. The principal retains the right to grant participation should exceptional circumstances prevail.

Athletes are expected to be at all practices scheduled by the coach. Should an athlete not be able to attend a practice, they must contact the coach in advance.

Section 15 - Gifts

Due to disruptions of office procedure, disruptions of educational process and equity issues, gifts shall not be delivered to the office for students. This includes - but is not limited to; flowers, balloons, cakes and candy.

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Article 4 Scholastic Achievement

Section 1 - Promotion/Retention

The professional staff at Elm Creek Public Schools will place students at the grade level and in the courses best suited to them academically, socially and emotionally. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

To participate in commencement exercises or receive an Elm Creek Public Schools diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions. Students who graduate from Elm Creek Public Schools must accumulate 240 hours. The total graduation requirements must include the following curriculum:

- English = 40 Credit Hours
- Science = 30 Credit Hours
- Math = 30 Credit Hours

- Social Studies = 30 Credit Hours (Am. History and Am. Government and one other Social Studies course)
- P.E. or Health = 5 Credit Hours
- Speech = 5 Credit Hours
- Art/Band/Music = 5 Credit Hours
- Required Core Classes = 145 Credit Hours
- + Electives Courses = 95 Credit Hours
- Total = 240 Credit Hours

Section 2 - Progress Reports

Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines. Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

Section 3 - Report Cards

Report cards are issued at the end of each Quarter, or nine-week session. Letter grades are used to designate a student's progress. Students must have their assignments completed by the end of the Quarter. Student progress may be reviewed by parent(s) or legal guardian on-line with the PowerSchool grade program. Confidential passwords will be issued to each parent(s) or legal guardian each fall. A hard copy of a report card will be delivered upon request.

Section 4 - Student - Led Conferences

Twice each year, we invite parents to meet and discuss with their child and our staff, the progress of their child through student-led conferences. Refer to the school calendar for the schedule. Specific conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

Section 5 - Honor Roll

The Honor Roll will be determined by grade point average (GPA). All students with a GPA between 3.5 and 4.0 will qualify for Honor Roll recognition. Honor rolls will be defined at the end of each quarter (nine weeks) and the first and second semester. Dual credit classes will not count towards a student's GPA.

ELM CREEK GRADING SCALE

CCC DUAL CREDIT GRADING SCALE

Grade	GPA PTS	Percent	Letter	Range	Points
A+	4.0	100-97	A+	100.0 - 100.0	4.00
A	4.0	96-93	A	90.0 - 99.9	4.00
B+	3.5	92-89	A-	86.7 - 90.0	3.67
B	3.0	88-85	B+	83.3 - 86.7	3.33
C+	2.5	84-81	B	80.0 - 83.3	3.00
C	2.0	80-77	B-	76.3 - 80.0	2.67
D+	1.5	76-74	C+	73.3 - 76.3	2.33
D	1.0	73-70	C	70.0 - 73.3	2.00
F	0.0	69	C-	66.7 - 70.0	1.67
			D+	63.3 - 66.7	1.33
			D	60.0 - 63.3	1.00

F

00.0 - 60.0

0.00

Section 7 - Homework Policy

Homework promotes responsibility, self-discipline and lifelong learning habits. Elm Creek Public Schools recognizes the importance of homework and assigns relevant and meaningful homework assignments designed to reinforce classroom-learning objectives.

Homework assignments include:

- Reinforce skills and concepts addressed in classroom instruction
- Extend assignments to transfer new skills or concepts to new situations
- Provide opportunities for creative activities that integrate a variety of skills
- Collect additional evidence of student understanding

Time: Actual time required to complete assignments will vary with students' study habits, academic skills, and selected course loads. If a parent believes their child is spending an excessive amount of time completing their homework, they should contact their child's teacher.

Reading: Elm Creek staff believe that additional reading for enjoyment assists in developing students' reading skills at any age and helps develop life-long readers who learn to seek additional information and read for enjoyment. Students are encouraged to read every night for at least 20 minutes.

Section 8 -Make-Up Work Policy

For each day of absence, a student will have 2 days to complete assignments that were missed. When appropriate, make-up assignments should be completed before the absence. Activity Clearance Forms must be filled out for school sponsored activities, and work for each student must be completed prior to the student's participation.

After 2-days, a grade of "NC or No Credit" will be entered for assignments not handed in. The student is still responsible for the work in order to foster his/her learning and feedback will be provided upon completion. Additional time for completion will be determined by mutual agreement between the student and the teacher. The student has the responsibility to contact teachers, initially, regarding what make-up assignments need to be completed for their absence. If the parents or students have concerns prior to the two (2) days, they are encouraged to contact the teacher. Teachers may require students to make-up work before or after school. If the student fails to report to the teacher, the student will be assigned detention by the teacher to finish work.

Prolonged absences (vacations) will be addressed by the building principal. Make-up work may also be assigned.

Responsibilities of Students:

- Write down/record assignments
- Ask questions if assignments are not clearly understood
- Organize time to work on assignments
- Complete all assignments thoroughly
- Compose quality work on all assignments
- Turn assignments in on time
- Seek help before or after school when needed

Responsibilities of Teachers:

- Assign relevant and meaningful homework that reinforces classroom learning
- Provide clear instructions and expectations of assignments
- Provide a course syllabus to their students for each class
- Ensure all students understand the purpose of the assignments
- Provide feedback and/or corrections of homework
- Communicate with students and parents if concerns of homework arise
- Post times available for students to get additional assistance

Responsibilities of Parents:

- Take an active part in the supervision of student completing homework
- Communicate with child about daily homework assignments
- Monitor student's organization of daily assignments
- Establish a time and quiet place for child to complete homework
- Contact the teacher/school with questions or concerns regarding homework
- Regularly check student's homework completion and grades using PowerSchool.

Additional Responsibilities: If a student is unable to complete an assignment the parent is encouraged to write a note/email to the teacher explaining why the assignment was not completed. The teacher will respond either in writing or by contacting the parent by phone.

Article 5 Support Services

Section 1 - Guidance Services

The Elm Creek Public Schools employs guidance counselors for the purpose of assisting with the District's testing program and to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

Section 2 - Health Services Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office. Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply. Asthma and Allergic Reaction Protocol (Elm Creek Public Schools BOE Policy 5601)

The District will adopt and implement the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis Protocol as required by the Nebraska Department of Education.

The Superintendent, in conjunction with licensed health personnel, shall establish administrative regulations for the implementation of this policy. The regulations established shall comply with NDE rules regarding the protocol to follow in case of a life-threatening asthma or systemic allergic reaction and use of an EpiPen and albuterol. Also, these shall ensure that each school building will procure and maintain the equipment and medication necessary under the protocol in the case of any student or school staff emergency. Staff training in using the protocol shall occur periodically. Records of such training and occurrences of administering medication under the protocol shall be maintained.

The Emergency Protocol shall be implemented, and the equipment and medication necessary to implement the Emergency Protocol shall be maintained, at each school building while school is in session. For purposes of the Emergency Protocol, the phrase "while school is in session" is defined as the core instructional school day. The "core instructional school day" is defined as that portion of each day school is in session during which teachers are on duty to provide and students are scheduled to receive instruction in the School District's curriculum, generally beginning at 8:00 a.m. and ending at 3:45 p.m. The Emergency Protocol shall not be required to be implemented other than in the school buildings while school is in session, and as such is not required to be implemented at extracurricular activities, on school buses, or during school field trips. Implementation of the Emergency Protocol at such non-mandatory times or places shall be made in the discretion of the administration and shall be subject to the availability of the employees designated or trained in implementation of the Emergency Protocol and the availability of the necessary equipment and medication at such times or places.

Article 6 Drugs, Alcohol and Tobacco

Section 1 - Drug-Free Schools

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Section 2 - Education and Prevention

Elm Creek Public Schools intends to create a safe, secure environment in which its community of learners can work successfully and develop responsible, healthy behaviors. Prevention is the primary concern of all school and community personnel. Since alcohol, tobacco, and other drug use is illegal and interfere with both effective learning and a healthy development of the student, Elm Creek Public Schools has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment.

Section 3 - Reporting Alcohol, Drug and Tobacco Violations

Any school employee who believes a student at school has a controlled substance without a prescription for it, tobacco, alcohol, a look-alike drug or other substance prohibited by school rule or state law, must report the matter immediately to the administration. The administration shall investigate the matter. If the administrator determines there is reasonable cause to believe that a student at school has a drug prohibited by school rule or state law, they shall have the authority to conduct a search that shall include, but is not limited to, the student's locker, possessions, vehicle if on school property and person. Any item discovered in the search, which is unlawful or constitutes a violation of a school rule will be confiscated. Those items, which are unlawful to possess shall be turned over to an appropriate law enforcement agency. As an alternative to searching the student's person, the administration may contact an appropriate law enforcement agency regarding the search.

FIRST OFFENSE

- The student shall be placed on a (5) to (19) day out-of-school suspension, but shall be given the option of having the suspension reduced to a three days of in-school suspension providing he/she undergoes an evaluation for substance abuse and follows those recommendations made by a certified substance abuse evaluator. Any evaluations are at the expense of the student and/or parent/guardian.
- If a student fails to follow treatment recommendations, he/she shall be required to complete the remainder of the 19-day out-of-school suspension.
- Prior to readmission to school, the student along with his/her parents must meet with the Principal and/or Assistant Principal of the involved school.
- The involved student shall be ineligible to participate in any co-curricular activities during the suspension and as dictated by the Elm Creek Public Schools rules for activity participation.

SECOND OFFENSE

- The student will be placed on a nineteen - day out-of-school suspension pending a recommendation for expulsion for the remainder of the current semester. Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations. All students are provided an age appropriate, developmentally based drug and alcohol education and prevention program. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

Administration: The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action. Safe and Drug-Free Schools-- Parental Notice: Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Article 7 Student Rights, Conduct, Rules and Regulations

Student Conduct and Discipline Policies (ECPS Board of Education Policy 5101) Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning student, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of- school suspension (short-term or long-term) and expulsion.

Section 1 - Short-Term Suspension

Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

- Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
- A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

Section 2 - Long-Term Suspension

A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

Section 3 - Expulsion, Suspension, Summer Review

- Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred
 - within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or
 - within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or
 - unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein.

Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

- Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of
 - interference with an educational function or school purpose or
 - a personal injury to the student himself or herself, other students, school employees, or school volunteers.
- Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

- Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

Section 4 - Other Forms of Student Discipline

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

Section 5 - Student Conduct Expectations

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

Section 6 - Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment.

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment when it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee’s designee, or at a school-sponsored activity or athletic event.

- Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
- Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
- Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
- Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or

student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation.

- Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
- Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
- Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
- Public indecency or sexual conduct.
- Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
- Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
- Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
- A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
- Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
- The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
- Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
- Willfully violating the behavioral expectations for riding school buses or vehicles.
- A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

Section 7 - Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event.

This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

Section 8 - Additional Student Conduct Expectations and Grounds for Discipline.

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
- Head-wear including hats, caps, bandanas, and scarves.
- Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meanings.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g.,

public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

Section 9 - Academic Integrity

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

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

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

- “Cheating” means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
 - Tests (includes tests, quizzes and other examinations or academic performances)
 - Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
 - Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
 - Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
 - Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
 - Papers (includes papers, essays, lab projects, and other similar academic work):
 - Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
 - Failure to Contribute to Group Projects: Accepting credit for a group project in which the student failed to contribute a fair share of the work.
 - Misrepresenting Need to Delay Paper: Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
 - Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- “Plagiarism” means to take and present as one's own a material portion of the ideas or words of another or to

present as one's own idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

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

Section 10 - Inappropriate Public Displays of Affection (IPDA)

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

- 1st Offense: Student will be confronted and directed to cease.
- 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
- 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

Section 11 - Specific Rule Items

The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

- Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
- Students in the hallway during class time must have a pass with them.
- Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
- Students are expected to bring all books and necessary materials to class. Backpacks are a permissible way to carry your classroom supplies.
- Assignments for all classes are due as assigned by the teacher.
- Students are not to operate the mini-blinds or the windows.
- Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
- Students are to be in their seats and ready for class on the tardy bell.

- Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
- Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
- Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
- Snow handling is prohibited.

Section 12 - Law Violations

- Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
- When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
- In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District’s policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - Knowingly possessing illegal drugs or alcohol.
 - Aggravated or felonious assault.
 - Vandalism resulting in significant property damage.
 - Theft of school or personal property of a significant nature.
 - Automobile accident.
 - Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.
- When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Section 13 - Dating Violence

(ECPS Board of Education Policy 5420)

Elm Creek 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.

Article 8 Technology Acceptable Use Section 1 Network, E-Mail, Internet and Computer Acceptable Use Policy

Section 1 - Internet Safety Policy

(ECPS BOE Policy 6800)

It is the policy of Elm Creek Public Schools to comply with the Children’s Internet Protection Act (CIPA). With respect to the District’s computer network, the District shall:

- protect against user access to, or transmission of, inappropriate material via Internet, electronic mail, or

- other forms of direct electronic communications;
- provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- protect against unauthorized access, including so-called “hacking,” and other unlawful activities online;
- protect against unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

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

Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes:

- unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and
- unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.

Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response.

Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

Section 2 - Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District’s Internet Safety Policy.

Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.

Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access. The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy. The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District’s mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations. The following are unacceptable uses of the technology resources:

Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters. Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an email to a minor child or spouse; sending an email related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission. This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time. The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an email related to one's own private consulting business.

Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation, Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members). Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.

Section 3 - Unacceptable Uses.

Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

Filter: A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies.

- Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
- Users shall not copy, change, or transfer any software without permission from the network administrators.
- Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- Users shall not engage in any form of vandalism of the technology resources.
- Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

Section 4 - Other Policies and Laws

Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

- to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
- to engage in unlawful harassment or discrimination, such as sending emails that contain sexual jokes or images.
- to engage in violations of employee ethical standards and employee standards of performance, such as sending emails that are threatening or offensive or which contain abusive language; use of end messages on emails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending emails that divulge protected confidential student information to unauthorized persons.
- to engage in or promote violations of student conduct rules.
- to engage in illegal activity, such as gambling.
- in a manner contrary to copyright laws.
- in a manner contrary to software licenses.

In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet,

including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes:

- who has successfully completed District training on proper disabling circumstances and procedures,
- with permission of the immediate supervisor of the staff member requesting said disabling, or
- with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Monitoring: Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

Sanctions: Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Section 5: Procedures For The Use Of Electronic Resources Classroom Use

Classroom use is defined as student use of Internet resources under the direction and supervision of a teacher or compacting paraprofessional whether in the classroom, computer lab or media center. Receive a copy of the electronic resources Acceptable Use Policy and sign the appropriate form, agreeing to abide by these procedures and policies: Act in a considerate and responsible manner when using electronic resources.

Section 6: Photographs and Recordings

Photographs and Recordings that are made without the prior consent of individuals being photographed or recorded outside of public areas, may be punishable up to expulsion.

Section 7: Consequences

Students may be subject to a series of consequences should they choose not to follow the established guidelines. The consequences of unacceptable use are:

- Suspension and/or termination of electronic resource use privileges.
- And/or additional disciplinary action as determined at the building level in line with existing practice regarding unacceptable language and/or behavior.
- And/or referral to law enforcement authorities for criminal or civil prosecution.

Independent Use: Independent use is defined as student use of the Internet during the school day for independent study and or research. Follow all of the guidelines established for classroom use: Obtain parental permission prior to seeking independent access to electronic resources: Recognize that classroom work takes precedence over independent use: Understand that independent use may be restricted or revoked if a student's academic performance is unsatisfactory.

Section 8 - Possession of Unauthorized Electronic Device

Cell phones are permitted at school as long as they are turned off, silenced, or otherwise kept from being a distraction to learning in the classroom. Teachers and other staff members can hold a students phone if it becomes a distraction to learning in any way. In the event of a cell phone becoming a distraction, the following will occur:

- First offense:
 - Students phone will be held by the teacher until the end of the day, and the student will be issued a detention of 30 minutes to be served with that teacher prior to the phone being returned . A phone call will be made by the teacher to the parent to inform them of this issue. Phone will be returned to the student at the conclusion of their 30 minute detention.
- Any subsequent offense:
 - Students phone will be held by the teacher until the end of the day, and the student will be issued a detention of 30 minutes to be served with that teacher prior to the phone being returned . A phone call will be made by the teacher to the parent to inform them of this issue and the phone will be turned back to

a parent or guardian.

Cell phones may only be used outside of the school before and after school hours and inside the school during that student’s lunch period, passing periods, or if directed for instructional purpose by their teacher.. Cell phones are not to be used in restrooms or locker rooms.

Article 9 State and Federal Programs

The following state and federal guidelines are available upon request at the Elm Creek Public School office and are posted at the Elm Creek Public Schools. They are also available at: www.elmcreekschools.org Section 1 Notice of Nondiscrimination Section 2 Designation of Coordinator(s) Section 3 Anti-discrimination & Harassment Policy Section 4 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973 Section 5 Notification of Rights Under FERPA Section 6 Notice Concerning Disclosure of Student Recruiting Information Section 7 Notice Concerning Staff Qualifications Section 8 Student Privacy Protection Policy Section 9 Parental Involvement Policies Section 10 Homeless Students Policy Section 11 Breakfast and Lunch Programs Section 12 Elm Creek Public Schools Student Fee Policy

WAIVER OF EMERGENCY RESPONSE TO LIFE THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS PROTOCOL

Elm Creek Public School District

Student Name: _____ Date of Birth: _____

School: _____ Grade: _____

I am aware of the school policy that provides a protocol to follow by school personnel to administer EpiPen/albuterol to a student when it is determined that the student is suffering a life-threatening asthma or systemic allergic reaction while school is in session. After considering the school policy and the best interests of my child, _____, I do not wish to have him/her given or administered albuterol or medication from an Epi-Pen by school personnel under any circumstances for the 2015- 2016 school year.

DATED: _____ Signature of
Parent/Guardian/Custodian

DATED: _____

Signature of Physician

DO NOT return this from without a physician’s signature supporting your request to remove your child from the protocol.

**RECEIPT OF 2018-2019 PARENT-STUDENT
ELM CREEK 7-12 SCHOOL HANDBOOK**

This signed receipt acknowledges receipt of the 2017-2018 Parent-Student Handbook of Elm Creek High School. This receipt acknowledges that it is understood that the handbook contains student conduct, discipline rules, and a parent /school compact. The undersigned, as student, agrees to follow such conduct, discipline rules, and a parent /school compact. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to responding to harassment or discrimination. The Handbook is located on the school website (elmcreekschools.org) The handbook is available in the school outside of the office. A link will be sent to all parents as well.

Drug-Free Schools Statement: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING ELM CREEK ELEMENTARY SCHOOL HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.

Date: _____

Date: _____

Student's Signature

Parent

or

Legal

Guardian's

Signature

Return to: **School Office**

InstructionParental/Community Involvement in Schools

Buffalo County School District 10-0009, a/k/a Elm Creek Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Iowa Test of Basic Skills or the California Achievement Test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.
7. As a general matter substantive decision-making processes will be left to the judgment to the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. §§ 79-530 to 79-533
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

Date of Adoption: June 10, 2013
Review Date: July 9, 2018

InstructionTitle I Parental and Family Engagement Policy

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.

Legal Authorities: 20 U.S.C. §§6318 and 7801(32)

Date of Adoption: July 9, 2018

**Appendix "1" to 2018-2019 Student Fees Policy of
Elm Creek Public Schools**

Additional Specification of Required Materials and Fees¹

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum)² or Specific Material Required
Elementary Program		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. 4 th graders purchase a recorder ranging from \$2.00 to \$7.00.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists
Field Trips	Transportation and admission costs of field trips	None--costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.

¹ This listing is a part of the 2018-2019 Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

² Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the 2018-2019 school year.

Summer school courses	Classes offered during the summer, or at night, if any	\$50 to \$200 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.
School Meals		Breakfast: \$1.65 / reduced -- \$.30 Lunch -- PK -- \$2.45 K-6 -- \$2.80 7-12 -- \$2.95 reduced -- \$.40 Milk-- \$.40 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the
Secondary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and socks, (running shorts, T-shirt: \$12-\$20)
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e., Family & Consumer Science, Industrial Technology	Project Cost	Student pays cost that is beyond the standard project provided by the school.

Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
School Meals		Breakfast: \$1.65 / reduced -- \$.30 Lunch -- PK -- \$2.45 K-6 -- \$2.80 7-12 -- \$2.95 reduced -- \$.40 Milk-- \$.40 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None--Any postsecondary education costs are to be paid directly by students to the college.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$200.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$40
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved, unless required by the school.
Summer school courses	Classes offered during the summer, or at night, if any	\$175 to \$300
Chromebook "1 to 1" Program	Insurance Policy - premium	\$40 annual premium to be paid each fall. Anyone not choosing to purchase will be limited to "day use only" and not be able to take the device home. Students are still responsible for any damage to devices while using them at school. A deductible scale will be applied to all repairs.

Locker usage	Use of school padlock	\$7.00 fee if damaged or not returned at the end of the year.
Extracurricular and other programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required

Athletic Programs			
1. Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an Activity Ticket for \$25.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.	
2. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.	
3. Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional
		Football	Mouthpiece
		Golf	Golf bag & clubs
		Speech	Dress attire; copies of research
		Track	No additional
		Volleyball	Volleyball knee pads
		Wrestling	No additional
		Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
4. Travel meals	Meals	Students are responsible for their own meals while traveling.	
5. Locker use	Padlock for locker	\$7.00 fee if damaged or not returned at the end of the year.	

6. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.
7. Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues required. Annual dues not to exceed \$25.00 per club.
8. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school
Vocal Music Group	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$130.00
Clubs/Organizations		
Future Career/ Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories. Not to exceed \$150.00.
Student Council	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
FFA	Uniforms	Annual dues not to exceed \$50.00 per club
Cheerleading	Uniforms	Uniforms range up to \$600.00.
Social & Recognition Activities		
1. School plays, musicals and social activities	Admission to events	\$15.00 per play or activity
2. School dances	Admission to prom, homecoming, etc.	Up to \$10.00 per event

3. Class dues	Class Dues	Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Picture Packets	Optional - Pictures are still taken for use in school yearbook.	Students purchase packets as desired and pay directly to photo company.
5. Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.
6. Trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$3,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.