

**Board of Education Regular Meeting**  
Media Center, Twin River High School  
816 Willard Avenue  
Genoa, NE 68640  
Monday, July 20, 2020 7:30 PM

David Baxa: Present  
John Nelson: Present  
Dan Preister: Present  
John Reeg: Present  
Jennifer Swantek: Present  
Chelsa Thompson: Present

1. Meeting Called to Order
  - 1.1. Open Meeting Law
  - 1.2. Meeting Properly Published and Posted
  - 1.3. Rules For Public Participation Stated
2. Roll Call
  - 2.1. Excused/Unexcused Absences
3. Approval of Agenda
4. Approval of Minutes of Previous Meetings
5. Treasurer's Financial Report
6. Approval of Claims
7. Reports of Administrators and Committees
  - 7.1. Visitors
  - 7.2. Principal's Reports
  - 7.3. Activities Report
  - 7.4. Superintendent Report
  - 7.5. Board of Education Report
8. Old Business

9. New Business

9.1. Hearing - Student Fees

9.2. Hearing - Policy 5018, Parent and Guardian Involvement in Education Practices

9.3. Consider and Take Possible Action to Approve Altered School Calendar for 2020 - 2021 School Year

9.4. Consider and Take Possible Action to Approve COVID Plan for 2020 - 2021 School Year

9.5. Consider and Take Possible Action to Approve Service Agreement with CMI

9.6. Review of Board Policy 5054, Student Bullying

9.7. Report on Multi-Cultural Education

9.8. Consider and Take Possible Action to Re-affirm the following policies:

5018, Parental and Guardian Involvement in Educational Practices

9.9. Consider and Take Possible Action to Approve Changes to Handbooks

9.10. Consider and Take Possible Action to Approve Milk Bid

9.11. Consider and Take Possible Action to Approve Use of Local Substitute Teachers

9.12. Consider and Take Possible Action to Adopt Policy 3056, Guest Speakers

9.13. Consider and Take Possible Action to Approve Amendments to the Following Policies:

Policy 2002, Organization of the Board, Board Officers, Committees and Check Signing.

Policy 3039, Threat Assessment

Policy 4003, Drug Testing of Drivers

Policy 5016, Student Records

Policy 5035, Student Discipline

Policy 5054, Student Bullying

Policy 6020, Multi-Cultural Education

Policy 6021, District Criteria for Selecting Evaluators to be Used for Special Education Evaluation

Policy 6033, Restraint and Seclusion

9.14. Consider and Take Possible Action to Allow Superintendent to Carry Unused Vacation Days from Last Contract Year into Current Contract Year.

10. Date, Time, and Location of Next Meeting

August 17, 2020 - 7:30 P.M. - H.S. Media Center

11. Executive Session

12. Adjournment

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Jennifer Swantek, Board President

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Dan Preister, Board Secretary

**Board of Education Regular Meeting**

Media Center, Twin River High School  
816 Willard Avenue

Zoom Info: Meeting ID - 996 2707 2503, Phone Dial-In: 312 626-6799

Genoa, NE 68640

Monday, June 15, 2020 7:30 PM

David Baxa: Present  
John Nelson: Present  
Dan Preister: Absent  
John Reeg: Present  
Jennifer Swantek: Present  
Chelsa Thompson: Present

1. Meeting Called to Order

1.1. Open Meeting Law

1.2. Meeting Properly Published and Posted

1.3. Rules For Public Participation Stated

2. Roll Call

2.1. Excused/Unexcused Absences

Motion to Excuse the Absence of Dan Preister. This motion, made by John Nelson and seconded by Jennifer Swantek, Passed.

David Baxa: Yea, John Nelson: Yea, John Reeg: Yea, Jennifer Swantek: Yea, Chelsa Thompson: Yea

3. Approval of Agenda

Motion to Approve Agenda. This motion, made by David Baxa and seconded by Chelsa Thompson, Passed.

David Baxa: Yea, John Nelson: Yea, John Reeg: Yea, Jennifer Swantek: Yea, Chelsa Thompson: Yea

4. Approval of Minutes of Previous Meetings

Motion to Approve Minutes of Previous Meetings. This motion, made by Chelsa Thompson and seconded by David Baxa, Passed.

David Baxa: Yea, John Nelson: Yea, John Reeg: Yea, Jennifer Swantek: Yea, Chelsa Thompson: Yea

5. Treasurer's Financial Report

Motion to Approve Treasurer's Financial Report. This motion, made by David Baxa and seconded by Jennifer Swantek, Passed.

David Baxa: Yea, John Nelson: Yea, John Reeg: Yea, Jennifer Swantek: Yea, Chelsa Thompson: Yea

## 6. Approval of Claims

Motion to Approve Claims. This motion, made by John Nelson and seconded by Jennifer Swantek, Passed.

David Baxa: Yea, John Nelson: Yea, John Reeg: Yea, Jennifer Swantek: Yea, Chelsa Thompson: Yea

## 7. Reports of Administrators and Committees

### 7.1. Visitors

No visitors spoke.

### 7.2. Principal's Reports

Pre K-6 Principal's Report:

Summer work - Custodians continue to clean and prepare classrooms for this Fall. Administration working on handbooks, reporting to the state, schedules, and in-service planning, and teaching staff are attending workshops via zoom; hoping for good news of students in building. Will be setting up teacher mentors for new elementary staff, Emily Thomas (5th grade) and Madison Smith (3rd grade). Administration have been attending meetings via Zoom with ESU 7 area principals; ESU/NDE; Future Ready Nebraska Zoom Conference. They are researching SEL (Social-Emotional Learning) programs that could be implemented at Twin River. Looking to begin Coding class at all elementary class levels. Trying to "predict the future"---how will school look this fall.

7-12th grade Principal's Report:

Meetings and Workshops - Administration meetings and on-line workshops and webinars related to on-line learning environments (Future Ready Nebraska, Defined Learning, EdLeader21, etc). Working with area principals through ESU7, and Region IV. General Business - End of year State reporting, Student check-in, summer cleaning, planning for next year (different possibilities dependent on health information), scheduling PD for staff dependent on next year's situation. Graduation is scheduled for July 25th at 2:00 p.m.-Mr. Metzger will know more by July 1st on the guidelines to follow which will determine where graduation will be held, whether that be indoors in the HS gymnasium or outdoors at the football stadium.

### 7.3. Activities Report

Activities Report:

June 8th- Baseball parent meeting held in the gym at Genoa. June 11th- NSAA announced the immediate resumption of open gyms (all activities) with restrictions, and June 18th resumption of summer camps/clinics/leagues (all activities except basketball, football, soccer, and wrestling). Meetings, Professional Development: ESU7 Principal Zoom meetings and Twin River Administration meetings. Other information: Weight room- have completed 2 weeks of strength and conditioning work with groups of 15 (can't have more than 25). Mr. Zysset said he has gotten positive feedback on the conditioning program and it has went well so far. Baseball-parent meeting last Monday- preference is to stay on their own and not coop with Central City/Fullerton. Planning to print activity schedule posters in early July (end of June deadline for businesses to purchase an ad on the posters). No information has been released yet on fall activities and what they may look like.

### 7.4. Superintendent Report

### Superintendent's Report:

The Administration Team continues to make plans for various scenarios of schooling for this coming fall. The most discussed item amongst them is how to provide a meaningful learning experience for all of the learners. Recently, they reviewed a web-based program grounded in Project-Base Learning. It is also supported by Jay McTighe, a highly known and respected educator who has done a great deal of research into learning and assessing. They will be holding a similar demonstration for a panel of our teachers next week. Dr. Weidner has been serving on a State-wide committee for NRCSA which is focusing on the re-opening of schools. His sub-committee is dealing with Rule 10, particularly student enrollment, attendance and instructional hours. They are meeting weekly on a regular basis. Their plan is to have something ready for Districts to consider by July 1st. Dr. Weidner will be consolidating the TitleI money with ESU7 for TitleI services. The camera system at the 501 building has been updated. They also found out why the internet was so weak at that building. The new fire hall is in the way of the signal that is sent over there from the high school. The antenna has been moved to the north side of the building. Even with doing this, the signal may not be as strong as it once was, it is now broadcasting that signal through trees. Dr. Weidner said how much he appreciates the work of the administrative team as they plan for various scenarios for this coming fall. This is not easy work at all. The landscape keeps shifting on them, and it is unknown if the plans they think will work will still be pertinent in two weeks.

### 7.5. Board of Education Report

John Reeg would like to set up a retreat with the board members and continue where they left off in the spring when the Covid-19 closure happened. He said the architecture drawings are drawn up and ready to be reviewed. Jennifer Swantek asked if the school has emergency buildings available for use if guidelines restrict numbers of students allowed in the building at one time. For example, is the church hall, city hall, or other buildings available in the community for the school to use if needed. She also recommended the school to look into having professionals from the nutrition department or extension office to review the lunchroom and give new ideas, new recipes, and help implement new food presentations that will encourage students to eat healthier. Jennifer Swantek would like to see the school look into models of social emotional support for students and staff. Dr. Weidner said he has had discussions about this and said Mr. Koziol has visited with him about this as well. He would like to use some of the TitleIV money and look into possibly having a provider on site offering services at least one day a week if possible.

### 8. Old Business

### 9. New Business

#### 9.1. Consider and Take Possible Action to Approve Baseball Co-op with Fullerton and Central City Schools

Motion to Approve Baseball Co-op with Fullerton and Central City Schools. This motion, made by David Baxa and seconded by John Reeg, Failed.

David Baxa: Nay, John Nelson: Nay, John Reeg: Nay, Jennifer Swantek: Nay, Chelsea Thompson: Nay

The feedback from the parents meeting is they would like to see the baseball program stay here in Twin River and not pursue a co-op program.

9.2. Consider and Take Possible Action to Approve Inter-Local Agreement with Fullerton Public Schools for Distance Learning Course

Motion to Approve Inter-Local Agreement with Fullerton Public Schools for Distance Learning Course. This motion, made by Jennifer Swantek and seconded by David Baxa, Passed.

David Baxa: Yea, John Nelson: Yea, John Reeg: Yea, Jennifer Swantek: Yea, Chelsa Thompson: Yea

9.3. Consider and Take Possible Action to Approve Affidavit of Closure of Attendance Center

Motion to Approve Affidavit of Closure of Attendance Center. This motion, made by Chelsa Thompson and seconded by Jennifer Swantek, Passed.

David Baxa: Yea, John Nelson: Yea, John Reeg: Yea, Jennifer Swantek: Yea, Chelsa Thompson: Yea

As a result of the impact of the COVID-19 pandemic, the NDE will grant waivers of the instructional hours requirement found in Rule 10. This is part of the waiver process. All Nebraska public schools are doing this same.

10. Date, Time, and Location of Next Meeting

Motion to Approve Next Board Meeting for July 20, 2020 in the Media Center, Twin River High School, Genoa, NE at 7:30 p.m. This motion, made by David Baxa and seconded by Jennifer Swantek, Passed.

David Baxa: Yea, John Nelson: Yea, John Reeg: Yea, Jennifer Swantek: Yea, Chelsa Thompson: Yea

11. Executive Session

Motion to enter into Executive Session at 8:22 p.m. This motion, made by David Baxa and seconded by Jennifer Swantek, Passed.

David Baxa: Yea, John Nelson: Yea, John Reeg: Yea, Jennifer Swantek: Yea, Chelsa Thompson: Yea

Motion to Come Out of Executive Session at 8:25 p.m. This motion, made by John Nelson and seconded by David Baxa, Passed.

David Baxa: Yea, John Nelson: Yea, John Reeg: Yea, Jennifer Swantek: Yea, Chelsa Thompson: Yea

12. Consider and Take Possible Action to Approve Superintendent's Salary Increase

Motion to Approve Superintendent's Salary Increase. This motion, made by John Nelson and seconded by Jennifer Swantek, Passed.

David Baxa: Yea, John Nelson: Yea, John Reeg: Yea, Jennifer Swantek: Yea, Chelsa Thompson: Yea

13. Adjournment

Motion to Adjourn at 8:26 p.m. This motion, made by David Baxa and seconded by Chelsa Thompson, Passed.

David Baxa: Yea, John Nelson: Yea, John Reeg: Yea, Jennifer Swantek: Yea, Chelsa Thompson: Yea

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Jennifer Swantek, Board Secretary

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John Reeg, Board President



## Special Meeting

Media Center, Twin River High School  
816 Willard Avenue

Zoom Info: Meeting ID - 996 2707 2503, Phone Dial-In: 312 626-6799

Genoa, NE 68640

Monday, July 6, 2020 7:30 PM

David Baxa: Present  
John Nelson: Absent  
Dan Preister: Present  
John Reeg: Present  
Jennifer Swantek: Present  
Chelsa Thompson: Present

### 1. Meeting Called to Order

#### 1.1. Open Meeting Law

#### 1.2. Meeting Properly Published and Posted

### 2. Roll Call

3. Consider and Take Possible Action to Purchase Three Year Subscription to Defined Learning  
Motion to to Purchase Three Year Subscription to Defined Learning Passed with a motion by David Baxa and a second by Dan Preister.

David Baxa: Yea, Dan Preister: Yea, John Reeg: Yea, Jennifer Swantek: Yea, Chelsa Thompson: Yea

Dr. Weidner spoke about the online program that is PBL-based and can be implemented in either a 'normal' or remote learning scenario. Professional development programs are included in the subscription.

### 4. COVID Plan

Administration presented a proposed plan to the school board for the 2020-2021 school year. The plan includes the district to use a risk dial protocol using color codes to verify the level of risk they are at. Green (low risk), Yellow (moderate risk), Orange (high risk), Red (severe risk). East Central Health Department will give weekly health updates that will determine the level of risk the school is at. Each color will have certain guidelines and requirements for staff and students to follow. Other protocols discussed were transportation, comprehensive cleaning schedules, building entry, attendance, breakfast/lunch plan, daily temperatures, wearing face masks, procedure to follow if staff/student contracts Covid-19, NSAA guidelines. Other factors that could affect the schedule and close the school includes, state directive, availability of teaching staff, and 11 % of the student body absent due to illness (automatic 2 week shutdown). Administration gave the board a copy of the new calendar for the board to review and consider adopting it in place of the previous approved calendar. On the new calendar proposal, students start Aug.17th and end 1st semester on Nov.24th with no days off and would be off school for Holiday/Covid Break through the month of December/January and

resume school on Feb. 1st.-and end 2nd semester on May 19th (K-11th) and May 12th (Seniors) and graduation on May 15th. Administration prepared this plan to be the least invasive for parents and keeping the students and staff health and safety a top priority.

5. Adjournment

Motion to Adjourn at 8:13 p.m. Passed with a motion by Dan Preister and a second by Chelsa Thompson.

David Baxa: Yea, Dan Preister: Yea, John Reeg: Yea, Jennifer Swantek: Yea, Chelsa Thompson: Yea

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Jennifer Swantek, Board Secretary

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John Reeg, Board President

# Check Journal

Fiscal Year: 2020

| Check Number<br>Invoice<br>Account Number | Date<br>Invoice<br>Account Number | Vendor ID<br>Invoice Date<br>PO Number | Vendor Name<br>Ereq Num<br>Account Description | PO Date    | Description               | Payable   | Direct Deposit<br>Accrued<br>Payment |
|---|-----------------------------------|--|--|------------|---------------------------|-----------|--------------------------------------|
| <b>Journal Number: 828</b>                |                                   |  | <b>Check Journal</b>                           |            | <b>Posted: 07/13/2020</b> |           |                                      |
| <b>Computer Checks</b>                    |                                   |  |  |            |                           |           |                                      |
| <b>01 - GENERAL FUND</b>                  |                                   |  |  |            |                           |           |                                      |
| Bank Account :A - Genoa Natl Bank Gen     |                                   |  |  |            |                           |           |                                      |
| 00029169                                  | 07/13/2020                        | ACESANI                                | Ace Sanitation Service                         |            |                           |           |                                      |
|   | July 2020                         | 07/10/2020                             |  | 07/10/2020 | garbage SC                |           |                                      |
| 01-2-02610-629-000-000                    |                                   |  | Other Bldg. water,sewer,garb                   |            |                           | -84.00    | 84.00                                |
|   |                                   |  |  |            | Invoice Total:            | -84.00    | 84.00                                |
|   |                                   |  |  |            | Check Total:              | -84.00    | 84.00                                |
| 00029170                                  | 07/13/2020                        | ADVAFIRE                               | Advanced Fire & Safety Inc                     |            |                           |           |                                      |
|   | 1680060820                        | 07/10/2020                             |  | 07/10/2020 | fire system inspection    |           |                                      |
| 01-2-02620-340-000-000                    |                                   |  | Maintenance Contracted Serv                    |            |                           | -1,024.48 | 1,024.48                             |
|   |                                   |  |  |            | Invoice Total:            | -1,024.48 | 1,024.48                             |
|   | 1692060920                        | 07/10/2020                             |  | 07/10/2020 | service ANSUL system      |           |                                      |
| 01-2-02620-340-000-000                    |                                   |  | Maintenance Contracted Serv                    |            |                           | -184.25   | 184.25                               |
|   |                                   |  |  |            | Invoice Total:            | -184.25   | 184.25                               |
|   |                                   |  |  |            | Check Total:              | -1,208.73 | 1,208.73                             |
| 00029171                                  | 07/13/2020                        | AJGENOA                                | John Sellhorst                                 |            |                           |           |                                      |
|   | July 2020                         | 07/10/2020                             |  | 07/10/2020 | fuel                      |           |                                      |
| 01-2-02710-626-000-000                    |                                   |  | Transportation Fuel                            |            |                           | -416.41   | 416.41                               |
|   |                                   |  |  |            | Invoice Total:            | -416.41   | 416.41                               |
|   |                                   |  |  |            | Check Total:              | -416.41   | 416.41                               |
| 00029172                                  | 07/13/2020                        | BANKOFAMER                             | Bank of America                                |            |                           |           |                                      |
|   | 0554 July 2020                    | 07/10/2020                             |  | 07/10/2020 | supplies                  |           |                                      |
| 01-2-02320-610-000-000                    |                                   |  | Superintendent Supplies                        |            |                           | -63.29    | 63.29                                |
|   |                                   |  |  |            | Invoice Total:            | -63.29    | 63.29                                |
|   | 2810 July 2020                    | 07/10/2020                             |  | 07/10/2020 | dues                      |           |                                      |
| 01-2-01100-810-001-001                    |                                   |  | Sec Dues/Fees                                  |            |                           | -175.00   | 175.00                               |
| 01-2-02410-810-001-001                    |                                   |  | Sec Dues And Fees                              |            |                           | -150.00   | 150.00                               |
|   |                                   |  |  |            | Invoice Total:            | -325.00   | 325.00                               |
|   | 8570 July 2020                    | 07/10/2020                             |  | 07/10/2020 | Dues, Supplies            |           |                                      |
| 01-2-02190-610-000-000                    |                                   |  | Activities Supplies                            |            |                           | -26.68    | 26.68                                |
| 01-2-02190-810-000-000                    |                                   |  | Activities Fees and Dues                       |            |                           | -2,055.00 | 2,055.00                             |
|   |                                   |  |  |            | Invoice Total:            | -2,081.68 | 2,081.68                             |
|   | 9607 July 2020                    | 07/10/2020                             |  | 07/10/2020 | tree spikes               |           |                                      |
| 01-2-02620-610-000-000                    |                                   |  | Maintenance Supplies                           |            |                           | -36.34    | 36.34                                |
|   |                                   |  |  |            | Invoice Total:            | -36.34    | 36.34                                |
|   |                                   |  |  |            | Check Total:              | -2,506.31 | 2,506.31                             |
| 00029173                                  | 07/13/2020                        | BEARWARR                               | Beard-warren Heating & Air                     |            |                           |           |                                      |
|   | 070847                            | 07/10/2020                             |  | 07/10/2020 | filters                   |           |                                      |
| 01-2-02620-610-000-000                    |                                   |  | Maintenance Supplies                           |            |                           | -50.16    | 50.16                                |
|   |                                   |  |  |            | Invoice Total:            | -50.16    | 50.16                                |
|   |                                   |  |  |            | Check Total:              | -50.16    | 50.16                                |
| 00029174                                  | 07/13/2020                        | BIOCORP                                | Bio Corporation                                |            |                           |           |                                      |
|   | 259276                            | 07/10/2020                             |  | 07/10/2020 | science supplies          |           |                                      |

# Check Journal

Fiscal Year: 2020

| Check Number<br>Invoice<br>Account Number | Date<br>Invoice Date | Vendor ID<br>Invoice Date | Vendor Name<br>Ereq Num<br>Account Description | PO Date    | Description    | Payable   | Direct Deposit<br>Accrued<br>Payment |
|---|----------------------|---------------------------|--|------------|----------------|-----------|--------------------------------------|
| 01-2-01100-610-001-001                    |                      |                           | Sec Supplies                                   |            |                | -28.86    | 28.86                                |
|   |                      |                           |  |            | Invoice Total: | -28.86    | 28.86                                |
|   |                      |                           |  |            | Check Total:   | -28.86    | 28.86                                |
| 00029175                                  | 07/13/2020           | BLACHILL                  | Black Hills Energy                             |            |                |           |                                      |
| July 2020                                 | 07/10/2020           |                           |  | 07/10/2020 | budget billing |           |                                      |
| 01-2-02610-621-000-000                    |                      |                           | Bldg Heat/Fuel                                 |            |                | -1,975.00 | 1,975.00                             |
|   |                      |                           |  |            | Invoice Total: | -1,975.00 | 1,975.00                             |
|   |                      |                           |  |            | Check Total:   | -1,975.00 | 1,975.00                             |
| 00029176                                  | 07/13/2020           | BLICART                   | Blick Art materials                            |            |                |           |                                      |
| 3934962                                   | 07/10/2020           |                           |  | 07/10/2020 | supplies       |           |                                      |
| 01-2-01100-610-003-003                    |                      |                           | Elem Supplies                                  |            |                | -262.15   | 262.15                               |
|   |                      |                           |  |            | Invoice Total: | -262.15   | 262.15                               |
|   |                      |                           |  |            | Check Total:   | -262.15   | 262.15                               |
| 00029177                                  | 07/13/2020           | CARSDELL                  | Carson-dellosa Publishing Co                   |            |                |           |                                      |
| 471359                                    | 07/10/2020           |                           |  | 07/10/2020 | nameplate      |           |                                      |
| 01-2-01100-610-003-003                    |                      |                           | Elem Supplies                                  |            |                | -8.29     | 8.29                                 |
|   |                      |                           |  |            | Invoice Total: | -8.29     | 8.29                                 |
| 471843                                    | 07/10/2020           |                           |  | 07/10/2020 | supplies Elem. |           |                                      |
| 01-2-01100-610-003-003                    |                      |                           | Elem Supplies                                  |            |                | -29.95    | 29.95                                |
|   |                      |                           |  |            | Invoice Total: | -29.95    | 29.95                                |
| 473969                                    | 07/10/2020           |                           |  | 07/10/2020 | supplies       |           |                                      |
| 01-2-01100-610-003-003                    |                      |                           | Elem Supplies                                  |            |                | -16.28    | 16.28                                |
|   |                      |                           |  |            | Invoice Total: | -16.28    | 16.28                                |
| 475765                                    | 07/10/2020           |                           |  | 07/10/2020 | supplies-Elem  |           |                                      |
| 01-2-01100-610-003-003                    |                      |                           | Elem Supplies                                  |            |                | -3.49     | 3.49                                 |
|   |                      |                           |  |            | Invoice Total: | -3.49     | 3.49                                 |
| 478198                                    | 07/10/2020           |                           |  | 07/10/2020 | supplies-Elem  |           |                                      |
| 01-2-01100-610-003-003                    |                      |                           | Elem Supplies                                  |            |                | -31.94    | 31.94                                |
|   |                      |                           |  |            | Invoice Total: | -31.94    | 31.94                                |
|   |                      |                           |  |            | Check Total:   | -89.95    | 89.95                                |
| 00029178                                  | 07/13/2020           | CENTLINK                  | Century Link                                   |            |                |           |                                      |
| July 2020                                 | 07/10/2020           |                           |  | 07/10/2020 | phone-SC       |           |                                      |
| 01-2-02510-530-000-000                    |                      |                           | Telephone                                      |            |                | -248.55   | 248.55                               |
|   |                      |                           |  |            | Invoice Total: | -248.55   | 248.55                               |
|   |                      |                           |  |            | Check Total:   | -248.55   | 248.55                               |
| 00029179                                  | 07/13/2020           | CENTNEBRA                 | Central Nebraska Rehab Services                |            |                |           |                                      |
| July 2020                                 | 07/10/2020           |                           |  | 07/10/2020 | SPED Services  |           |                                      |
| 01-2-01200-320-001-001                    |                      |                           | Sec Sped Pupil Services                        |            |                | -1,282.50 | 1,282.50                             |
| 01-2-01200-320-001-001                    |                      |                           | Sec Sped Pupil Services                        |            |                | -87.50    | 87.50                                |
| 01-2-01200-320-003-003                    |                      |                           | Elem Sped Pupil Services                       |            |                | -400.00   | 400.00                               |
| 01-2-01200-320-003-003                    |                      |                           | Elem Sped Pupil Services                       |            |                | -96.00    | 96.00                                |
| 01-2-01200-320-003-003                    |                      |                           | Elem Sped Pupil Services                       |            |                | -2,394.00 | 2,394.00                             |
| 01-2-01200-320-003-003                    |                      |                           | Elem Sped Pupil Services                       |            |                | -486.75   | 486.75                               |
| 01-2-01200-580-003-003                    |                      |                           | Elem Sped Travel/Training                      |            |                | -40.56    | 40.56                                |
| 01-2-01291-320-003-003                    |                      |                           | 3-5 SPED Educational Services                  |            |                | -16.00    | 16.00                                |
| 01-2-01292-320-003-003                    |                      |                           | 0-2 SPED Professional Services                 |            |                | -608.00   | 608.00                               |

# Check Journal

Fiscal Year: 2020

| Check Number<br>Invoice<br>Account Number | Date<br>Invoice Date | Vendor ID<br>Invoice Date<br>PO Number | Vendor Name<br>Ereq Num<br>Account Description | PO Date    | Description            | Payable    | Direct Deposit<br>Accrued<br>Payment |
|---|----------------------|--|--|------------|------------------------|------------|--------------------------------------|
| 01-2-01292-320-003-003                    |                      |  | 0-2 SPED Professional Services                 |            |                        | -32.00     | 32.00                                |
|   |                      |  |  |            | Invoice Total:         | -5,443.31  | 5,443.31                             |
|   |                      |  |  |            | Check Total:           | -5,443.31  | 5,443.31                             |
| 00029180                                  | 07/13/2020           | CITYGENO                               | City Of Genoa                                  |            |                        |            |                                      |
|   | July 2020            | 07/10/2020                             |  | 07/10/2020 | water sewer garbage    |            |                                      |
| 01-2-02610-629-000-000                    |                      |  | Other Bldg. water,sewer,garb                   |            |                        | -2,725.21  | 2,725.21                             |
|   |                      |  |  |            | Invoice Total:         | -2,725.21  | 2,725.21                             |
|   |                      |  |  |            | Check Total:           | -2,725.21  | 2,725.21                             |
| 00029181                                  | 07/13/2020           | COMPHARD                               | Computer Hardware                              |            |                        |            |                                      |
|   | H28594               | 07/10/2020                             |  | 2021-033   | 07/10/2020             | laptop     |                                      |
| 01-2-01100-382-000-000                    |                      |  | Distance Learning & Technology                 |            |                        | -817.00    | 817.00                               |
|   |                      |  |  |            | Invoice Total:         | -817.00    | 817.00                               |
|   |                      |  |  |            | Check Total:           | -817.00    | 817.00                               |
| 00029182                                  | 07/13/2020           | DEFILEAR                               | Defined Learning                               |            |                        |            |                                      |
|   | 3485                 | 07/10/2020                             |  | 07/10/2020 | 3 year service         |            |                                      |
| 01-2-01100-320-001-001                    |                      |  | Sec Professional Services                      |            |                        | -10,392.50 | 10,392.50                            |
| 01-2-01100-320-003-003                    |                      |  | Professional Services Elementary               |            |                        | -10,292.50 | 10,292.50                            |
|   |                      |  |  |            | Invoice Total:         | -20,685.00 | 20,685.00                            |
|   |                      |  |  |            | Check Total:           | -20,685.00 | 20,685.00                            |
| 00029183                                  | 07/13/2020           | DELTEDUC                               | Delta Education                                |            |                        |            |                                      |
|   | 302500181583         | 07/10/2020                             |  | 07/10/2020 | science supplies       |            |                                      |
| 01-2-01100-610-001-001                    |                      |  | Sec Supplies                                   |            |                        | -169.25    | 169.25                               |
|   |                      |  |  |            | Invoice Total:         | -169.25    | 169.25                               |
|   |                      |  |  |            | Check Total:           | -169.25    | 169.25                               |
| 00029184                                  | 07/13/2020           | DISCSCHO                               | Discount School Supply                         |            |                        |            |                                      |
|   | P39525930101         | 07/10/2020                             |  | 07/10/2020 | PreK supplies          |            |                                      |
| 01-2-01100-610-003-003                    |                      |  | Elem Supplies                                  |            |                        | -162.46    | 162.46                               |
|   |                      |  |  |            | Invoice Total:         | -162.46    | 162.46                               |
|   |                      |  |  |            | Check Total:           | -162.46    | 162.46                               |
| 00029185                                  | 07/13/2020           | DYNAINTE                               | Dynamic Internet Solutions                     |            |                        |            |                                      |
|   | 1007057              | 07/10/2020                             |  | 07/10/2020 | Curriculum Service Fee |            |                                      |
| 01-2-02320-320-000-000                    |                      |  | Other Professional Services                    |            |                        | -775.00    | 775.00                               |
|   |                      |  |  |            | Invoice Total:         | -775.00    | 775.00                               |
|   | 1007456              | 07/10/2020                             |  | 07/10/2020 | Lesson Planner Service |            |                                      |
| 01-2-02320-320-000-000                    |                      |  | Other Professional Services                    |            |                        | -350.00    | 350.00                               |
|   |                      |  |  |            | Invoice Total:         | -350.00    | 350.00                               |
|   |                      |  |  |            | Check Total:           | -1,125.00  | 1,125.00                             |
| 00029186                                  | 07/13/2020           | EAGLCOMM                               | Eagle Communications, INC.                     |            |                        |            |                                      |
|   | July 2020            | 07/13/2020                             |  | 07/13/2020 | internet               |            |                                      |
| 01-2-01100-382-000-000                    |                      |  | Distance Learning & Technology                 |            |                        | -557.60    | 557.60                               |
|   |                      |  |  |            | Invoice Total:         | -557.60    | 557.60                               |
|   |                      |  |  |            | Check Total:           | -557.60    | 557.60                               |
| 00029187                                  | 07/13/2020           | EAI                                    | EAI Education                                  |            |                        |            |                                      |
|   | 1012072              | 07/10/2020                             |  | 07/10/2020 | Calculators-Robb       |            |                                      |
| 01-2-01100-610-001-001                    |                      |  | Sec Supplies                                   |            |                        | -1,414.58  | 1,414.58                             |

# Check Journal

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| Check Number              | Date         | Vendor ID  | Vendor Name                                  | Description | Payable                      | Direct Deposit<br>Accrued<br>Payment |
|---------------------------|--------------|------------|--|-------------|------------------------------|--------------------------------------|
| Invoice<br>Account Number | Invoice Date | PO Number  | Ereq Num                                     | PO Date     | Description                  | Description                          |
|                           |              |            |  |             | Invoice Total:               | -1,414.58      1,414.58              |
|                           |              |            |  |             | Check Total:                 | -1,414.58      1,414.58              |
| 00029188                  | 07/13/2020   | EAKEOFF2   | Eakes Office Solutions                       |             |                              |                                      |
| July 2020                 | 07/10/2020   |            |  | 07/10/2020  | supplies                     |                                      |
| 01-2-01100-610-001-001    |              |            | Sec Supplies                                 |             | -5,008.82                    | 5,008.82                             |
| 01-2-01100-610-003-003    |              |            | Elem Supplies                                |             | -5,008.83                    | 5,008.83                             |
|                           |              |            |  |             | Invoice Total:               | -10,017.65      10,017.65            |
|                           |              |            |  |             | Check Total:                 | -10,017.65      10,017.65            |
| 00029189                  | 07/13/2020   | ECTS       | Educational Consortium for Telecomm. Savings |             |                              |                                      |
| 222-138517                | 07/10/2020   |            |  | 07/10/2020  | Erate support                |                                      |
| 01-2-01100-382-000-000    |              |            | Distance Learning & Technology               |             | -1,110.00                    | 1,110.00                             |
|                           |              |            |  |             | Invoice Total:               | -1,110.00      1,110.00              |
|                           |              |            |  |             | Check Total:                 | -1,110.00      1,110.00              |
| 00029190                  | 07/13/2020   | EdLeader21 | EdLeader21                                   |             |                              |                                      |
| 209689                    | 07/13/2020   |            |  | 07/13/2020  | Professional learning Subscr |                                      |
| 01-2-02320-330-000-000    |              |            | Training Supt.                               |             | -4,000.00                    | 4,000.00                             |
|                           |              |            |  |             | Invoice Total:               | -4,000.00      4,000.00              |
|                           |              |            |  |             | Check Total:                 | -4,000.00      4,000.00              |
| 00029191                  | 07/13/2020   | ESU #7     | Esu #7 Sped Dept.                            |             |                              |                                      |
| July Final Billing        | 07/10/2020   |            |  | 07/10/2020  | 19-20 final Sped             |                                      |
| 01-2-01200-591-001-001    |              |            | Sped ESU Services Sec.                       |             | 2,024.60                     | -2,024.60                            |
| 01-2-01200-591-003-003    |              |            | Sped ESU Services Elem.                      |             | -2,225.86                    | 2,225.86                             |
| 01-2-01291-591-003-003    |              |            | Sped 3-5 Esu Services                        |             | -4,374.98                    | 4,374.98                             |
| 01-2-01292-591-003-003    |              |            | Sped ESU Services 0-2                        |             | -1,578.32                    | 1,578.32                             |
|                           |              |            |  |             | Invoice Total:               | -6,154.56      6,154.56              |
| May 2020                  | 07/10/2020   |            |  | 07/10/2020  | Sped Services                |                                      |
| 01-2-01200-591-001-001    |              |            | Sped ESU Services Sec.                       |             | -8,640.85                    | 8,640.85                             |
| 01-2-01200-591-003-003    |              |            | Sped ESU Services Elem.                      |             | -1,683.76                    | 1,683.76                             |
| 01-2-01291-591-003-003    |              |            | Sped 3-5 Esu Services                        |             | -3,240.36                    | 3,240.36                             |
| 01-2-01292-591-003-003    |              |            | Sped ESU Services 0-2                        |             | -866.72                      | 866.72                               |
|                           |              |            |  |             | Invoice Total:               | -14,431.69      14,431.69            |
| SRSJune 2020              | 07/10/2020   |            |  | 07/10/2020  | SRS Billing                  |                                      |
| 01-2-01200-591-001-001    |              |            | Sped ESU Services Sec.                       |             | -451.00                      | 451.00                               |
| 01-2-01200-591-003-003    |              |            | Sped ESU Services Elem.                      |             | -450.00                      | 450.00                               |
|                           |              |            |  |             | Invoice Total:               | -901.00      901.00                  |
|                           |              |            |  |             | Check Total:                 | -21,487.25      21,487.25            |
| 00029192                  | 07/13/2020   | ESU#7      | Esu #7                                       |             |                              |                                      |
| Tech 19 July 2020         | 07/10/2020   |            |  | 07/10/2020  | support, DSL, SSL renewal    |                                      |
| 01-2-01100-382-000-000    |              |            | Distance Learning & Technology               |             | -3,463.82                    | 3,463.82                             |
|                           |              |            |  |             | Invoice Total:               | -3,463.82      3,463.82              |
|                           |              |            |  |             | Check Total:                 | -3,463.82      3,463.82              |
| 00029193                  | 07/13/2020   | ESU7ADMI   | Esu #7                                       |             |                              |                                      |
| 652018                    | 07/10/2020   |            |  | 07/10/2020  | John Baylor                  |                                      |
| 01-2-01100-320-001-001    |              |            | Sec Professional Services                    |             | -4,224.00                    | 4,224.00                             |
|                           |              |            |  |             | Invoice Total:               | -4,224.00      4,224.00              |

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| Check Number           | Date         | Vendor ID  | Vendor Name                       | PO Date    | Description           | Payable   | Direct Deposit |
|------------------------|--------------|------------|-----------------------------------|------------|-----------------------|-----------|----------------|
| Invoice                | Invoice Date | PO Number  | Ereq Num                          |            |                       |           | Accrued        |
| Account Number         |              |            | Account Description               |            |                       |           | Payment        |
|                        |              |            |                                   |            | Check Total:          | -4,224.00 | 4,224.00       |
| 00029194               | 07/13/2020   | FLINSCIE   | Flinn Scientific Inc              |            |                       |           |                |
| 2480297                | 07/10/2020   |            |                                   | 07/10/2020 | science supplies      |           |                |
| 01-2-01100-610-001-001 |              |            | Sec Supplies                      |            |                       | -67.75    | 67.75          |
|                        |              |            |                                   |            | Invoice Total:        | -67.75    | 67.75          |
| 2480377                | 07/10/2020   |            |                                   | 07/10/2020 | science supplies      |           |                |
| 01-2-01100-610-001-001 |              |            | Sec Supplies                      |            |                       | -95.65    | 95.65          |
|                        |              |            |                                   |            | Invoice Total:        | -95.65    | 95.65          |
|                        |              |            |                                   |            | Check Total:          | -163.40   | 163.40         |
| 00029195               | 07/13/2020   | FRONTECH   | Frontline Technologies Group, LLC |            |                       |           |                |
| 123827                 | 07/10/2020   |            |                                   | 07/10/2020 | Sub Finder Annual Fee |           |                |
| 01-2-01100-320-001-001 |              |            | Sec Professional Services         |            |                       | -2,254.27 | 2,254.27       |
| 01-2-01100-320-003-003 |              |            | Professional Services Elementary  |            |                       | -2,254.28 | 2,254.28       |
|                        |              |            |                                   |            | Invoice Total:        | -4,508.55 | 4,508.55       |
|                        |              |            |                                   |            | Check Total:          | -4,508.55 | 4,508.55       |
| 00029196               | 07/13/2020   | FRONTIER   | Frontier                          |            |                       |           |                |
| July 2020              | 07/10/2020   |            |                                   | 07/10/2020 | phone/fax             |           |                |
| 01-2-02510-530-000-000 |              |            | Telephone                         |            |                       | -696.38   | 696.38         |
|                        |              |            |                                   |            | Invoice Total:        | -696.38   | 696.38         |
|                        |              |            |                                   |            | Check Total:          | -696.38   | 696.38         |
| 00029197               | 07/13/2020   | GENOLEAD   | Mary Kay Johnson                  |            |                       |           |                |
| July 2020              | 07/10/2020   |            |                                   | 07/10/2020 | proceedings           |           |                |
| 01-2-02310-540-000-000 |              |            | BOE Advertising/Publishing        |            |                       | -680.50   | 680.50         |
|                        |              |            |                                   |            | Invoice Total:        | -680.50   | 680.50         |
|                        |              |            |                                   |            | Check Total:          | -680.50   | 680.50         |
| 00029198               | 07/13/2020   | GENOMEDI   | Genoa Medical Facility            |            |                       |           |                |
| 45940V16293            | 07/13/2020   |            |                                   | 07/13/2020 | Bus physical          |           |                |
| 01-2-02710-890-000-000 |              |            | Transporation Misc Expense        |            |                       | -106.00   | 106.00         |
|                        |              |            |                                   |            | Invoice Total:        | -106.00   | 106.00         |
| Nurse 6-2020           | 07/10/2020   |            |                                   | 07/10/2020 | Nurse Contract        |           |                |
| 01-2-02130-320-000-000 |              |            | Health Services                   |            |                       | -5,363.60 | 5,363.60       |
|                        |              |            |                                   |            | Invoice Total:        | -5,363.60 | 5,363.60       |
| Nurse 7-2020           | 07/10/2020   |            |                                   | 07/10/2020 | nurse contract        |           |                |
| 01-2-02130-320-000-000 |              |            | Health Services                   |            |                       | -3,554.60 | 3,554.60       |
|                        |              |            |                                   |            | Invoice Total:        | -3,554.60 | 3,554.60       |
|                        |              |            |                                   |            | Check Total:          | -9,024.20 | 9,024.20       |
| 00029199               | 07/13/2020   | GOPHER     | Gopher                            |            |                       |           |                |
| 9739327                | 07/10/2020   |            |                                   | 07/10/2020 | PE supplies           |           |                |
| 01-2-01100-610-003-003 |              |            | Elem Supplies                     |            |                       | -297.88   | 297.88         |
|                        |              |            |                                   |            | Invoice Total:        | -297.88   | 297.88         |
| 9739328                | 07/10/2020   |            |                                   | 07/10/2020 | PE supplies           |           |                |
| 01-2-01100-610-001-001 |              |            | Sec Supplies                      |            |                       | -896.40   | 896.40         |
|                        |              |            |                                   |            | Invoice Total:        | -896.40   | 896.40         |
|                        |              |            |                                   |            | Check Total:          | -1,194.28 | 1,194.28       |
| 00029200               | 07/13/2020   | HOMELEASIN | Hometown Leasing                  |            |                       |           |                |

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Fiscal Year: 2020

| Check Number              | Date         | Vendor ID  | Vendor Name                   | Description | Payable         | Direct Deposit<br>Accrued<br>Payment |
|---------------------------|--------------|------------|-------------------------------|-------------|-----------------|--------------------------------------|
| Invoice<br>Account Number | Invoice Date | PO Number  | Ereq Num                      | PO Date     |                 |                                      |
| July 2020                 | 07/10/2020   |            |                               | 07/10/2020  | copy contract   |                                      |
| 01-2-02510-440-000-000    |              |            | Rentals And Leases            |             |                 |                                      |
|                           |              |            |                               |             | -2,290.00       | 2,290.00                             |
|                           |              |            |                               |             | Invoice Total:  | -2,290.00                            |
|                           |              |            |                               |             | Check Total:    | -2,290.00                            |
| 00029201                  | 07/13/2020   | HOUGHARC   | Houghton Mifflin Harcourt     |             |                 |                                      |
| 954838564                 | 07/10/2020   |            |                               | 07/10/2020  | Saxon Math      |                                      |
| 01-2-01100-640-003-003    |              |            | Elem Textbooks                |             |                 |                                      |
|                           |              |            |                               |             | -1,470.09       | 1,470.09                             |
|                           |              |            |                               |             | Invoice Total:  | -1,470.09                            |
|                           |              |            |                               |             | Check Total:    | -2,290.00                            |
| 954838655                 | 07/10/2020   |            |                               | 07/10/2020  | saxon math      |                                      |
| 01-2-01100-640-003-003    |              |            | Elem Textbooks                |             |                 |                                      |
|                           |              |            |                               |             | -1,034.72       | 1,034.72                             |
|                           |              |            |                               |             | Invoice Total:  | -1,034.72                            |
|                           |              |            |                               |             | Check Total:    | -3,340.96                            |
| 954838656                 | 07/10/2020   |            |                               | 07/10/2020  | Saxon Math      |                                      |
| 01-2-01100-640-003-003    |              |            | Elem Textbooks                |             |                 |                                      |
|                           |              |            |                               |             | -836.15         | 836.15                               |
|                           |              |            |                               |             | Invoice Total:  | -836.15                              |
|                           |              |            |                               |             | Check Total:    | -3,340.96                            |
| 00029202                  | 07/13/2020   | ISLASUPP   | Island Supply Welding Company |             |                 |                                      |
| 222565                    | 07/13/2020   |            |                               | 07/13/2020  | supplies        |                                      |
| 01-2-01100-610-001-001    |              |            | Sec Supplies                  |             |                 |                                      |
|                           |              |            |                               |             | -9.60           | 9.60                                 |
|                           |              |            |                               |             | Invoice Total:  | -9.60                                |
|                           |              |            |                               |             | Check Total:    | -9.60                                |
| 00029203                  | 07/13/2020   | JACKSERV   | Jackson Services, Inc.        |             |                 |                                      |
| July 2020                 | 07/13/2020   |            |                               | 07/13/2020  | supplies        |                                      |
| 01-2-02610-610-000-000    |              |            | Custodial Supplies            |             |                 |                                      |
|                           |              |            |                               |             | -91.14          | 91.14                                |
|                           |              |            |                               |             | Invoice Total:  | -91.14                               |
|                           |              |            |                               |             | Check Total:    | -91.14                               |
| 00029204                  | 07/13/2020   | LAKELEAR   | Lakeshore Learning Materials  |             |                 |                                      |
| 1222460620                | 07/13/2020   |            |                               | 07/13/2020  | Sped Supplies   |                                      |
| 01-2-01200-610-003-003    |              |            | Elem Sped Supplies            |             |                 |                                      |
|                           |              |            |                               |             | -254.76         | 254.76                               |
|                           |              |            |                               |             | Invoice Total:  | -254.76                              |
|                           |              |            |                               |             | Check Total:    | -254.76                              |
| 00029205                  | 07/13/2020   | LIFETRACK  | Lifetrack                     |             |                 |                                      |
| 29043                     | 07/13/2020   |            |                               | 07/13/2020  | student survey  |                                      |
| 01-2-01100-890-001-001    |              |            | Sec Other/Misc.               |             |                 |                                      |
|                           |              |            |                               |             | -493.00         | 493.00                               |
|                           |              |            |                               |             | Invoice Total:  | -493.00                              |
|                           |              |            |                               |             | Check Total:    | -493.00                              |
| 00029206                  | 07/13/2020   | LOUPPOWE   | Loup Power District           |             |                 |                                      |
| July 2020                 | 07/13/2020   |            |                               | 07/13/2020  | Electrical bill |                                      |
| 01-2-02610-622-000-000    |              |            | Bldg Electricity              |             |                 |                                      |
|                           |              |            |                               |             | -4,184.34       | 4,184.34                             |
|                           |              |            |                               |             | Invoice Total:  | -4,184.34                            |
|                           |              |            |                               |             | Check Total:    | -4,184.34                            |
| 00029207                  | 07/13/2020   | MCGRAWHILL | The Mcgraw Hill Companies     |             |                 |                                      |
| July 2020                 | 07/13/2020   |            |                               | 07/13/2020  | Reading Mastery |                                      |
| 01-2-01100-640-003-003    |              |            | Elem Textbooks                |             |                 |                                      |
|                           |              |            |                               |             | -12,118.85      | 12,118.85                            |
|                           |              |            |                               |             | Invoice Total:  | -12,118.85                           |
|                           |              |            |                               |             | Check Total:    | -12,118.85                           |

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Fiscal Year: 2020

| Check Number              | Date         | Vendor ID | Vendor Name                     | Description | Payable          | Direct Deposit<br>Accrued<br>Payment |
|---------------------------|--------------|-----------|---------------------------------|-------------|------------------|--------------------------------------|
| Invoice<br>Account Number | Invoice Date | PO Number | Ereq Num<br>Account Description | PO Date     |                  |                                      |
| 00029208                  | 07/13/2020   | MICHCO    | Michigan Company, Inc.          |             |                  |                                      |
| 0018906-854343            | 07/13/2020   |           |                                 | 07/13/2020  | lawn mower parts |                                      |
| 01-2-02620-610-000-000    |              |           | Maintenance Supplies            |             | -177.03          | 177.03                               |
|                           |              |           |                                 |             | Invoice Total:   | -177.03 177.03                       |
|                           |              |           |                                 |             | Check Total:     | -177.03 177.03                       |
| 00029209                  | 07/13/2020   | NAPAAUTO  | Napa Auto Parts                 |             |                  |                                      |
| July 2020                 | 07/13/2020   |           |                                 | 07/13/2020  | supplies         |                                      |
| 01-2-02620-610-000-000    |              |           | Maintenance Supplies            |             | -37.94           | 37.94                                |
|                           |              |           |                                 |             | Invoice Total:   | -37.94 37.94                         |
|                           |              |           |                                 |             | Check Total:     | -37.94 37.94                         |
| 00029210                  | 07/13/2020   | NASCO     | Nasco                           |             |                  |                                      |
| 39-1022-0                 | 07/13/2020   | 2021-061  |                                 | 07/13/2020  | supplies-SPED    |                                      |
| 01-2-01200-610-001-001    |              |           | Sec Sped Supplies               |             | -109.39          | 109.39                               |
|                           |              |           |                                 |             | Invoice Total:   | -109.39 109.39                       |
|                           |              |           |                                 |             | Check Total:     | -109.39 109.39                       |
| 00029211                  | 07/13/2020   | NATIINSU  | National Insurance Services     |             |                  |                                      |
| July 2020                 | 07/13/2020   |           |                                 | 07/13/2020  | LTD/Life         |                                      |
| 01-2-01200-211-001-001    |              |           | Sec Teacher LTD/Life            |             | -1,442.23        | 1,442.23                             |
| 01-2-01200-211-003-003    |              |           | Elem Teacher LTD/Life           |             | -1,592.77        | 1,592.77                             |
|                           |              |           |                                 |             | Invoice Total:   | -3,035.00 3,035.00                   |
|                           |              |           |                                 |             | Check Total:     | -3,035.00 3,035.00                   |
| 00029212                  | 07/13/2020   | NOVEIDEA  | Novel Ideas, Inc.               |             |                  |                                      |
| 4054                      | 07/13/2020   |           |                                 | 07/13/2020  | work books       |                                      |
| 01-2-01100-640-003-003    |              |           | Elem Textbooks                  |             | -1,930.50        | 1,930.50                             |
|                           |              |           |                                 |             | Invoice Total:   | -1,930.50 1,930.50                   |
|                           |              |           |                                 |             | Check Total:     | -1,930.50 1,930.50                   |
| 00029213                  | 07/13/2020   | NRCSA     | Ne Rural Comm. School Assoc.    |             |                  |                                      |
| 2020-2021                 | 07/13/2020   |           |                                 | 07/13/2020  | Membership       |                                      |
| 01-2-02310-810-000-000    |              |           | BOE Fees/Dues                   |             | -850.00          | 850.00                               |
|                           |              |           |                                 |             | Invoice Total:   | -850.00 850.00                       |
|                           |              |           |                                 |             | Check Total:     | -850.00 850.00                       |
| 00029214                  | 07/13/2020   | OLSOPEST  | Olson's Pest Technicians        |             |                  |                                      |
| 170281                    | 07/13/2020   |           |                                 | 07/13/2020  | pest control     |                                      |
| 01-2-02620-340-000-000    |              |           | Maintenance Contracted Serv     |             | -75.00           | 75.00                                |
|                           |              |           |                                 |             | Invoice Total:   | -75.00 75.00                         |
|                           |              |           |                                 |             | Check Total:     | -75.00 75.00                         |
| 00029215                  | 07/13/2020   | ORIETRAD  | Oriental Trading Company        |             |                  |                                      |
| 703848018-01              | 07/13/2020   |           |                                 | 07/13/2020  | supplies         |                                      |
| 01-2-01100-610-003-003    |              |           | Elem Supplies                   |             | -59.59           | 59.59                                |
|                           |              |           |                                 |             | Invoice Total:   | -59.59 59.59                         |
|                           |              |           |                                 |             | Check Total:     | -59.59 59.59                         |
| 00029216                  | 07/13/2020   | PALMJOUR  | THE PALMER JOURNAL              |             |                  |                                      |
| July 2020                 | 07/13/2020   |           |                                 | 07/13/2020  | proceedings      |                                      |
| 01-2-02310-540-000-000    |              |           | BOE Advertising/Publishing      |             | -278.76          | 278.76                               |
|                           |              |           |                                 |             | Invoice Total:   | -278.76 278.76                       |

# Check Journal

Fiscal Year: 2020

| Check Number<br>Invoice<br>Account Number | Date<br>Invoice Date | Vendor ID<br>Invoice PO Number | Vendor Name<br>Ereq Num<br>Account Description | PO Date    | Description     | Payable | Direct Deposit<br>Accrued<br>Payment |
|---|----------------------|--------------------------------|--|------------|-----------------|---------|--------------------------------------|
| Check Total:                              |                      |                                |  |            |                 | -278.76 | 278.76                               |
| 00029217                                  | 07/13/2020           | PLANROAD                       | PLANK ROAD PUBLISHING INC                      |            |                 |         |                                      |
| 20-040491                                 | 07/13/2020           |                                |  | 07/13/2020 | music supplies  |         |                                      |
| 01-2-01100-640-003-003                    |                      |                                | Elem Textbooks                                 |            |                 | -136.95 | 136.95                               |
| Invoice Total:                            |                      |                                |  |            |                 | -136.95 | 136.95                               |
| Check Total:                              |                      |                                |  |            |                 | -136.95 | 136.95                               |
| 00029218                                  | 07/13/2020           | PLATVALL                       | Platte Valley Pest Control                     |            |                 |         |                                      |
| 15063                                     | 07/13/2020           |                                |  | 07/13/2020 | Pest Control    |         |                                      |
| 01-2-02620-340-000-000                    |                      |                                | Maintenance Contracted Serv                    |            |                 | -75.00  | 75.00                                |
| Invoice Total:                            |                      |                                |  |            |                 | -75.00  | 75.00                                |
| Check Total:                              |                      |                                |  |            |                 | -75.00  | 75.00                                |
| 00029219                                  | 07/13/2020           | POLKCOUN                       | Polk County Rppd                               |            |                 |         |                                      |
| July 2020                                 | 07/13/2020           |                                |  | 07/13/2020 | Electrical bill |         |                                      |
| 01-2-02610-622-000-000                    |                      |                                | Bldg Electricity                               |            |                 | -498.67 | 498.67                               |
| Invoice Total:                            |                      |                                |  |            |                 | -498.67 | 498.67                               |
| Check Total:                              |                      |                                |  |            |                 | -498.67 | 498.67                               |
| 00029220                                  | 07/13/2020           | QUADIENT                       | Quadient Finance USA Inc.                      |            |                 |         |                                      |
| N8342435                                  | 07/13/2020           |                                |  | 07/13/2020 | postage fees    |         |                                      |
| 01-2-02510-531-000-000                    |                      |                                | Postage  |            |                 | -510.00 | 510.00                               |
| Invoice Total:                            |                      |                                |  |            |                 | -510.00 | 510.00                               |
| Check Total:                              |                      |                                |  |            |                 | -510.00 | 510.00                               |
| 00029221                                  | 07/13/2020           | RADITIME                       | Radio Time Billing                             |            |                 |         |                                      |
| 282020-30                                 | 07/13/2020           |                                |  | 07/13/2020 | Drug Free       |         |                                      |
| 01-2-02320-890-000-000                    |                      |                                | Superintendent Misc                            |            |                 | -292.00 | 292.00                               |
| Invoice Total:                            |                      |                                |  |            |                 | -292.00 | 292.00                               |
| Check Total:                              |                      |                                |  |            |                 | -292.00 | 292.00                               |
| 00029222                                  | 07/13/2020           | REALGOOD                       | Really Good Stuff                              |            |                 |         |                                      |
| 7242065                                   | 07/13/2020           |                                |  | 07/13/2020 | supplies Elem.  |         |                                      |
| 01-2-01100-610-003-003                    |                      |                                | Elem Supplies                                  |            |                 | -151.62 | 151.62                               |
| Invoice Total:                            |                      |                                |  |            |                 | -151.62 | 151.62                               |
| 7242201                                   | 07/13/2020           |                                |  | 07/13/2020 | supplies-Elem   |         |                                      |
| 01-2-01100-610-003-003                    |                      |                                | Elem Supplies                                  |            |                 | -189.99 | 189.99                               |
| Invoice Total:                            |                      |                                |  |            |                 | -189.99 | 189.99                               |
| 7244525                                   | 07/13/2020           |                                |  | 07/13/2020 | supplies/Elem   |         |                                      |
| 01-2-01100-610-003-003                    |                      |                                | Elem Supplies                                  |            |                 | -252.90 | 252.90                               |
| Invoice Total:                            |                      |                                |  |            |                 | -252.90 | 252.90                               |
| 7246930                                   | 07/13/2020           |                                |  | 07/13/2020 | supplies-elem   |         |                                      |
| 01-2-01100-610-003-003                    |                      |                                | Elem Supplies                                  |            |                 | -83.97  | 83.97                                |
| Invoice Total:                            |                      |                                |  |            |                 | -83.97  | 83.97                                |
| Check Total:                              |                      |                                |  |            |                 | -678.48 | 678.48                               |
| 00029223                                  | 07/13/2020           | RECKASSO                       | Recknor & Associates                           |            |                 |         |                                      |
| 2264                                      | 07/13/2020           |                                |  | 07/13/2020 | legal fees      |         |                                      |
| 01-2-02310-317-000-000                    |                      |                                | BOE Legal Services                             |            |                 | -962.50 | 962.50                               |
| Invoice Total:                            |                      |                                |  |            |                 | -962.50 | 962.50                               |
| Check Total:                              |                      |                                |  |            |                 | -962.50 | 962.50                               |

# Check Journal

Fiscal Year: 2020

| Check Number              | Date         | Vendor ID | Vendor Name                       | Description | Payable           | Direct Deposit<br>Accrued<br>Payment |
|---------------------------|--------------|-----------|-----------------------------------|-------------|-------------------|--------------------------------------|
| Invoice<br>Account Number | Invoice Date | PO Number | Ereq Num<br>Account Description   | PO Date     |                   |                                      |
| 00029224                  | 07/13/2020   | REMEPUBL  | Remedia Publications Inc          |             |                   |                                      |
| 488270                    | 07/13/2020   |           |                                   | 07/13/2020  | Sped supplies     |                                      |
| 01-2-01200-610-003-003    |              |           | Elem Sped Supplies                |             | -109.99           | 109.99                               |
|                           |              |           |                                   |             | Invoice Total:    | -109.99                              |
|                           |              |           |                                   |             | Check Total:      | -109.99                              |
| 00029225                  | 07/13/2020   | SACKLUMB  | Sack Lumber Company               |             |                   |                                      |
| July 2020                 | 07/13/2020   |           |                                   | 07/13/2020  | supplies          |                                      |
| 01-2-02620-610-000-000    |              |           | Maintenance Supplies              |             | -1,779.23         | 1,779.23                             |
|                           |              |           |                                   |             | Invoice Total:    | -1,779.23                            |
|                           |              |           |                                   |             | Check Total:      | -1,779.23                            |
| 00029226                  | 07/13/2020   | SCHOHEAL  | School Health Corporation         |             |                   |                                      |
| 3786382-00                | 07/13/2020   |           |                                   | 07/13/2020  | nurse supplies    |                                      |
| 01-2-02130-610-000-000    |              |           | Health Supplies                   |             | -1,403.92         | 1,403.92                             |
|                           |              |           |                                   |             | Invoice Total:    | -1,403.92                            |
|                           |              |           |                                   |             | Check Total:      | -1,403.92                            |
| 00029227                  | 07/13/2020   | SCHOSPEC  | School Specialty/Classroom Direct |             |                   |                                      |
| 208125287076              | 07/13/2020   |           |                                   | 07/13/2020  | supplies          |                                      |
| 01-2-01100-610-003-003    |              |           | Elem Supplies                     |             | -71.48            | 71.48                                |
|                           |              |           |                                   |             | Invoice Total:    | -71.48                               |
|                           |              |           |                                   |             | Check Total:      | -71.48                               |
| 00029228                  | 07/13/2020   | SHI       | SHI International Corp.           |             |                   |                                      |
| B11966457                 | 07/13/2020   |           |                                   | 07/13/2020  | computer hardware |                                      |
| 01-2-01100-382-000-000    |              |           | Distance Learning & Technology    |             | -567.48           | 567.48                               |
|                           |              |           |                                   |             | Invoice Total:    | -567.48                              |
|                           |              |           |                                   |             | Check Total:      | -567.48                              |
| 00029229                  | 07/13/2020   | SUCCBYDE  | Success by Design, Inc.           |             |                   |                                      |
| 174953                    | 07/13/2020   |           |                                   | 07/13/2020  | Planners          |                                      |
| 01-2-01100-610-001-001    |              |           | Sec Supplies                      |             | -712.20           | 712.20                               |
| 01-2-01100-610-003-003    |              |           | Elem Supplies                     |             | -466.90           | 466.90                               |
| 01-2-01100-890-001-001    |              |           | Sec Other/Misc.                   |             | -91.96            | 91.96                                |
| 01-2-01100-890-003-003    |              |           | Elem. Other/Misc                  |             | -61.32            | 61.32                                |
|                           |              |           |                                   |             | Invoice Total:    | -1,332.38                            |
|                           |              |           |                                   |             | Check Total:      | -1,332.38                            |
| 00029230                  | 07/13/2020   | SUPRSCHO  | Supreme School Supply             |             |                   |                                      |
| 115171                    | 07/13/2020   |           |                                   | 07/13/2020  | supplies          |                                      |
| 01-2-02410-610-001-001    |              |           | Sec Princ Supplies                |             | -555.33           | 555.33                               |
|                           |              |           |                                   |             | Invoice Total:    | -555.33                              |
|                           |              |           |                                   |             | Check Total:      | -555.33                              |
| 00029231                  | 07/13/2020   | TODHEIER  | Tod Heier                         |             |                   |                                      |
| July 2020                 | 07/13/2020   |           |                                   | 07/13/2020  | mileage           |                                      |
| 01-2-02410-333-003-003    |              |           | Elem Princ Mileage Reimb          |             | -313.95           | 313.95                               |
|                           |              |           |                                   |             | Invoice Total:    | -313.95                              |
|                           |              |           |                                   |             | Check Total:      | -313.95                              |
| 00029232                  | 07/13/2020   | TYLEKAU   | Tyler Kaup                        |             |                   |                                      |
| 1177                      | 07/13/2020   |           |                                   | 07/13/2020  | Electrical work   |                                      |

# Check Journal

Fiscal Year: 2020

| Check Number              | Date         | Vendor ID | Vendor Name                    | Description | Payable                | Direct Deposit<br>Accrued<br>Payment |        |
|---------------------------|--------------|-----------|--------------------------------|-------------|------------------------|--------------------------------------|--------|
| Invoice<br>Account Number | Invoice Date | PO Number | Ereq Num                       | PO Date     | Description            | Payable                              |        |
| 01-2-02620-340-000-000    |              |           | Maintenance Contracted Serv    |             |                        | -19.00                               | 19.00  |
|                           |              |           |                                |             | Invoice Total:         | -19.00                               | 19.00  |
| 1196                      | 07/13/2020   |           |                                | 07/13/2020  | Add light in classroom |                                      |        |
| 01-2-02620-340-000-000    |              |           | Maintenance Contracted Serv    |             |                        | -461.50                              | 461.50 |
|                           |              |           |                                |             | Invoice Total:         | -461.50                              | 461.50 |
|                           |              |           |                                |             | Check Total:           | -480.50                              | 480.50 |
| 00029233                  | 07/13/2020   | USCELL    | U.S. Cellular                  |             |                        |                                      |        |
| 0378890953                | 07/13/2020   |           |                                | 07/13/2020  | cell phones            |                                      |        |
| 01-2-02510-530-000-000    |              |           | Telephone                      |             |                        | -280.20                              | 280.20 |
|                           |              |           |                                |             | Invoice Total:         | -280.20                              | 280.20 |
|                           |              |           |                                |             | Check Total:           | -280.20                              | 280.20 |
| 00029234                  | 07/13/2020   | USGAMES   | US GAMES                       |             |                        |                                      |        |
| 909258396                 | 07/13/2020   |           |                                | 07/13/2020  | supplies               |                                      |        |
| 01-2-01100-610-003-003    |              |           | Elem Supplies                  |             |                        | -12.99                               | 12.99  |
|                           |              |           |                                |             | Invoice Total:         | -12.99                               | 12.99  |
| 909313180                 | 07/13/2020   |           |                                | 07/13/2020  | supplies               |                                      |        |
| 01-2-01100-610-003-003    |              |           | Elem Supplies                  |             |                        | -93.93                               | 93.93  |
|                           |              |           |                                |             | Invoice Total:         | -93.93                               | 93.93  |
|                           |              |           |                                |             | Check Total:           | -106.92                              | 106.92 |
| 00029235                  | 07/13/2020   | USPOSTAL  | United States Postal Service   |             |                        |                                      |        |
| July 2020                 | 07/13/2020   |           |                                | 07/13/2020  | bulk rate              |                                      |        |
| 01-2-02510-531-000-000    |              |           | Postage                        |             |                        | -240.00                              | 240.00 |
|                           |              |           |                                |             | Invoice Total:         | -240.00                              | 240.00 |
|                           |              |           |                                |             | Check Total:           | -240.00                              | 240.00 |
| 00029236                  | 07/13/2020   | VERIZON   | Verizon                        |             |                        |                                      |        |
| 9856454772                | 07/13/2020   |           |                                | 07/13/2020  | Mifi                   |                                      |        |
| 01-2-01100-382-000-000    |              |           | Distance Learning & Technology |             |                        | -79.84                               | 79.84  |
|                           |              |           |                                |             | Invoice Total:         | -79.84                               | 79.84  |
|                           |              |           |                                |             | Check Total:           | -79.84                               | 79.84  |
| 00029237                  | 07/13/2020   | VILLSILV  | Village of Silver Creek        |             |                        |                                      |        |
| July 2020                 | 07/13/2020   |           |                                | 07/13/2020  | water sewer SC         |                                      |        |
| 01-2-02610-629-000-000    |              |           | Other Bldg. water,sewer,garb   |             |                        | -174.00                              | 174.00 |
|                           |              |           |                                |             | Invoice Total:         | -174.00                              | 174.00 |
|                           |              |           |                                |             | Check Total:           | -174.00                              | 174.00 |
| 00029238                  | 07/13/2020   | WAGEWORKS | Wage Works                     |             |                        |                                      |        |
| 2149451                   | 07/10/2020   |           |                                | 07/10/2020  | fees                   |                                      |        |
| 01-2-01100-810-001-001    |              |           | Sec Dues/Fees                  |             |                        | -52.50                               | 52.50  |
| 01-2-01100-810-003-003    |              |           | Elem Dues/Fees                 |             |                        | -52.50                               | 52.50  |
|                           |              |           |                                |             | Invoice Total:         | -105.00                              | 105.00 |
|                           |              |           |                                |             | Check Total:           | -105.00                              | 105.00 |
| 00029239                  | 07/13/2020   | WENDWOLF  | Wendy Wolfe                    |             |                        |                                      |        |
| July 2020                 | 07/13/2020   |           |                                | 07/13/2020  | Sped Services          |                                      |        |
| 01-2-01292-320-003-003    |              |           | 0-2 SPED Professional Services |             |                        | -142.50                              | 142.50 |
|                           |              |           |                                |             | Invoice Total:         | -142.50                              | 142.50 |
|                           |              |           |                                |             | Check Total:           | -142.50                              | 142.50 |

# Check Journal

Fiscal Year: 2020

| Check Number<br>Invoice<br>Account Number | Date<br>Invoice Date | Vendor ID<br>PO Number | Vendor Name<br>Ereq Num<br>Account Description | PO Date    | Description          | Payable            | Direct Deposit<br>Accrued<br>Payment |
|---|----------------------|------------------------|--|------------|----------------------|--------------------|--------------------------------------|
| 00029240                                  | 07/13/2020           | ZIEGOIL                | Ziegler Oil Company                            |            |                      |                    |                                      |
| July 2020                                 | 07/13/2020           |                        |  | 07/13/2020 | fuel                 |                    |                                      |
| 01-2-02710-340-000-000                    |                      |                        | Transportation Other Services                  |            |                      | -30.00             | 30.00                                |
|   |                      |                        |  |            | Invoice Total:       | -30.00             | 30.00                                |
|   |                      |                        |  |            | Check Total:         | -30.00             | 30.00                                |
|   |                      |                        | <b>01 - GENERAL FUND</b>                       |            |                      | <b>-140,801.74</b> | <b>140,801.74</b>                    |
|   |                      |                        | <b>Total of Computer Checks</b>                |            |                      | <b>-140,801.74</b> | <b>140,801.74</b>                    |
| Fund Summary                              |                      |                        |  |            |                      |                    |                                      |
| 01 - GENERAL FUND                         |                      |                        |  |            |                      | -140,801.74        | 140,801.74                           |
| Payroll Summary                           |                      |                        |  |            |                      |                    |                                      |
|   |                      |                        |  |            | <b>Report Total:</b> | <b>-140,801.74</b> | <b>140,801.74</b>                    |

# Revenue Journal

Fiscal Year: 2020

| Entry Line  | Date Account           | Received From               | Receipt Description        | Accrue | Description               | Bank ID/Account Receivable | Received                                     |
|---|------------------------|-----------------------------|----------------------------|--------|---------------------------|----------------------------|--|
| <b>Journal: 834      07/14/2020      General Fund June 2020</b> |                        |                             |                            |        |                           |                            |  |
| <b>Entry</b>  | <b>06/25/2020</b>      | <b>Nance County</b>         |                            |        | <b>County Receipts</b>    | <b>A      010080</b>       | <b>Genoa Natl</b>                            |
| 1   | 01-1-01100-000-000-000 |                             | Property Tax Receipts      |        |                           |                            | 0.00      440,442.57                         |
| 2   | 01-1-03130-000-000-000 |                             | Homestead Exemption        |        |                           |                            | 0.00      3,372.19                           |
| <b>Totals for Entry 20732</b>                                   |                        |                             |                            |        |                           |                            | <b>0.00      443,814.76</b>                  |
| <b>Entry</b>  | <b>06/25/2020</b>      | <b>Merrick County</b>       |                            |        | <b>County Receipts</b>    | <b>A      010080</b>       | <b>Genoa Natl</b>                            |
| 1   | 01-1-01100-000-000-000 |                             | Property Tax Receipts      |        |                           |                            | 0.00      124,594.99                         |
| 2   | 01-1-01125-000-000-000 |                             | Motor Vehicle Tax Receipts |        |                           |                            | 0.00      2,090.59                           |
| 3   | 01-1-03130-000-000-000 |                             | Homestead Exemption        |        |                           |                            | 0.00      3,058.47                           |
| 4   | 01-1-02110-000-000-000 |                             | County Fines and Licenses  |        |                           |                            | 0.00      618.03                             |
| <b>Totals for Entry 20733</b>                                   |                        |                             |                            |        |                           |                            | <b>0.00      130,362.08</b>                  |
| <b>Entry</b>  | <b>06/25/2020</b>      | <b>General</b>              |                            |        | <b>NRT, NEIT, VSP</b>     | <b>A      010080</b>       | <b>Genoa Natl</b>                            |
| 1   | 01-1-05690-000-000-000 |                             | Other Non-revenue Receipts |        |                           |                            | 0.00      186.57                             |
| 2   | 01-1-09000-000-000-000 |                             | Nonprogrammed Receipts     |        |                           |                            | 0.00      2,333.00                           |
| <b>Totals for Entry 20734</b>                                   |                        |                             |                            |        |                           |                            | <b>0.00      2,519.57</b>                    |
| <b>Entry</b>  | <b>06/22/2020</b>      | <b>Federal Reimbursemen</b> |                            |        | <b>MIPPS</b>              | <b>A      010080</b>       | <b>Genoa Natl</b>                            |
| 1   | 01-1-04708-000-000-000 |                             | Medicaid/MAAPS             |        |                           |                            | 0.00      1,340.31                           |
| <b>Entry</b>  | <b>06/10/2020</b>      | <b>Polk County</b>          |                            |        | <b>County Receipts</b>    | <b>A      010080</b>       | <b>Genoa Natl</b>                            |
| 1   | 01-1-01100-000-000-000 |                             | Property Tax Receipts      |        |                           |                            | 0.00      59,298.79                          |
| 2   | 01-1-03130-000-000-000 |                             | Homestead Exemption        |        |                           |                            | 0.00      382.26                             |
| <b>Totals for Entry 20736</b>                                   |                        |                             |                            |        |                           |                            | <b>0.00      59,681.05</b>                   |
| <b>Entry</b>  | <b>06/15/2020</b>      | <b>Platte County</b>        |                            |        | <b>County Receipts</b>    | <b>A      010080</b>       | <b>Genoa Natl</b>                            |
| 1   | 01-1-01125-000-000-000 |                             | Motor Vehicle Tax Receipts |        |                           |                            | 0.00      4,319.96                           |
| 2   | 01-1-01100-000-000-000 |                             | Property Tax Receipts      |        |                           |                            | 0.00      434,618.91                         |
| 3   | 01-1-03130-000-000-000 |                             | Homestead Exemption        |        |                           |                            | 0.00      2,721.49                           |
| 4   | 01-1-02110-000-000-000 |                             | County Fines and Licenses  |        |                           |                            | 0.00      183.18                             |
| <b>Totals for Entry 20737</b>                                   |                        |                             |                            |        |                           |                            | <b>0.00      441,843.54</b>                  |
| <b>Entry</b>  | <b>06/24/2020</b>      | <b>State of NE</b>          |                            |        | <b>SPED Reimbursement</b> | <b>A      010080</b>       | <b>Genoa Natl</b>                            |
| 1   | 01-1-03120-000-000-000 |                             | School Age SPED Revenue    |        |                           |                            | 0.00      75,136.00                          |
| <b>Entry</b>  | <b>06/30/2020</b>      | <b>Genoa Comm. Bank</b>     |                            |        | <b>interest</b>           | <b>A      010080</b>       | <b>Genoa Natl</b>                            |
| 1   | 01-1-01510-000-000-000 |                             | Interest On Investments    |        |                           |                            | 0.00      216.37                             |
| <b>Entry</b>  | <b>06/30/2020</b>      | <b>State of NE</b>          |                            |        | <b>State Aid</b>          | <b>A      010080</b>       | <b>Genoa Natl</b>                            |
| 1   | 01-1-03110-000-000-000 |                             | State Aid                  |        |                           |                            | 0.00      4,165.00                           |
| <b>Totals for Journal 834</b>                                   |                        |                             |                            |        |                           |                            | <b>0.00      1,159,078.68</b>                |
| <b>Bank Account Totals</b>                                      |                        |                             |                            |        |                           |                            |  |
|   |                        |                             |                            |        |                           | <b>A      010080</b>       | <b>Genoa Natl Bank Gen      1,159,078.68</b> |
| <b>Fund Summary</b>   |                        |                             |                            |        |                           |                            | <b>Receivable      Received</b>              |
| <b>01</b>   | <b>GENERAL FUND</b>    |                             |                            |        |                           |                            | <b>0.00      1,159,078.68</b>                |

SELECTED Data

# Cash Summary Report

Arranged by:

Date Range: 09/01/2019 thru 07/31/2020

Fund ID

| Fund           | Beginning           | Revenue         | Expenditures     | Other       | Ending          | Encumbrances | Payables    | Unencumbered    |
|----------------|---------------------|-----------------|------------------|-------------|-----------------|--------------|-------------|-----------------|
| <b>12</b>      | <b>Student Fees</b> |                 |                  |             |                 |              |             |                 |
|                | 1,604.47            | 1,789.69        | -1,814.00        | 0.00        | 1,580.16        | 0.00         | 0.00        | 1,580.16        |
| <b>Report</b>  |                     |                 |                  |             |                 |              |             |                 |
| <b>Totals:</b> | <u>1,604.47</u>     | <u>1,789.69</u> | <u>-1,814.00</u> | <u>0.00</u> | <u>1,580.16</u> | <u>0.00</u>  | <u>0.00</u> | <u>1,580.16</u> |

## **5045 Student Fees**

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

### **A. Definitions.**

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

### **B. Listing of Fees Charged by this District.**

#### **1. Guidelines for Clothing Required for Specified Courses and Activities.**

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

## **2. Safety Equipment and Attire.**

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

## **3. Personal or Consumable Items.**

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

## **4. Materials Required for Course Projects.**

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

## **5. Technological Devices**

The district will provide students with the technological devices necessary to complete all basic curricular projects.

As with all school property, students may be charged for damage to such devices.

## **6. Extracurricular Activities.**

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activity fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student Activity Card: \$40.00/\$150.00 family pass
  - Covers admission to all extracurricular events
- Future Business Leaders of America: \$14.00
- Cheerleading, Drill Team, Flag Corps:
  - Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: \$700.00
- Football:
  - Students must provide their own football shoes, undergarments, and mouthguards
- Golf:
  - Students must provide their own golf shoes, undergarments, and clubs
- Softball and Baseball:
  - Team specific hats: No more than \$20.00
  - Students must provide their own shoes, gloves, and undergarments
- Track, Volleyball, and Wrestling:
  - Students must provide their own shoes and undergarments
- Future Farmers of America: \$20.00
  - Students must purchase their own jackets and pay dues
- FCCLA: \$13.00

## **7. Post-Secondary Education Costs.**

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

## **8. Transportation Costs.**

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by this district shall be the current IRS mileage rate.

## **9. Copies of Student Files or Records.**

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

## **10. Charges for Food Consumed by Students.**

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-8
  - Regular Price     \$1.80
  - Reduced Price    \$0.30
- Breakfast Program – Grades 9-12
  - Regular Price     \$1.80
  - Reduced Price    \$0.30
- Lunch Program – Grades K-8
  - Regular Price     \$2.45
  - Reduced Price    \$0.40
- Lunch Program – Grades 9-12
  - Regular Price     \$2.70
  - Reduced Price    \$0.40

**13. Charges for Musical Extracurricular Activities.**

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. The following list details the maximum dollar amount of all musical extracurricular activities fees and the equipment or attire required for participation in musical extracurricular activities:

- Band:
  - Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers
- Swing Choir:
  - Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$25.00

**C. Waiver Policy.**

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

**D. Distribution of Policy.**

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

**E. Voluntary Contributions to Defray Costs.**

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

**F. Fund-Raising Activities**

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

**G. Student Fee Fund.**

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Adopted on: August 7, 2017  
Revised on: July 16, 2018; July 15, 2019  
Reviewed on: \_\_\_\_\_

## 5018

### Parent and Guardian Involvement in Education Practices

The school district recognizes the importance of parental and guardian involvement in the education of their children. The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.
  - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
  - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
  - c. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide NeSA assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
  - a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and

will not be permitted absent unusual circumstances, in the sole discretion of the building principal.

- b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
    - a. Building principals may excuse a student from any single school experience at the parent's written request.
    - b. When appropriate, alternative experiences will be provided for the student by the school.
  4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
  5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
  6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
    - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
    - b. State Assessments  
  
The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.
    - c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least three days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
  - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
  - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

Adopted on: August 7, 2017

Revised on: \_

Reviewed on: \_

# TWIN RIVER SCHOOL DISTRICT – 2020-21 COVID SCHOOL CALENDAR 1\*

| AUGUST '20 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            |    |    |    |    |    | 1  |
| 2          | 3  | 4  | 5  | 6  | 7  | 8  |
| 9          | 10 | 11 | 12 | 13 | 14 | 15 |
| 16         | 17 | 18 | 19 | 20 | 21 | 22 |
| 23         | 24 | 25 | 26 | 27 | 28 | 29 |
| 30         | 31 |    |    |    |    |    |

10 thru 14 – Teacher Workdays  
 13 – 7<sup>th</sup> thru 9<sup>th</sup> Orientation  
 14 – 10<sup>th</sup> thru 12<sup>th</sup> Orientation  
 17 – First day of School – K-12  
 24 – First Day for Pre-K

| JANUARY '21 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             |    |    |    |    | 1  | 2  |
| 3           | 4  | 5  | 6  | 7  | 8  | 9  |
| 10          | 11 | 12 | 13 | 14 | 15 | 16 |
| 17          | 18 | 19 | 20 | 21 | 22 | 23 |
| 24          | 25 | 26 | 27 | 28 | 29 | 30 |
| 31          |    |    |    |    |    |    |

1 – Holiday Break – No Classes  
 4 thru 15 – Covid Break-No School  
 18 thru 29 – Teacher In-Service Days- No Students

| SEPTEMBER '20 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    | 1  | 2  | 3  | 4  | 5  |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 | 29 | 30 |    |    |    |

7- Labor Day No School  
 16 – 1:30 Dismissal – Teacher In-Service

| FEBRUARY '21 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              | 1  | 2  | 3  | 4  | 5  | 6  |
| 7            | 8  | 9  | 10 | 11 | 12 | 13 |
| 14           | 15 | 16 | 17 | 18 | 19 | 20 |
| 21           | 22 | 23 | 24 | 25 | 26 | 27 |
| 28           |    |    |    |    |    |    |

1 – First Day 2<sup>nd</sup> Semester

| OCTOBER '20 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             |    |    |    | 1  | 2  | 3  |
| 4           | 5  | 6  | 7  | 8  | 9  | 10 |
| 11          | 12 | 13 | 14 | 15 | 16 | 17 |
| 18          | 19 | 20 | 21 | 22 | 23 | 24 |
| 25          | 26 | 27 | 28 | 29 | 30 | 31 |

2 – End of 1<sup>st</sup> Quarter 1  
 21– 1:30 Dismissal - Teacher In-Service

| MARCH '21 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           | 1  | 2  | 3  | 4  | 5  | 6  |
| 7         | 8  | 9  | 10 | 11 | 12 | 13 |
| 14        | 15 | 16 | 17 | 18 | 19 | 20 |
| 21        | 22 | 23 | 24 | 25 | 26 | 27 |
| 28        | 29 | 30 | 31 |    |    |    |

17 - 1:30 Dismissal – Teacher In-Service  
 24 – End of 3<sup>rd</sup> Qtr

| NOVEMBER '20 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
| 1            | 2  | 3  | 4  | 5  | 6  | 7  |
| 8            | 9  | 10 | 11 | 12 | 13 | 14 |
| 15           | 16 | 17 | 18 | 19 | 20 | 21 |
| 22           | 23 | 24 | 25 | 26 | 27 | 28 |
| 29           | 30 |    |    |    |    |    |

25 – Last Day Semester  
 1:30 out  
 26 thru 30 – Covid Break–No School

| APRIL '21 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    |    |    | 1  | 2  | 3  |
| 4         | 5  | 6  | 7  | 8  | 9  | 10 |
| 11        | 12 | 13 | 14 | 15 | 16 | 17 |
| 18        | 19 | 20 | 21 | 22 | 23 | 24 |
| 25        | 26 | 27 | 28 | 29 | 30 |    |

2 – Spring Break – No Classes  
 21 – 1:30 Dismissal – Teacher In-Service

| DECEMBER '20 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    | 1  | 2  | 3  | 4  | 5  |
| 6            | 7  | 8  | 9  | 10 | 11 | 12 |
| 13           | 14 | 15 | 16 | 17 | 18 | 19 |
| 20           | 21 | 22 | 23 | 24 | 25 | 26 |
| 27           | 28 | 29 | 30 | 31 |    |    |

1 thru 4 – Covid Break-No School  
 7 thru 18 - Teacher In-Service Days- No Students  
 21 thru 31 – Holiday Break

| MAY '21 |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | Th | F  | S  |
|         |    |    |    |    |    | 1  |
| 2       | 3  | 4  | 5  | 6  | 7  | 8  |
| 9       | 10 | 11 | 12 | 13 | 14 | 15 |
| 16      | 17 | 18 | 19 | 20 | 21 | 22 |
| 23      | 24 | 25 | 26 | 27 | 28 | 29 |
| 30      | 31 |    |    |    |    |    |

13 – Last Day for Seniors  
 14 – Last Day for PK  
 15 – Graduation – 2 P.M.  
 19 – Last Day for Grades K-11  
 20-21 - Teacher Workdays

\*No Pre-School on Early Out Days

1<sup>st</sup> Semester: 72 Student Days (plus 2 Orientation Days)  
 2<sup>nd</sup> Semester: 77 Student Days (73 Days for Seniors)

**SUPERINTENDENT**

*Dr. John M. Weidner, Sr.*

**ELEMENTARY PRINCIPAL**

*Tod Heier*

**HIGH SCHOOL  
PRINCIPAL**

*W. Kyle Metzger*

**ACTIVITIES DIRECTOR,  
ASSISTANT PRINCIPAL**

*Spencer Zysset*

P.O. Box 640

Genoa, NE 68640

Phone: (402) 993-2274

Fax: (402) 993-7718



**TWIN RIVER PUBLIC SCHOOLS**

2020-2021 Twin River Public Schools  
Plan for Learning

1. School Calendar

a. Teachers

- i. August 10th-14th
- ii. Tentative December-January schedule: December 7th-11th, December 14th-18th, January 18th-22nd, January 25th-29th
- iii. May 20th-21st

b. 1st semester

- i. August 17th-November 25th
- ii. 1:30pm dismissals: September 16th, October 14th, November 25th
- iii. No school September 7th

c. 2nd semester

- i. February 1st-May 13th (Seniors), February 1st-May 14th (Pre-K), February 1st-May 19th (K-11)
- ii. 1:30pm dismissals: March 17th, April 21st, May 19th
- iii. No school April 2nd

d. Graduation May 15th

2. Risk dial protocols

- a. Approved face coverings will be provided by the school district, and only school-issued face masks may be worn and worn properly
  - i. Properly wearing a mask means covering the nose and mouth
- b. **Green** (low risk)- School as normal, approved face masks are required
  - i. Attendance- everyone expected at school like normal
- c. **Yellow** (moderate risk)- School as normal, approved face masks are required, and social distancing guidelines will be in effect.
  - i. Attendance- everyone expected at school like normal
- d. **Orange** (high risk)- Elementary students continue coming to school, and classes will be split to increase social distancing with either a teacher or paraeducator supervising.

Approved face masks and social distancing are required. 7-12 students and staff will switch to remote learning

i. Attendance

1. Elementary - in person attendance is expected; however, accommodations for synchronous learning will be made for elementary students who are unable to attend in person (synchronous means remote students log-on to receive instruction with their class at certain set times during the school day)
2. 7-12 - Fully synchronous learning (see definition above) is expected, and students who don't "check in" to a given class period throughout their daily schedule will be counted absent

e. **Red** (severe risk) - All students and staff do remote learning from home - ALL TWIN RIVER BUILDINGS CLOSED

- i. Attendance - all students are expected to complete a combination of synchronous and asynchronous learning- efforts will be taken to lessen scheduling conflicts for families with multiple students

3. Transportation and building entry protocol

- a. Daily route transportation will be provided in Green (low risk), Yellow (moderate risk), and Orange (high risk) protocols
  - i. A para will be added to both large route buses to help with temperatures, supervision, and discipline
  - ii. If temperature is 100.4 or above, parents will be contacted immediately and student(s) will not be allowed to enter school vehicles
    1. If parents/other listed contacts are unable to be reached, the county sheriff will be contacted to assist in returning the child home
- b. All students and staff will have their temperature taken prior to entering the school building.
  - i. If temperature is 100.4 or above, parents will be contacted immediately and be expected to arrange for transportation home within 30 minutes; and student(s) will not be allowed to attend school.
    1. If parents/other listed contacts are unable to be reached, the county sheriff will be contacted to assist in returning the child home
- c. Students and staff who are not admitted due to elevated temperature will be readmitted to school buildings when they have been fever-free without fever-reducing medication for 24 hours
- d. There will be 5 entry points, manned by school personnel with thermometers
  - i. Cafeteria door (**SCHOOL ROUTE VEHICLES ONLY**)
  - ii. Southeast elementary door
  - iii. East main office door
  - iv. White building north door
  - v. West building main door

4. Protocol if student/staff contracts Covid 19

- a. Quarantine beginning and ending will be determined by the proper local health department
  - b. Once an individual student or staff member (or member of their household) is tested for COVID-19, any students or staff members in that household will stay home from school until test results are received
  - c. After getting positive test results - immediately contact local health department to conduct contact tracing for individuals who test positive
    - i. School will remain open while contact tracing is conducted, unless and until otherwise recommended by ECDHD
  - d. Students and staff members who have an individual in their household test positive will be expected to follow quarantine guidelines determined by the local health department
    - i. While individual students are quarantined, they will be expected to do synchronous learning with the rest of their class via Zoom/other technology
    - ii. These individuals will be readmitted to school 10 days after receiving the positive test, provided the 72 hours immediately preceding readmittance have been fever-free without taking any fever-reducing medicine, or with a doctor's note
5. Breakfast
- a. Grab and go (no hot meals), students will eat at designated spots on cafeteria tables
6. Lunch plan- designated spots will be marked on cafeteria tables for both Yellow (8 per table) and Orange (6 per table) risk levels
- a. K-1: cafeteria
  - b. 2-3: classrooms
  - c. 4-6: cafeteria and old gym
  - d. 7-9: cafeteria and old gym
  - e. 10-12: cafeteria and old gym
7. A comprehensive cleaning schedule will be implemented throughout all risk levels
8. All NSAA, ECDHD, and state guidelines will be followed in regards to extracurricular activities.
9. Mechanisms for schools getting closed
- a. State directive
  - b. 11% of the student body absent due to illness - automatic 2 week shutdown
  - c. Availability of teaching staff
10. The school board grants the superintendent the authority to adapt and alter these plans as deemed necessary by the superintendent depending on changing circumstances.

# Twin River Return to School 2020-2021

# COVID-19 Risk Dial

|                      |  |
|----------------------|--|
| <b>Low Risk</b>      | School fully in session, masks are required  |
| <b>Moderate Risk</b> | School fully in session, masks are required  |
| <b>High Risk</b>     | Elementary classes at school, Grades 7-12 remote learning at home                              |
| <b>Severe Risk</b>   | All students and staff do remote learning from home.<br><b>ALL TWIN RIVER BUILDINGS CLOSED</b> |



|   |  |
|---|--|
| <p><b>SYNCHRONOUS LEARNING</b><br/>is defined as face-to-face learning in person or on-line through Zoom, Google Meet, etc.</p> | <p><b>ASYNCHRONOUS LEARNING</b><br/>is defined as independent on-line learning</p> |
|---|--|

|   | Low Risk   | Moderate Risk        | High Risk            | Severe Risk  |
|---|--|----------------------|----------------------|--|
| <p><b>Building Entry/Screening Procedure</b></p> <p><i>* We ask that parents screen their child each day for flu like symptoms including fever, cough and shortness of breath. Please do NOT send your child to school if they are feeling ill.</i></p> | <p>4 entry points will be used- Southeast elementary hallway door, east main office door, white building north door, and west building main door. All students and staff will have their temperature taken prior to entering the school building. If temperature is 100.4 or above, parents will be contacted immediately and expected to arrange transportation home for their student(s) within 30 minutes. If parents/other listed contacts are unable to be reached, the county sheriff will be contacted to assist in returning the student(s) home. Individuals not admitted due to elevated temperature will be readmitted to school when they have been fever-free without fever-reducing medication for 24 hours.</p> | <p>Same as green</p> | <p>Same as green</p> | <p>All students and staff do remote learning from home- <b>ALL TWIN RIVER BUILDINGS CLOSED</b></p> |

|  |  |   |   |  |
|--|--|---|---|--|
| <p><b>Classrooms</b></p>   | <p>Classrooms will be utilized for full traditional instruction. All students attend school. Social distancing encouraged.</p>   | <p>Same as green</p>  | <p>Elementary students continue coming to school, and classes will be split to increase social distancing with either a teacher or paraeducator supervising. <b>Attendance- Elementary-</b> in person attendance is expected (accommodations for remote learning will be made if student (s) are unable to attend in person), <b>Attendance-JH/HS-</b> fully synchronous learning is expected and students who don't "check in" to a given class throughout their daily schedule will be counted absent</p> | <p><b>ALL TWIN RIVER BUILDINGS CLOSED-</b> All students and staff do remote learning from home. <b>ATTENDANCE</b> - Students will be on a daily schedule to complete a combination of synchronous and asynchronous learning (efforts will be taken to reduce scheduling conflicts for families with multiple students)</p> |
| <p><b>Common Areas</b></p>   | <p>Social distancing in commons area is highly recommended.</p>  | <p>Same as green</p>  | <p>Social distancing in commons is required.</p>  | <p><b>ALL TWIN RIVER BUILDINGS CLOSED</b></p>  |
| <p><b>Transportation</b></p>   | <p>Daily route transportation provided. The building entry/screening procedure is used prior to getting on school vehicles. Masks are required. Seating will be assigned by the driver.</p>  | <p>Same as green</p>  | <p>Same as green</p>  | <p><b>ALL TWIN RIVER BUILDINGS CLOSED</b></p>  |
| <p><b>Activities</b><br/><i>*activities may be cancelled at any time based on circumstances and health guidelines</i></p>        | <p>State, local and NSAA guidelines will be followed. Encourage social distancing in all gatherings. Students bring own bottled water, no community fountains used. Students will be screened prior to entering practice. Masks required during travel. Immediately following the conclusion of all events, fans/spectators will be required to vacate the premises.</p> | <p>Same as green</p>  | <p>Same as green</p>  | <p><b>State, local and NSAA guidelines will be followed.</b></p>   |
| <p><b>Food Service</b><br/><i>Breakfast will be "grab and go", students will eat at designated spots on cafeteria tables</i></p> | <p>No buffet-style serving will be available.</p>  | <p>No buffet-style serving will be available. Social distancing will be required (designated yellow spots for students to sit). 2nd-3rd grade will eat in their classrooms. All other grades will eat in the cafeteria and the old gym.</p> | <p>No buffet-style serving will be available. Social distancing will be required (designated orange spots for students to sit). 2nd-3rd grade will eat in their classrooms. All other grades will eat in the cafeteria and the old gym.</p>   | <p><b>ALL TWIN RIVER BUILDINGS CLOSED</b></p>  |
| <p><b>Spectators</b></p>   | <p><b>We will follow the DHM/ECDHD/NSAA Guidelines - Limited seating is likely to occur with capacity sizes of the facilities. (ADD CAPACITIES)</b></p>  |   |   |  |

|                             |   |               |               |  |
|-----------------------------|---|---------------|---------------|--|
| <b>Beginning of the day</b> | Buildings will open to students at 7:25am. When dropping off, parents are asked to make sure their student(s) are allowed to enter the building before leaving.                           | Same as green | Same as green | <b>ALL TWIN RIVER BUILDINGS CLOSED</b> |
| <b>Late Arrivals</b>        | Students arriving late to school must enter through the West Elementary door to be screened.  | Same as green | Same as green | <b>ALL TWIN RIVER BUILDINGS CLOSED</b> |
| <b>End of the day</b>       | Regular dismissal. All students are asked to leave the building at the end of the day unless they are in a school activity or working with a teacher. There is no loitering in the halls. | Same as green | Same as green | <b>ALL TWIN RIVER BUILDINGS CLOSED</b> |

### Overview

#### Terms

|                                    |  |
|------------------------------------|--|
| <b>Masks</b>                       | Masks are required in all Twin River facilities throughout the day.  |
| <b>Routine Cleaning</b>            | Classroom desks and chairs, door knobs, lunch tables, countertops, light switches, shared equipment<br>PE/Science, Vending machines, Shared toy in elem., shared telephones, shared key boards and bus hand rails & seats.                   |
| <b>Water Fountains</b>             | Water Fountain will stay working but students are required to fill their person containers.  |
| <b>Halls &amp; passing periods</b> | The likelihood of catching covid from walking down a hall way is very minimal. CDC states that individuals would need to be within 6 feet for 10 minutes.  |
| <b>Personal Hygiene</b>            | Students and staff are encouraged to wash their hands when they enter the building and before they leave. It is also encouraged to wash your hands as soon as you get home. Hand sanitizer will be available in all classrooms and hallways. |
| <b>COVID Symptoms:</b>             | Fever or chills; Cough; Shortness of breath or difficulty breathing; Fatigue; Muscle or body aches; Headache; New loss of taste and smell; Sore throat; Congestion or runny nose; Nausea or vomiting; Diarrhea                               |



**Control Management, Inc.**

*People you know, a Company you trust*

Prepared for:

**Twin Rivers Public Schools**

Location:

816 Willard Ave

Genoa, NE 68640

**Building Automation System**

**Service Support Contract**

Primary Plan

**07-01-2020**

**06-30-2021**

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Start Date

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End Date

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### **Account Manager**

A dedicated Account Manager will be responsible for your total service satisfaction. Your Account Manager will provide the designated services, monitor equipment performance, track equipment service history, and consult with you to meet your objectives. Your account manager is [Randy Herrick](#).

### **Dedicated Service Team**

Our Service Team know these systems. All our service technicians are specialists in maintaining and troubleshooting your system.

### **Priority Response Time**

As a support program customer, you will be given priority for service calls. Should an emergency arise, we will give you top priority over non-support program customers as well as the discounted support program service rates.

**Call Availability**-CMI Service is available to call 7 days a week, 24 hours per day. After normal business hours an on-call technician is available for assistance by calling CMI service line at [402-571-9454](tel:402-571-9454). For calls answered after normal business hours, clients will be billed at the agreed upon after hours rate. (Monday – Thursday 8am – 4:30pm & Friday 8am – 12pm)

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## Technology Updates

Included  Not Included

There are periodic releases for the current software version that provides added features or speed to your system. (Does not include hardware or major software version upgrades) **Control Management, Inc. (CMI)** will provide these patches as they become available, always keeping your system current. This proposal includes:

- **Server/Supervisor** QTY \_\_\_\_
- **Network Controller** QTY \_\_\_\_
- **Controller (Rocs)** QTY \_\_\_\_

## Database Protection

Included  Not Included

The stored electronic information (programming, setpoints etc...) in your system represents a large part of your investment. **CMI** will back up your entire database on a regular basis to ensure that it is always complete and up-to-date. We will maintain a site copy at your facility. This proposal includes:

- **Server/Supervisor** Monthly  Quarterly  Semi-Annually  Annually
- **Network Controllers** Monthly  Quarterly  Semi-Annually  Annually
- **Field Controllers** Annually

**NOTE: CMI completes this task from offsite. If the customer's remote access is not functioning, CMI will schedule this service after CMI is notified that access is restored.**

## System Alarm Review

Included  Not Included

Review basic functions and alarms daily, weekly, or monthly. Note the alarms and get back to customer with critical alarms and possible repairs. If additional troubleshooting is needed, CMI will use Owner Directed Time or obtain customer approval. This proposal includes:

- **Daily**
- **Weekly**
- **Monthly**

**NOTE: CMI completes this task from offsite. If the customer's remote access is not functioning, CMI will schedule this service after CMI is notified that access is restored.**

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## Service Plan Features

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### Preventative Maintenance

Included  Not Included

Regular visits from our skilled service team members can help prevent emergency calls before they happen. This proposal includes:

- **SPRING/FALL FUNCTIONAL CHECKOUT (PC Based)** Included  Not Included 
  - Check server operation
  - History cleanup
  - Resource verify on server and net controllers
  - Supervisor/Net controller communication health check
  - Bacnet Controller communication health check
  - Page by Page Graphics Review for proper operations and possible issues
  
- **ON SITE CHECKOUT** Included  Not Included 
  - Inspect the physical and electrical condition of each global controller**
    - Power supply check
    - Battery check (if has)
  
  - Chillers/Boilers (In Season)**
    - Check Start/Stop operation
    - Verify proper operation
    - Verify sensors and critical actuators
  
  - Air Handlers/RTU**
    - Check O/A (outside air actuator), Mixed air damper actuators, CHWV and HWV Actuators (in season) and temperature sensor accuracy
    - Low Limit (freeze protection) in Winter
  
  - VFD (Variable Frequency Drives)**
    - Quick operation and alarm check and note
  
  - VAV, Heat Pump or CUH (cabinet unit heater)**
    - Quick check of matrix for problem units
    - Check out units in Question
  
  - Sensors O/A and Pressure**
    - Verify/Clean Outdoor pressure sensor
    - Verify O/A temperature/humidity sensor
    - Check all other critical pressure sensors from graphic
    - Clean and checkout only if reading seems faulty

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## Service Plan Features

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### Graphic Update

Included  Not Included

Review graphics and customize client's graphical interface to improve ease of use. Update graphic interface to the latest standards, work specifically with customer to find out what you and your maintenance staff needs to see in your CMI graphic interface. This proposal includes:

- **Update Graphics for ease of use**

### System Training

Included  Not Included

Training can come in two forms: Onsite training or training at the CMI office that best fits customer schedule. Training sessions are typically 2-3 hours. This proposal includes:

- **Onsite training Qty: 10**
- **Offsite training Qty: 10**

### Phone Support

Included  Not Included

Phone support as needed for basic system operation support from our office. This does not include troubleshooting.

**Phone support hours:** Monday -Thursday 8am-4:30pm & Friday 8am-12pm by calling the CMI service line at **402-571-9454**.

### CMI Analytics

Included  Not Included

CMI will add cloud based analytics to your system to help identify problems before they become an issue. This proposal includes:

- **CMI analytics server**

### Owner Directed Time

Included  Not Included

Extra hours of support as you need it, whether it is immediate online support from our office, or an on-site visit from a service tech. Prepaying for these hours allows you to budget for emergency calls or special projects, and spread the payments on your terms. This proposal includes:

- **Hours (10)**

**NOTE: CMI completes this task from offsite. If the customer's remote access is not functioning, CMI will schedule this service after CMI is notified that access is restored.**

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## Service Plan Features

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### Price Advantage

#### Service Labor Rates (after owner directed time)

|               | <u>Current*</u> | <u>Discount</u> | <u>Extended</u> |
|---------------|-----------------|-----------------|-----------------|
| Regular Rate  | \$120           | 10%             | \$108.00        |
| Overtime Rate | \$180           | 10%             | \$162.00        |
| Holiday Rate  | \$240           | 10%             | \$216.00        |
| Mileage       | \$0.75/mile     |                 |                 |

#### Material Multipliers (off of published list prices)

|           |      |
|-----------|------|
| Alerton   | 0.45 |
| Vykon     | 0.80 |
| Honeywell | 0.65 |

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### Service Contract Pricing Summary

Pricing for these features is based on a 1-year program, billed annually at the beginning of each year.

Year 1 (July1, 2020 to June 30, 2021): **\$11,809.00**

**Control Management, Inc.** believes that this proposal includes the best interests of **Twin Rivers Public Schools** and is based on your input. Please feel free to contact me if you have any changes. If accepted, sign and date below and return to **Control Management, Inc.** with purchase order information. The other copy is for your records.

Sincerely,

**Randy Herrick**

Account Manager



Control Management, Inc.

p.402.571.9454

c.402.639.0173

[randy@cmioma.com](mailto:randy@cmioma.com)

ACCEPTED BY:

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

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# TERMS AND CONDITIONS

**Parties:**

These Terms and Conditions are a legally binding contract (“Contract”) between customer (“Customer”) and Control Management Inc. (“CMI”).

**Coverage Period:**

The effective period of this Contract begins and ends on the dates specified in the service contract agreement.

**Payment Terms:**

This contract must be paid in full within 30 days of the start date. If payment is not received within 30 days of the start date, Customer agrees that, CMI shall have the right to cancel this Contract, which shall be void and unenforceable from the start date. In addition, Customer agrees to pay CMI for any services provided under the Contract at CMI’s current standard service rate. A current valid purchase order does not guarantee to Customer any rights set forth in this Contract.

**Cancellation Terms:**

Written notice of cancellation must be received at the address listed below no later than 90 days prior to the start date of the next billing period (e.g. 90 days before the start of the second year of a multi-year agreement). Refunds of any unused service will be determined by CMI. Any service performed by CMI after the notice of cancellation will be billed time and material at CMI’s current standard service rates.

**Service Contract:**

As part of this Contract, CMI will provide ongoing internet, email and phone support, Monday through Friday 7AM – 4PM CST/CDT, to Customer. If a service request cannot be resolved by internet, email or phone support, at CMI’s option, a CMI technician or authorized representative will make a scheduled service call to the Customer’s facility, during normal business hours Monday through Friday 7AM-4PM. The CMI technician or authorized representative will use all commercially reasonable efforts to repair Customer’s system. A service call does not guarantee that a non-operational system will become operational. CMI does not guarantee that any system component or parts are repairable or are available.

**Preventative Maintenance:**

With Critical and Enhanced service contracts CMI offers scheduled preventative maintenance (“PM”) visits. During a PM visit a CMI service technician or authorized representative will check routine functions of the control system(s) described in the service contract agreement and review system performance. During a PM visit, the CMI service technician will not repair or fix any reported or un-reported problems. Equipment to be covered in the preventative maintenance agreement will be listed in a schedule attached to the Contract.

**Legacy Software:**

CMI does not own, use or possess non-CMI software. Solely as permitted by applicable law, CMI will provide service for software related issues if Customer provides CMI evidence that Customer owns and maintains all necessary licenses and that such licenses are valid and in force. CMI cannot and will not upgrade or make enhancements to legacy system software. If Customer provides CMI evidence that Customer owns and maintains all necessary licenses and that such licenses are valid and in force, CMI will use all commercially reasonable efforts to maintain the system’s functionality. If Customer cannot provide evidence to CMI that necessary licenses are valid or in full force, please contact CMI for instructions.

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## Service Plan Features

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### **Pre-Existing Defect:**

If CMI finds that the Customer's system has a pre-existing defect prior to this Contract's start date, CMI reserves the right to terminate this Contract and shall have no obligation or liability to Customer for termination.

### **Special Exclusions:**

This Contract does not cover damage due to external causes, including but not limited to: accident, abuse, misuse, natural causes, natural disasters, war, civil disturbances, acts of God, problems with electrical power, usage not in accordance with written product instructions, failure to perform required preventative maintenance, problems caused by use of software not provided by CMI, or parts and components not supplied by CMI. This Contract does not cover consumable items, such as but not limited to: software, bulbs, filters, lamps or any non-CMI added components.

### **Non-operational Components:**

If at any time CMI determines a component is non-operational, CMI is not responsible for prior, pending or future loss of business or data; related actions; or downtime.

### **Disclaimer of Warranties:**

TO THE FULLEST EXTENT PERMITTED BY LAW, CMI DISCLAIMS ALL REPRESENTATIONS, WARRANTIES AND CONDITIONS OF ANY KIND (EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT OF PROPRIETARY RIGHTS) AS TO THE SYSTEM AND CMI'S SERVICES AND ALL EQUIPMENT, INFORMATION, AND PRODUCTS PROVIDED BY CMI.

### **Liability Disclaimer:**

To the maximum extent permitted by applicable law, in no event will CMI or its affiliates be liable to Customer (or any third party making claims through customer) for any damages whatsoever, including but not limited to any indirect, special, consequential, punitive or incidental damages, or damages for loss of use, profits, data or other intangibles, or the cost of procurement of substitute goods or services, arising out of or related to the use, inability to use, unauthorized use, performance or non-performance of the system or the services, even if CMI has been advised previously of the possibility of such damages and whether such damages arise in contract, negligence, tort, under statute, in equity, at law or otherwise.

### **Indemnification**

The Customer agrees to defend, hold harmless and indemnify CMI for any and all claims, causes of action, damages, demands, fine, liabilities, and penalties arising out of the Customer's breach of any warranty made by the Customer pursuant to this Agreement. The Customer further agrees to defend, hold harmless and indemnify CMI for any and all claims, causes of action, damages, demands, fine, liabilities, and penalties arising out of the Customer's negligent or reckless acts or omissions arising out of this Agreement.

### **Additional Terms**

- a) CMI reserves the right to cancel any and / or all serviced ordered and refund the customer's payment in whole or in part if a condition exists that impairs the rendering of services. This includes but is not limited to repairs which exceed the systems worth, wiring, overcoming physical or technical barriers, or any other requirements of a customer that is abnormal or outside the scope of work covered by this agreement as reasonably determined by a representative of CMI and / or any third party service providers.
- b) If CMI's ability to render service is impaired by you and / or circumstances outside of the control of CMI and / or any third party service providers, CMI may choose not to render service.

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## Service Plan Features

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- c) In the event that the system(s) is(are) changed/ moved in any way without CMI's prior knowledge and consent, we reserve the right to terminate this agreement and refund the Customer's payment in whole or in part.
- d) CMI shall be free to start and stop all primary equipment and devices which are to be serviced.
- e) You may cancel your scheduled service call provided you give CMI at least four hours notice prior to the scheduled performance of service. Failure to do so could result in the assessment of a service charge, repeated failure could result in cancellation of service and a breach of this contract.
- f) All scheduled service calls are approximate times, and not a guarantee of appointment. Extenuating circumstances, including but not limited to: traffic and or hindrances to transportation, hazardous travel conditions, power outages, and /or any other unforeseen circumstance could result in delay or rescheduling of your appointment at the technician's discretion. All reasonable attempts will be made to perform your service at the mutually agreed upon date and time.
- g) By requesting this service plan you release and hold harmless CMI and / or its third party service providers any loss, liability, or damage, that you the owner or lessee may suffer, including but not limited to: any loss of any data, any component or element of your computer system or peripherals resulting from CMI, it's technicians, third party service providers and their agents, and or partners regardless of the warranties, disclaimers and waivers, or services.
- h) CMI reserves the right to replace devices, when necessary, with devices which have similar operating characteristics. All parts and replacement devices shall carry the manufacturer's standard written guarantee.
- i) You agree to pay, as an addition to the contract amount, the amount of present and future taxes or any other governmental charges now or hereafter imposed by existing or future laws with regard to the transfer, use, ownership or possession of the equipment to which this agreement relates.

### **Miscellaneous:**

This Contract is the entire agreement between Customer and CMI with respect to the subject matter hereof. This Contract supersedes any and all prior or contemporaneous agreements between Customer and CMI with respect to the subject matter hereof. If any part of this Contract is determined to be invalid or unenforceable, it will not impact any other provision of this Contract, all of which will remain in full force and effect. This Contract is governed by and will be interpreted in accordance with the laws of the state of Nebraska, without regard to any choice of law provisions.

### **Questions:**

Questions regarding this Contract can be directed to a CMI representative by phone at (402) 571-9454, or by email at [inform@cmiomaha.com](mailto:inform@cmiomaha.com) . Written correspondence can be mailed to:

Control Management Inc.

Attn: Service Department

PO Box 12038

8421 North 29<sup>th</sup> Street

Omaha, NE 68112

\*The terms of this contract are subject to change without notice.

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# TWIN RIVER PUBLIC SCHOOL

## STUDENT HANDBOOK

### 2020-2021 Edition

Twin River School District P.O. Box 640 Genoa, NE 68640

Phone: (402) 993 - 2274



## **WELCOME**

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

**Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.**

**There are several forms at the end of this handbook that you must read, sign, and return no later than August 21, 2020.**

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Dr. John M. Weidner, Sr.,

Superintendent

## **MESSAGE FROM THE SCHOOL PRINCIPALS**

The Twin River Public School District enters the 2020-2021 school year with high hopes and high expectations for all of its students, staff, and community members. We have put ourselves in a position where we can realize the shared goals of providing the best education possible for our students. The Twin River Public School mission states: As an innovative educational system, the mission of the Twin River Public School is to provide opportunities for individuals to become lifelong learners. It is this statement along with the district adopted Profile of a Graduate that direct the decisions that are made concerning the educational opportunities of our students.

All students come to school with the ability to learn. Administrators, teachers, staff, family, community members, and students themselves all share in the responsibility of maximizing each individual's learning potential. An enhanced curriculum, a caring and professional teaching staff, and fair and timely discipline offered at Twin River Public Schools give students a chance for mental, physical, emotional, and social development so they may become responsible, contributing citizens in today's global society.

The Twin River Public Schools experience is one that is educational and enjoyable to our students as they form a basis for their lives as successful adults. Students are encouraged to make the most of their opportunities in their time spent at school as they learn to set personal goals, foster positive life habits, develop democratic ideals and create lasting friendships. By making certain that every student gets every opportunity to be successful we are ensuring that all students will realize their potential and become life-long learners.

Tod Heier, Pre K-6 Principal

Kyle Metzger, 7-12 Principal

## **MESSAGE FROM THE STUDENT COUNCIL**

Twin River Students and Faculty, Welcome back everyone!

“The struggles of life are a way to build a better you. Anything is possible as long as you look for and develop the best in everything. Learn what success means to you. Be significant.”

Rhett Laubach is telling us a valuable lesson through his words. If we, as students, work with each other as well as our faculty, we will have a wonderful year. I hope everyone had an exciting summer break which will be followed by a successful and prosperous school year. We have a lot of ideas for this year and we hope you will help us fulfill our goals. I leave you with this quote by John F. Kennedy:

“Leadership and learning are indispensable to each other.”

## **Intent of Handbook**

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

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

### **Nondiscrimination in Education Programs And Activities**

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Dr. John M. Weidner, Sr.

Title: Superintendent

Address: 816 Willard Ave, P.O. Box 640, Genoa, NE 68640

Telephone: 402 993-2274

E-mail: [jweidner@twinriver.esu7.org](mailto:jweidner@twinriver.esu7.org)

For further information on notice of nondiscrimination, visit <http://wcdrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053 - Nondiscrimination

## **VISION STATEMENT**

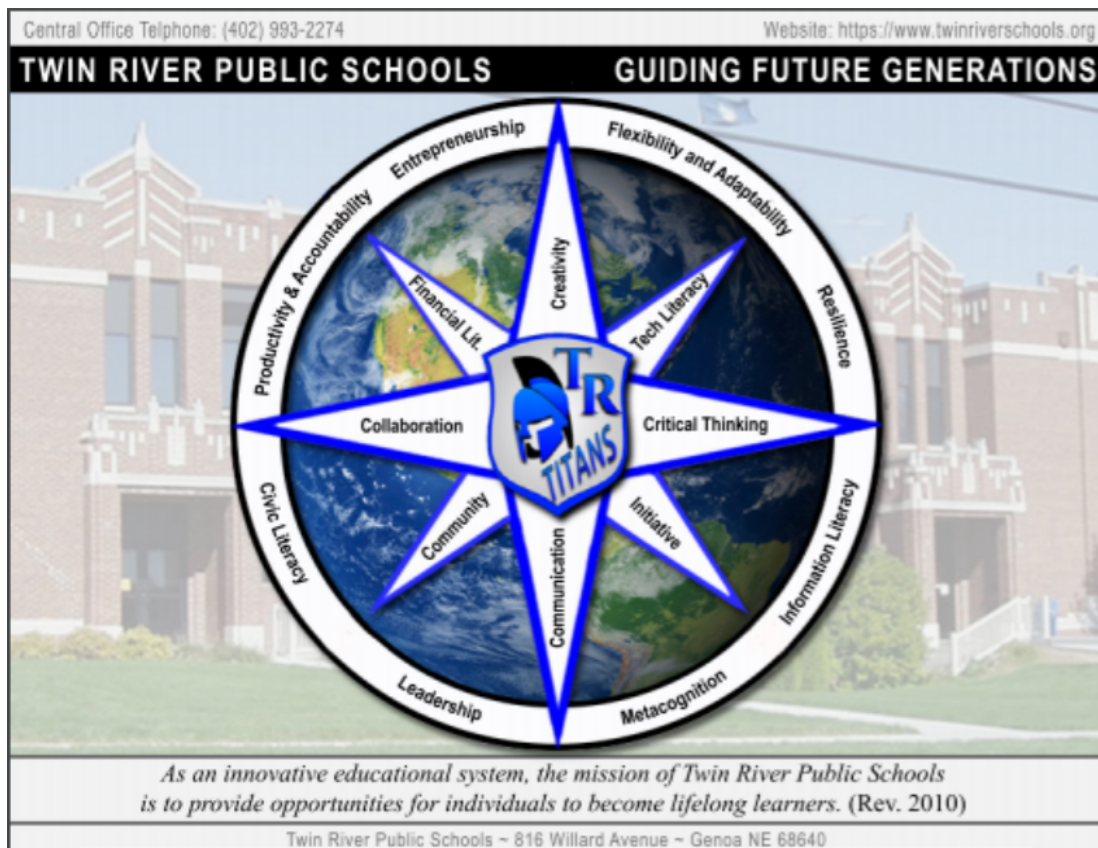
**Providing educational excellence for a changing tomorrow**

## **MISSION STATEMENT**

As an innovative educational system, the mission of the Twin River Public Schools is to provide opportunities for individuals to become lifelong learners.

### BELIEF STATEMENTS

- ❖ Education is a partnership among school, family and community.
- ❖ Students need to develop respect for all people and their surroundings.
- ❖ Students need to develop skills to critically creatively, and ethically make decisions and solve problems in a global and technological society.
- ❖ Students need to be able to read with comprehension, write and communicate with clarity and compute with accuracy. ❖ A safe and comfortable environment promotes student learning.
- ❖ Students need to share responsibility for their education.
- ❖ Student need to develop social responsibility.



## SECTION ONE

### BASIC SCHOOL RULES AND GENERAL PRACTICES

#### Attendance

**Required Attendance** Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

**Mandatory Attendance Age** All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

**Exceptions** This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

**Discontinuing Enrollment – 5 Year Old Students** The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

**Discontinuing Enrollment – 16 and 17 Year Old Students** Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

**Attendance Officer** Each building principal is designated as an attendance officer for the district.

Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides.

**Excused Absences** The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student or of a child whom the student is parenting (a physician's verification is required after seven (7) days of absence for illness).
2. Severe weather
3. Medical appointments for the student or for a child whom the student is parenting (Medical verification required for each absence)
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. Three days for college planning visits during Senior year
9. Personal or family vacations

**Excessive Absenteeism** When a student receives seven (7) accumulated absences or the hourly equivalent in any semester, the Attendance Officer will notify the student's parent and make referrals to attendance services.

When a student is absent more than twenty (20) days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer or attendance services shall file a report with the county attorney of the county in which the student resides. For example, if the student accumulates twenty (20) days of excused absences due to documented illness and is tardy one time, the Attendance Officer must file a report with the appropriate county attorney.

### **Absences due to Illness**

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for the first day missed and one additional day for each consecutive absence to complete and submit missed assignments.

### **Planned absences**

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

**Students are obligated to:**

1. Complete all class work in advance for any absence that can be anticipated.
2. Check in with the office if arriving after 8:00 am or upon returning from an absence.
3. Check out of school at the office if leaving school during the school day.
4. Be in attendance at school by the end of 3rd period (10:35 a.m.) in order to attend practice or participate in a scheduled student activity except in cases of family emergencies or pre-arranged absences.
5. Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

**Parents are obligated to:**

1. Call the appropriate building office to inform the school of the reason for each absence.
2. Submit a doctor's statement for each period of absence due to illness that exceeds 7 days.

**Pregnant and Parenting Students** Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities.

**Band**

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 7-8 may participate in the middle school band; grades 9-12 may participate in the high school band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

**Bikes**

All students will be allowed to ride a bike to school. All bikes are to be placed in the bike racks upon arrival and remain there until dismissal. Bikes should be walked to the bike racks and should not be ridden on school grounds. Students who do not adhere to safety rules will be asked to leave their bikes at home. Please caution your student about the danger involved in crossing the highway and encourage your student to use the street crossings where the signal lights are located.

**Bills**

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Twin River Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must

make payment at the time of purchase or when the order is placed.

### **Books and Supplies**

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

### **Breastfeeding and Lactation**

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

### **Bulletin Boards**

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A written copy of daily announcements will be posted on the main bulletin board by the offices.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

## **Bullying**

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators are authorized to use both of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

## **Cafeteria Rules**

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray on to the correct container. Forks and spoons should be placed in the pan with water, **NOT THROWN AWAY!**
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available to those who have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed.
7. Students must treat lunch personnel with respect.
8. Students who violate the above rules will be disciplined.

## **Candy and Gum**

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

## **Cell Phones and Other Electronic Devices**

Students may not use cell phones or other electronic devices while at school, except as permitted in this handbook.

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. Students may not use cell phones or other electronic devices while they are in locker

rooms or restrooms. Students must comply with each teacher's classroom rules regarding cell phone use in class.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Refer to policy 6025 - Student Cell Phone and Other Electronic Devices

### **Cheating, Plagiarism, and Academic Dishonesty**

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

### **Child Abuse and Neglect**

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; or (5) sexually abused.

### **Class Dismissal**

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

### **Classroom Expectations**

Student behavior, attitude, and actions in the classroom must be cooperative and serious. All students must:

- not have book bags, athletic/other large bags, or blankets in the classroom;
- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

### **Closed Campus**

Students in grades Kindergarten through 9th grade will not be allowed to leave during the noon break.

Students in 10th through 12th grade may leave campus during the noon break if they wish. Students must walk; they will not be allowed to drive, ride, or sit in any motorized vehicles during the school day without authorized permission from the Principal or his designee.

### **Coats and Boots**

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear overshoes or boots when the playground is wet or muddy.

Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name.

### **Communicable Diseases**

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition, please call Tara Urkoski, School Nurse at (402) 993 - 2274.

### **Communicating with Parents**

Parents shall be kept informed of student progress, grades, and attendance through report cards, Infinite Campus, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

### **Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

### **Complaint and Appeal Process.**

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the staff member involved.
    - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.

- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
- a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
- a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
  - e) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

**No Retaliation.** The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

### **Bad Faith or Serial Filings.**

The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

### **Computer Network Use by Students**

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

#### **I. Student Expectations in the Use of the Internet**

##### **A. Acceptable Use**

1. Students may use the Internet to conduct research assigned by teachers.

2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

## **B. Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use email, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students 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, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.

## **II. Enforcement**

## **A. Methods of Enforcement**

1. The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

## **B. Consequences for Violation of this Policy**

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
  - a. Loss of computer privileges;
  - b. Short-term suspension;
  - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
  - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

## **III. Protection of Students**

### **A. Children's Online Privacy Protection Act (COPPA)**

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

### **B. Education About Appropriate On-Line Behavior**

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.

2. Staff will specifically educate students on
  - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
  - b. Cyberbullying awareness and response.
3. The building principal shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy.

### **Conferences**

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences at the mid-point of the first quarter and during the third quarter.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

### **Copyright and Fair Use**

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

### **Damage to School Property**

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

### **Dating Violence**

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the

administration and in accordance with Nebraska law.

### **Discrimination and Harassment**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Mr. Tod Heier for elementary complaints at (402) 993 - 2274, [theier@twinriver.esu7.org](mailto:theier@twinriver.esu7.org) or Mindy Swanson for secondary complaints at (402) 993 - 2911, [mswanson@twinriver.esu.org](mailto:mswanson@twinriver.esu.org) or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Dr. John M. Weidner, Sr. at (402) 993 - 2274, [jweidner@twinriver.esu7.org](mailto:jweidner@twinriver.esu7.org) or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Principal of their building – Tod Heier, Elementary at (402) 993 - 2274, [theier@twinriver.esu7.org](mailto:theier@twinriver.esu7.org). Kyle Metzger, Secondary at (402) 993 - 2911, [kmetzger@twinriver.esu7.org](mailto:kmetzger@twinriver.esu7.org). Either Principal may be contacted in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

### **Dress Code**

Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards.

Students are prohibited from wearing the following attire:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Head cover, caps, hats, bandannas and hoodies during the school day
4. Bare feet (some type of footwear must be worn)
5. Short-shorts, biker shorts, or cutoffs
6. Hairstyles which distract from the learning process or the health and safety for either the student or others
7. Any clothing that could cause damage to others or school property
8. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
9. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
10. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or

thin-strapped tops (spaghetti straps)

11. Pants and shorts worn below the waist so as to expose undergarments
12. Chains hanging or attached to pants or shorts
13. Coats during school hours unless the student has permission from a faculty member
14. Clothing with tears or holes that are deemed inappropriate by administration

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Repeated dress code violations may result in more severe consequences.

### **Driving and Parking Personal Vehicles**

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to drive, ride, sit in or access personal vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

### **Drug Free Schools**

The board of education has adopted policies to comply with the Federal Drug- Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

### **Emergency Contact Information**

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact

information changes during the school year.

### **Evacuations**

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

### **Eye Exams**

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

### **Food Service Program**

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

**Breakfast** The school will serve breakfast daily from 7:30 a.m. until 7:50 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students \$1.80 and adults \$2.45 for breakfast.

Lunch prices depend on the federal funding that the program receives. Lunch for K-6 is \$2.45. Lunch for 7-12 lunch is \$2.70 for students and \$3.70 with milk or \$3.35 without milk for adults.

**Milk break** The school may offer a milk program to students in kindergarten. All milk served to a student (except the initial carton served with lunch) will cost \$.35 per half pint. The price for milk may change during the school year. Milk will be served at the morning recess. Teachers will record the number of cartons of milk each child consumes and give the information to the office at the end of the month where it will be added to the family account.

### **Payment for Meals**

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

Students shall be allowed to charge meals when they do not have funds to pay for a meal. If the student wishes to have extras, they will be expected to pay for them at the time the extras are requested.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

## **Collection of Delinquent Meal Charge Debt**

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

## **Notice of Non-discrimination**

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

## **Field Trips**

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

## **First-Aid**

First-aid items may only be used by school staff. Students who need first aid should ask for

assistance from their classroom teacher or the nearest staff member.

### **Head Lice**

Students found to have head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or louse eggs the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice or eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

### **Health Problems Limiting Activities**

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

### **Homebound Instruction**

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

### **Homeless Children and Youth**

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless

children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Mr. Dan Koziol, who may be contacted at (402) 993 - 2911.

### **Illness or Injury at school**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

### **Immunizations**

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella, diphtheria, pertussis, tetanus; polio; and hepatitis B series; or a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

### **Provisional Enrollment.**

Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

### **Initiations and Hazing**

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those

activities do not rise to the level of “hazing” as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

### **Lockers and Other School Property**

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or 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 assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

### **Lost and Found**

All lost and found articles are to be taken to the school office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

### **Medications**

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled Methods of Competency Assessment of School Staff Who Administer Medication), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

### **Media Center**

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day per book may be charged for overdue books. Each student is responsible for any fine that is accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

### **Memorials**

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals will be allowed.

### **Opting Out of Assessments**

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at (402) 993 – 2274 or by email at [jweidner@twinriver.esu7.org](mailto:jweidner@twinriver.esu7.org).

### **Parental Involvement**

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.

2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels, of the challenging, State, academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will 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.

### **Parties**

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties.

### **Personal Items**

The school provides the necessary equipment for classroom and school day activities. **Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.**

### **Physical Education**

The school district offers students physical education courses to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear tennis shoes for P.E.

## **Physical Exam**

Students entering kindergarten, the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

## **Pictures**

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

## **Playground Rules**

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

## **Police Questioning and Apprehension**

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

## **Protection of Student Rights**

The Board of Education respects the rights of parents and their children and has adopted a

Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled as follows: LifeTrack Survey, usually given to Seniors in May. Parents will be notified if other surveys are planned throughout the year. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

### **Public Displays of Affection**

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

### **Rights of Custodial and Non-Custodial Parents**

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

### **Secret Organizations**

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

## **School Day**

The school day typically begins at 8:00 a.m. and ends at 3:30 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 15 minutes before the school day begins and 15 minutes after the school day ends. **There will be no supervision provided by the school before or after these times.** Parents must arrange for their children to leave school promptly at the end of the day.

## **Self Management of Diabetes or Asthma/Anaphylaxis**

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact Tara Urkoski, School Nurse, at (402) 993 - 2274.

## **Smoking and Tobacco**

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

## **Sniffer (Drug) Dogs**

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

## **Standardized Testing**

During the 2018 – 2019 school year only, the State of Nebraska has relieved school districts of the requirement to test students (NSCAS). However, juniors are still required to take the ACT. The requirement to test students via a secondary instrument (MAPS) is still in force.

## **Student Assistance**

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

## **Student Fee Policy**

The school district shall provide free instruction in accordance with the Nebraska State Constitution and Nebraska state law. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

**Definitions:**

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

**Listing of Fees Charged by this District.**

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student Activity Card - \$40.00
- Future Business Leaders of America – \$14.00.
- FCCLA – \$13.00
- Future Farmers of America – \$20.00
- Cheerleading. Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- Volleyball. Students must provide their own shoes, pads, shorts and undergarments.
- Basketball. Students must provide their own shoes and undergarments.
- Wrestling. Students must provide their own shoes and undergarments.
- Football. Students must provide their own football shoes and undergarments.
- Golf. Students must provide their own golf shoes, undergarments, and clubs.
- Softball and Baseball. Students must provide their own shoes, gloves, and undergarments.
- Track. Students must provide their own shoes and undergarments.
- Future Farmers of America. Students must purchase their own jackets in addition to paying dues.

1. Post-Secondary Education Costs. Some students enroll in post- secondary courses while still

enrolled in high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

2. Transportation Costs. The district will charge students reasonable fees for district-provided transportation services to the extent permitted by federal and state statutes and regulations. The maximum dollar amount of the transportation fee charged by this district shall be the equivalent to the allowable I.R.S. rate.

3. Copies of Student Files or Records. The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of \$.15 cents per page for reproduction of student records.

4. Participation in Before-School, After-School or Pre-Kindergarten Services. The district will charge reasonable fees for participation in before-school, after-school or pre-kindergarten services offered by the district pursuant to statute.

5. Participation in Summer School or Night School. The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

6. Charges for Food Consumed by Students. The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machines, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-6 Regular Price \$1.80 Reduced Price \$.30
- Breakfast Program – Grades 7-12  
Regular Price \$1.80 Reduced Price \$.30
- Lunch Program – Grades K-6 Regular Price \$2.45 Reduced Price \$.40
- Lunch Program – Grades 7-12 Regular Price \$2.70 Reduced Price \$.40
- Second milk or second entrée (each) \$.35, extra main \$.75

7. Charges for Musical Extracurricular Activities. Students who qualify for fee waivers under this

policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band students must provide their own instruments.
- Swing choir students must purchase outfits and shoes selected by the sponsor and/or student group.

8. Contributions for Class Extracurricular Activities. Students are eligible to participate in a number of extracurricular activities during their years in Junior/ Senior High school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund beginning in seventh grade. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities.

### **Waiver Policy**

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Students are not required to participate in the free or reduced-price lunch program to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal. Application forms are available in each school building office.

### **Voluntary Contributions to Defray Costs**

When appropriate, the district will request donations of money, materials, equipment, or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements, and staff members of the district are directed to communicate that fact clearly to students, parents, and patrons.

### **Fund-Raising Activities**

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

### **Student Illness**

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

### **Student Government**

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

### **Student Records**

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

### **Directory Information.**

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district that they do not want this information disclosed without prior written parental consent.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than August 22, 2018.

### **Non-Directory Information**

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; a parent or student volunteering to serve on an official committee, such as a

disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a “legitimate educational interest” if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

### **Transfer of Records Upon Student Enrollment**

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

### **Complaints**

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Student Schedule Changes**

Student schedule changes may be made without penalty during the first three days of each semester. Drop and Add slips are to be obtained from the office of the Guidance Counselor and must be signed by the guidance counselor and teacher of the class that is to be added or dropped before they are presented to the building principal.

### **Tardiness**

A student who does not have a valid excuse for being tardy to any class may be required to serve detention or in-school suspension as outlined below. After eight (8) tardies, the student and parents may be required to meet with the principal to discuss the reason for the tardies, as well as being referred to attendance services.

1st and 2nd tardy- No Consequence

3rd and 4th tardy- 1- 30 minute detention

5th and 6th tardy- 2- 30 minute detentions

7th and 8th tardy- 1 day of in-school suspension

### **Telephone Calls**

The school’s telephone may be used only with permission of staff.

### **Threat Assessment and Response**

The board of education is committed to providing a safe environment for members of the school community. Students, staff, and patrons are urged to immediately report any statements or

behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

### 1. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

**THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.**

### 2. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking, or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the superintendent. Upon receipt of an initial report of any threat, the superintendent will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual or person of concern, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the superintendent determines to be reasonable and useful.

At the conclusion of the investigation, the superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of his/her investigation to law enforcement and to the target(s) of any threatened acts. The superintendent may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of his/her investigation to the student's individualized education plan team.

### 3. Communication with the Public about Reported Threats

To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence if that individual is a minor.

## **Transportation Services**

The district operates school buses as a **convenience** for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

## **Transportation to School**

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. The Superintendent or his/her designee will schedule bus routes, and questions concerning them should be directed to that office.

## **Bus Regulations**

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

### **a) Rules of Conduct on School Vehicles:**

1. Students must obey the driver promptly.
2. Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
3. Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
4. Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students are prohibited from throwing or passing objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
11. Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
12. Student must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.

14. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
15. Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

### **b) Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to the assistant principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long-term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

### **c) Records**

Records of vehicle misconduct will be forwarded to the assistant principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point not on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

### **Transportation to Activities**

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle unless prior arrangement has been made with administration. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

### **Video Surveillance and Photographs**

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, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement

agencies.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. For example, students making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, but students are still subject to the district's appropriate use and student discipline policies. An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

### **Weather-Related School Closing**

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. The primary mode for alerting families about closings and early or late starts will be through the phone messaging system. School closings will be announced on radio stations KTTT – 1510 AM and 93.5 FM, KLIR 101.1 FM, and KZEN 100.3 FM. Television stations KOLN/KGIN Channels 10 and 11, KHAS Channel 5, KLKN Channel 8 and KHGI Channel 13. This district will provide alerts via its social media outlets, as well. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

### **Withdrawal From School**

Students who are moving from the district must notify the school office.

### **Work Permits**

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

## **SECTION TWO**

### **ACADEMIC INFORMATION**

#### **Class Rank**

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each core curriculum class in which he/she was enrolled. For the purposes of this policy, core curriculum shall include all courses in the areas of language arts, mathematics, science, and social studies.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for the last two semesters.

#### **Credit for Non-Academic Work**

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc. However, all such activities in which the student participates, as well as honors earned, are noted on the student's permanent record.

#### **Correspondence and Online Courses**

Under certain circumstances, the school district will reimburse students for the cost of tuition, textbooks, and other mandatory class materials for high school correspondence or online courses that are not part of the school district's regular curriculum. To receive reimbursement, the student must: 1) pay all initial course costs when he/she registers for the course; 2) select a course that is not available in the school curriculum, nor is any comparable course available; 3) register for the course during a specific school period; 4) have a faculty member designated as course monitor; and 5) complete the course during the regular school semester(s).

The district will not be liable for the costs of such courses until the student has successfully completed the course according to the established timelines. After the student has completed the course and the district has reimbursed the student for these costs, the textbooks and class materials shall become the property of the district.

#### **Graduation Requirements**

Students must earn 250 total credit hours in order to graduate from Twin River High School. Required courses and credit hours that students must complete in order to qualify for the Twin River High School diploma are:

|   |                 |
|---|-----------------|
| <b>English</b> .....                                    | 40 credit hours |
| English I, English II and Speech                        |                 |
| <b>Social Science</b> .....                             | 30 credit hours |
| Civics/Geography, American History, American Government |                 |
| <b>Science</b> .....                                    | 30 credit hours |
| Physical Science, Biology                               |                 |
| <b>Math</b> .....                                       | 30 credit hours |
| <b>Business</b> .....                                   | 20 credit hours |
| Information Technology I/II, Personal Finance           |                 |

\*Substitutions may be made for deficiencies in required courses, if unable to complete any required course in the event of failure and inability to fit into succeeding schedules. All substitutions for credit must be approved by the building Principal.

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multi-Disciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

\*\* It is imperative that students and parents work with the counselor, Mr. Koziol, each year prior to registration to keep abreast of college requirements for the colleges the student may choose to attend after graduation from Twin River Schools. College entrance requirements change on a regular basis and each college has different requirements for incoming freshmen. For example, some colleges and universities require four years of math and three years of science, while others may only require three years of math and two years of science. Foreign language and English requirements are other curricular areas where entrance requirements vary from institution to institution.

## **Grades**

Students will receive letter grades for their academic core classes.

The middle and high school grading system is as follows:

|             |           |          |           |          |           |
|-------------|-----------|----------|-----------|----------|-----------|
| 95-100 A+/A | 4.00      | 93-94 A- | 3.67-3.99 |          |           |
| 90-92 B+    | 3.33-3.66 | 87-89 B  | 3.00-3.32 | 85-86 B- | 2.67-2.99 |
| 82-84 C+    | 2.33-2.66 | 79-81 C  | 2.00-2.32 | 77-78 C- | 1.67-1.99 |
| 74-76 D+    | 1.33-1.66 | 72-73 D  | 1.00-1.32 | 70-71 D- | 0.67-0.99 |
| 0-69 F      | 0.00-0.66 |          |           |          |           |

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

## **Graduation Awards**

Graduating seniors will be awarded for their academic achievements during the annual award night banquet. The winners of these awards will be determined on the basis of student academic achievement in the core curriculum: English, mathematics, science, social studies, business education, foreign language, and computer science.

## **SCHOOL COUNSELING DEPARTMENT**

The school counseling department is a very important place for each of you. The school counselor provides many services, including counseling on personal/social issues, career services, and academic planning.

**Counseling:** The school counseling office is a good place to go when you need an "ear". Confidentiality is the "number one" priority here, so you can feel free to come in and discuss

whatever is on your mind. We all have problems, and it can often help to talk them over with someone who cares. Don't be afraid to seek counseling from your teachers, principal or counselor.

**Career Planning:** A wide range of career information is available in the school counselor's office. As you finish your post-secondary education or military training it's important to have a career plan following this time. The school counselor offers an abundance of resources in helping you to get started in exploring your career and education path. As you go through high school, take the time to explore as many career avenues as you possibly can. The resources in the counselor's office will be helpful in this process.

**School Records:** The school counselor houses your complete school records. Please keep in mind that these are your records. You are encouraged to have the counselor explain them to you. You may be surprised how much you can learn about yourself.

**Scheduling of Classes:** The school counselor helps you schedule your classes each year. Your counselor will attempt to help you select classes which will best meet your needs and prepare you for your future. Class selection is very important, and you should discuss it with your parents, teachers, and counselors.

**Testing:** The school counselor also coordinates the testing program in your school. Testing is a good way to gain a better understanding of you and your needs. Remember that it can also help you understand yourself, since you have access to all test results. Many of the tests are useful career planning tools, especially those classes you take during your junior and senior years.

Throughout junior and senior high school, you will be taking the following tests:

#### **Grades 7-11:**

**Resource Testing:** We will test any student that has difficulty in learning to see if they may need the Student Assistance Team or if they have a Learning Disability. This may lead to a MDT referral (Multidisciplinary Team) and an IEP meeting to determine the student's Individual Education Plan.

**Achievement Testing:** used to determine an individual's achievement in seven areas of study. Comparisons are made locally and nationally with others in the same grade. The Achievement tests are given in the spring of the school year. Twin River gives the MAPS-MWEA norm-referenced test.

**State Standards Assessment Testing:** The Nebraska State Standards implemented and utilized by all public schools identify what students are to know and be able to do in each content area at the benchmarks of fourth, eighth and eleventh grades. These challenging and rigorous standards are intended to guide school districts and the communities they serve in setting high goals and expectations for all students. Assessments taken by the students are scored and rated in one of four categories. These categories are: Beginning, Progressing, Proficient and Advanced. Twin River's goal is to get all students to the Proficient and Advanced levels.

#### **Grade 10:**

**PreACT** The PreACT Empowers 10th-grade Students with a Unique Practice Experience for Taking the ACT Test. **Structured testing environment**—similar to what

the student will experience when taking the ACT test. **ACT test-quality questions**—answers to which can be used to predict student performance on the ACT. **Student reports**—a visual depiction of students’ educational and career journey based on academic and career interests. The choices a student makes in high school help chart a course for life after it. Educators can use insights from PreACT report data to help students prepare for success—and start making informed choices well before graduation.

### **Grade 11:**

**PSAT-NMSQT** (Personal Student Assessment Test - National Merit Scholarship Qualifying Test) - helps familiarize the student with college-entrance type examinations. The test is also used for scholarship purposes and students receiving high final scores may become semi-finalists and finalists for a National Merit Scholarship. The test is optional and students must pay a test fee of about \$12.00.

**ASVAB** (Armed Services Vocational Aptitude Battery): helps the student learn about his/her occupational aptitudes and abilities. The test is given during the first semester. Grades 11-12 may elect to take the ASVAB Test when Grade 10 is taking the test. Provided for student at no cost--paid for by the Armed Services.

### **Grade 12:**

**ACT** (American College Testing Program): This test is for college bound seniors and is used for entrance and placement purposes. Results of this test are used in consideration for a number of scholarships. Most colleges require this test. The fee for this will cost a minimum of \$35.00. Students should check with the counselor to be certain what your college requires and about registering for the tests.

**SAT** (Scholastic Aptitude Test): This test is used mostly on the East and West coast colleges but also is used by certain other colleges for entrance and placement purposes. The cost for the student will be a minimum of \$45.00. Students should check with the counselor to be certain what your college requires and about registering for the tests.

**Accuplacer** is a Free Web-based assessment tool to determine skills in reading, writing, and math. It is untimed. Students can normally complete it in less than 90 minutes. All questions must be answered, and students cannot go back over a previous question once they answer it. Accuplacer test scores become available as soon as the student completes the exam. Accuplacer may determine whether a student goes directly into a college-level course or a remedial class. Preparation for the exam can help assure proper placement of students.

## **ACADEMIC AWARDS**

**‘A’ HONOR ROLL AWARD:** All students achieving a cumulative GPA of 93% and above, with no grade below an 86% will be eligible for this recognition. (Must be in grades 7-12)

**ACADEMIC ALL-STATE:** All Junior or Senior students who are a starter or 1<sup>st</sup> sub on a Varsity Team, having a 3.5 GPA (91% or above) on the 4 pt. Scale, are selected by the Coach and the Lincoln Journal Star will be eligible for this recognition. (Must be a Junior or Senior) Students will receive a certificate.

**ACADEMIC ALL-STATE:** The Nebraska School Activities Association has implemented the NSAA Awards Program recognizing students who meet the criteria form nomination by their school in the season their activity takes place. The following leadership and scholarship guidelines apply:

1. A nominated student must be a varsity player or organizational leader who has played a significant role on the team or in the organizational activity during the seasons for which nominations are accepted.
2. A nominated student must have a minimum cumulative Grade Point Average, in all curricular subjects, of 3.7 on a 4.0 scale or the equivalent. (93% or A-, etc.)
3. A school may nominate two students for each NSAA-sponsored activity during the school year. Students who meet these requirements and are nominated by their school administrator are awarded the NSAA Academic All-State Award for that activity.

**BEST OF THE CLASS AWARD:** Using the combination of GPA and ACT scores, seniors may receive gold, silver or bronze medals for academic achievement.

### **Homework**

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. Normally, at least an hour a day should be spent in preparing for an average assignment.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

### **Honor Roll**

Honor Roll with Distinction - All students achieving an average of 93% and above with no grade below 86% in their solid courses will be eligible for this recognition.

Honor Roll - All Students achieving an average of 90% and above with no grade below 80 % in their solid courses will be eligible for this recognition.

### **Report Cards**

Report cards are sent home the week following the end of the nine-week reporting period. Weekly

probation/eligibility notifications are mailed home beginning the 3rd week of each quarter.

### **Schoolwide Title I**

The federal government provides funding to each state that submits a Title I plan describing what students are expected to know and be able to do. The state then sends money to school districts based on the number of families below a set income level. Our school district then uses the money to provide support to students in reaching the standards of performance that all students are expected to meet.

A Schoolwide Title I program allows schools that qualify to use Title I money to pay for educational programs for the whole school, not just for selected services and programs that can help improve your child's education. Title I money may be combined with other funds to pay for new programs. All students are held to the same high standards. A schoolwide program is based on the district and state standards for what students in each grade should know in reading, math, social studies, and science. Goals are set to help all students reach the standards. The schoolwide plan is revised annually to determine if there has been improvement in student achievement. Successful Schoolwide Title I programs are a result of schools and parents working together.

\*Twin River Public Schools is in compliance with Title I requirements for all teachers and paraprofessionals as required by Section 1111, Section 1112 and Section 1115 of the Every Student Succeeds Act (ESSA). You may request information regarding the qualifications of your child's teacher. This information can be viewed in the superintendent's office. Quality teaching is the most important component in assisting children to learn and achieve in school. At Twin River Public Schools we are committed to selecting and keeping quality staff.

### **Twin River Public Schools---Compact for Learning**

The staff, students and families of Twin River Elementary have high expectations. Our mission is to provide opportunities for individuals to become lifelong learners. In order to provide the highest quality instruction and to support our goal we pledge to work together through this compact.

**Teacher:**

*I agree to the following:*

1. Provide high-quality curriculum and instruction to enable children to meet the challenging state academic achievement standards.
2. Keep families informed of the students' progress and needs in each subject area on an ongoing basis.
3. Provide engaging lessons in an effective and positive learning environment.
4. Encourage parent involvement to support their children's learning.

**Parent / Caring Adult:**

*I agree to the following:*

1. Communicate and work with teacher and school staff to support and challenge my child.
2. Attend all parent teacher conferences.
3. Make sure my child is at school every day on time, unless he/she is ill.
4. Provide a quiet area, assist when needed and check homework.
5. Read to and/or listen to my child.

**Student:**

*I agree to the following:*

1. Be a Titan by being respectful, responsible and safe.
2. Attend school every day, unless I am ill.
3. Demonstrate a positive attitude.
4. Accept responsibility for my behavior.
5. Talk to my teacher and family about my progress and ask for help when needed.
6. Return completed homework on time.
7. Read every day at home.

**Title I Parent and Family Engagement Policy**

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

**In General**

The written District parent and family engagement policy has been developed jointly with,

updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

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

\*Twin River Public Schools is in compliance with Title I requirements for all teachers and paraprofessionals as required by Section 1111, Section 1112 and Section 1115 of the Every Student Succeeds Act (ESSA). You may request information regarding the qualifications of your child's teacher. This information can be viewed in the superintendent's office. Quality teaching is the most important component in assisting children to learn and achieve in school. At Twin River Public Schools we are committed to selecting and keeping quality staff.

## **SECTION THREE**

### **STUDENT DISCIPLINE**

#### **General Discipline Philosophy**

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

#### **Forms of School Discipline**

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, 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. District administrators may develop building- specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

### **After School Sessions and Detentions**

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after – school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.
- Detentions are 30 minutes, served in the central office or the detention room designated by the building principal.

### **In-School Suspension**

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

## **Emergency Exclusion**

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

## **Short-Term Suspension**

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

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. 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:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. 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 he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal 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 ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions:

Students who are suspended from school will be able to make up their work while not attending school. Make-up work can be picked up in the Principal's office each school day at 3:40 P.M. and returned each morning to the office. The office will see the lessons get to the appropriate instructors. Making arrangements with the individual instructor either before or after school can make up tests. The amount of credit for work completed will be left up to each instructor's classroom management plans. The student should contact each instructor to set a timeline for work to be completed. Instructors can be reached during their lesson planning time, between the

time of 7:40 and 8:00 in the morning, and between 3:25 and 3:40 after school. If a student's caregiver would like to make other arrangements for lessons, please contact the office at 993-2911. Reminder: every student will need a written notice from the caregiver as to their absence even if suspended.

### **Weapons and/or Firearms**

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

### **Long-Term Suspension**

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

### **Expulsion**

1. **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.

2. **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. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted

by action of the Superintendent.

**3. 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, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

**4. Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

**Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment:**

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity 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:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any 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;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see also board policy on weapons and firearms);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28- 320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
  - a. 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, sex, national origin, or religion;
  - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - c. Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;
  - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
  - f. Possession of pornography
  - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
  - h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the

organization, even if those activities do not rise to the level of “hazing” as defined below. Initiations are prohibited except by permission of the superintendent;

i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/newcomers; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

k. Violation of the district’s computer acceptable computer use policy are subject to discipline, up to and including expulsion; and

l. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

## **Reporting Requirement to Law Enforcement**

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of state law that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of state law that endangers the health and welfare of staff or students; or
5. It is a violation of state law that interferes with school purposes.

### **Due Process Afforded to Students Facing Long-term Suspension or Expulsion**

The following procedures shall be followed with regard to any long-term suspension, expulsion, or mandatory reassignment.

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. 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.

4. Nothing in this policy shall preclude the student, student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.

6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (Neb. Rev. Stat. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

## **HOMEWORK**

Homework is used for students to practice skills and concepts that they have learned in class. While time will be allowed during the school day to get some of the work done there will be times when students will have work to complete after school hours. At the elementary level homework should not take an excessive amount of time and should be a positive experience that helps to build responsibility, self-discipline and self-confidence. Homework discipline goals include: arriving to class prepared, using work time appropriately, and completing assigned tasks on time.

### **Before and After School Study Plan**

**Problem:** We have students who are struggling and failing classes when they have the potential to be successful. Some of the reasons for these struggles could be: lack of organizational skills, lack of out-of-school time to complete work, a home environment that is not conducive to homework, lack of people available at home who can assist with homework, and lack of motivation to complete homework.

**Solution:** Teachers may have students come in before or stay after school to offer instruction and

assistance in completing assignments. Teachers will contact parents/guardians to make arrangements for these times.

**SECTION FOUR  
STAFF DIRECTORY**

**Members of the Board of Education:**

President - John Reeg  
Vice President – John Nelson  
Treasurer – Chelsa Thompson  
Member – Dave Baxa  
Member – Dan Preister  
Member – Jennifer Swantek

**ADMINISTRATION**

Dr. John M. Weidner, Sr. – Superintendent  
Mr. W. Kyle Metzger – Secondary Principal  
Mr. Tod Heier – Elementary Principal  
Mr. Spencer Zysset – Activities Director/Assistant Principal

**GUIDANCE COUNSELOR**

Mr. Dan Koziol

**Secretaries and Bookkeeper**

Lori Swantek – Business Manager  
Sandy Gottsch – Jr. High/High School Principal’s Secretary  
Chris Parry – Twin River Elementary Principal’s Secretary  
Jamie Held – Administrative Assistant

**7-12 FACULTY**

Britton Andreasen  
Betty Shanle  
Jonathan Anderson  
Mindy Swanson  
Kalin Koch  
Bryan Pilakowski  
Kara Thompson  
Denise Hebda

Clete Sempek  
Jeanne Czarnick  
Gabe Stalder  
Sarah Evans  
Lori McIntosh  
Tammy Wittwer  
Sam Robb

Jane Cook  
Ryan Sidwell  
Barb Kuntz  
Mitchel Tracy  
Kelsey Wetovick  
Mindi Reardon  
Bob Fredrickson

**HS/JH School Aides**

Sharon Swantek – HS Media Aide

Jeff Morris – LAN MAN

| <u>Grade</u>     | <u>Elementary Staff</u>      |
|------------------|------------------------------|
| Pre-Kindergarten | Annette Swantek              |
| Kindergarten     | Anne Mohr/Jackie Engstrom    |
| 1st Grade        | Lisa Matthes/Tara Hill       |
| 2nd Grade        | Laura Rodriguez              |
| 3rd Grade        | Crystal Hughes/Madison Smith |
| 4th Grade        | Kelli Stankoski              |
| 5th Grade        | Brenda Buhl/Emily Thomas     |
| 6th Grade        | Kris Rogers/Amanda Lund      |

Janet Gabel — SPED

Julie Strain—Reading Coach

Traci Beller/Scott Fehringer—Reading/MTSS

Rena Van Driel—Physical Education

Tamara Wittwer—Vocal Music

Megan Donoghue—SPED

Lori McIntosh—Art/Reading

Roxanne Olson—Media/Computers/Reading

Sarah Evans—Instrumental Music

Brenda Cuba—Title/Reading

**School Aides**

Tania Kershaw

Sandy Morris

Sharon Swantek

Tina Reeg

Johanna Engstrom

Barb Engebretson

Wendy Gaunt

Amanda Yrkoski

Jessica Czarnik

Tori Kaup

Sara Moeller

Stephanie Paulsen

Jennifer Jarecki

Linda Kush

Jackie Gertsch

Brittany Burt

\*Twin River Public Schools is in compliance with Title I requirements for all teachers and paraprofessionals as required by Section 1111, Section 1112 and Section 1115 of the Every Student Succeeds Act (ESSA).

## 2018-2019 CALENDAR – Twin River School District

| AUGUST '18 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            |    |    | 1  | 2  | 3  | 4  |
| 5          | 6  | 7  | 8  | 9  | 10 | 11 |
| 12         | 13 | 14 | 15 | 16 | 17 | 18 |
| 19         | 20 | 21 | 22 | 23 | 24 | 25 |
| 26         | 27 | 28 | 29 | 30 | 31 |    |

**9, 10, 13, 14** – Teacher Workdays  
**13** – 7<sup>th</sup> thru 9<sup>th</sup> Orientation @ 10 a.m.  
**14** – 10<sup>th</sup> thru 12<sup>th</sup> Orientation @ 10 a.m.  
**14** – Open House – 4 to 7  
**15** – 1<sup>st</sup> day of Classes K-12  
**15, 16 & 17** – 1:30 dismissal  
**20** – 1<sup>st</sup> Day of Pre-School

| FEBRUARY '19 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    |    | 1  | 2  |
| 3            | 4  | 5  | 6  | 7  | 8  | 9  |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24           | 25 | 26 | 27 | 28 |    |    |

**4 & 6** – P-T Conferences – 3 p.m. to 7 p.m. 1:30 Dismissal  
**8** – Teacher Comp Day – No Classes  
**20** – P.D. Session – 1:30 Dismissal

| SEPTEMBER '18 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    |    |    |    |    | 1  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 |
| 30            |    |    |    |    |    |    |

**3** – Labor Day – No Classes  
**11 & 12** – P-T Conferences from 3 p.m. to 7 pm. (1:30 dismissal)  
**14** – No Classes – Teacher Comp Day  
**26** – P.D. – 1:30 dismissal

| MARCH '19 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    |    |    |    | 1  | 2  |
| 3         | 4  | 5  | 6  | 7  | 8  | 9  |
| 10        | 11 | 12 | 13 | 14 | 15 | 16 |
| 17        | 18 | 19 | 20 | 21 | 22 | 23 |
| 24        | 25 | 26 | 27 | 28 | 29 | 30 |
| 31        |    |    |    |    |    |    |

**6** – End of 3<sup>rd</sup> Qtr (44 days) 1:30 Dismissal  
**7 & 8** – Winter Break. No Classes  
**20** – P.D. Session – 1:30 Dismissal

| OCTOBER '18 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             |    |    |    |    |    | 1  |
| 2           | 3  | 4  | 5  | 6  | 7  | 8  |
| 9           | 10 | 11 | 12 | 13 | 14 | 15 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 |
| 30          | 31 |    |    |    |    |    |

**12** – End of 1<sup>st</sup> Qtr – 41 days (1:30 p.m. dismissal)  
**17** – P.D. Session – 1:30 Dismissal  
**26** – Fall Break. No Classes

| APRIL '19 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    |    |    |    |    | 1  |
| 2         | 3  | 4  | 5  | 6  | 7  | 8  |
| 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |
| 30        |    |    |    |    |    |    |

**18** – 1:30 Dismissal  
**19** – Spring Break. No Classes  
**22** – Spring Break. No Classes  
**24** – P.D. Session – 1:30 Dismissal

| NOVEMBER '18 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    |    |    | 1  |
| 2            | 3  | 4  | 5  | 6  | 7  | 8  |
| 9            | 10 | 11 | 12 | 13 | 14 | 15 |
| 16           | 17 | 18 | 19 | 20 | 21 | 22 |
| 23           | 24 | 25 | 26 | 27 | 28 | 29 |
| 30           | 31 |    |    |    |    |    |

**14** – P.D. Session – 1:30 Dismissal  
**21 thru 23** – Thanksgiving Break – No Classes

| MAY '19 |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | Th | F  | S  |
|         |    |    |    |    |    | 1  |
| 2       | 3  | 4  | 5  | 6  | 7  | 8  |
| 9       | 10 | 11 | 12 | 13 | 14 | 15 |
| 16      | 17 | 18 | 19 | 20 | 21 | 22 |
| 23      | 24 | 25 | 26 | 27 | 28 | 29 |
| 30      | 31 |    |    |    |    |    |

**3** – Last Day for Seniors  
**10** – Last Day for Pre-K  
**11** – Graduation – 2 p.m.  
**14** – Last Day for K – 8<sup>th</sup>  
**15** – Last Day for 9 – 11  
**15** – End of 4<sup>th</sup> Qtr (46 Days)  
**15** – End of 2<sup>nd</sup> Semester  
**16 & 17** – Teacher Workdays

| DECEMBER '18 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    |    |    | 1  |
| 2            | 3  | 4  | 5  | 6  | 7  | 8  |
| 9            | 10 | 11 | 12 | 13 | 14 | 15 |
| 16           | 17 | 18 | 19 | 20 | 21 | 22 |
| 23           | 24 | 25 | 26 | 27 | 28 | 29 |
| 30           | 31 |    |    |    |    |    |

**12** – P.D. Session – 1:30 Dismissal  
**21** – End of 2<sup>nd</sup> Qtr, (46 days) 1:30 Dismissal  
**21** – End of 1<sup>st</sup> Semester  
**24 thru 31** – Holiday Break. No Classes

| JUNE '19 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       |    |    |    |    |    |    |

Teacher Days – 185

| JANUARY '19 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             |    | 1  | 2  | 3  | 4  | 5  |
| 6           | 7  | 8  | 9  | 10 | 11 | 12 |
| 13          | 14 | 15 | 16 | 17 | 18 | 19 |
| 20          | 21 | 22 | 23 | 24 | 25 | 26 |
| 27          | 28 | 29 | 30 | 31 |    |    |

**1** – Holiday Break. No Classes  
**2** – Holiday Break. No Classes  
**3** – Classes Resume  
**23** – P.D. Session – 1:30 Dismissal

| JULY '19 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          | 1  | 2  | 3  | 4  | 5  | 6  |
| 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 28       | 29 | 30 | 31 |    |    |    |

## **SECTION FIVE**

### **FORMS**

This section contains forms that students and their parents must complete and return to the school office **NO LATER THAN August 21, 2019.**

## **RECEIPT**

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: “Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment...”

## Parents (or guardians) and students are required to sign & return the receipt form below before August 21, 2020.

PARENT/STUDENT AGREEMENT I have received and read the Student Handbook that describes the Twin River School District’s discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Twin River Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

---

Printed Student Name

---

Printed Parent/Guardian Name

---

Student’s Signature                      Date

---

Parent/Guardian’s Signature                      Date

---

Cell Phone Number (Optional)

---

---

Parent’s Email Address (Optional)

---

Parent’s Email Address (Optional)

**EMERGENCY INFORMATION:**

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Parent/Guardian's Name(s)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Home Phone:

\_\_\_\_\_  
Father's Employer

\_\_\_\_\_  
Business Phone:

\_\_\_\_\_  
Mother's Employer

\_\_\_\_\_  
Business Phone:

\_\_\_\_\_  
Other Person Who May Be Contacted in Case of Emergency

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Choice of Doctor

\_\_\_\_\_  
Phone

**PARENTAL AUTHORIZATION AND RELEASE FORM ADMINISTRATION OF  
PRESCRIPTION DRUGS TO STUDENTS**

The undersigned are the parent(s), guardian(s), or person(s) in charge of

\_\_\_\_\_

(name of the student)

It is necessary that the student receives (name of drug) \_\_\_\_\_, a physician-prescribed drug, during school. Intervals beginning on (date) \_\_\_\_\_ and continuing through \_\_\_\_\_. (date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Parent/Guardian

**ADMINISTRATION OF MEDICATION TO STUDENTS PHYSICIAN'S REQUEST  
FOR ADMINISTRATION OF PRESCRIPTION MEDICATIONS BY SCHOOL  
PERSONNEL**

DATE \_\_\_\_\_

CHILD'S FULL NAME \_\_\_\_\_ is under  
my care and must take medication which I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored)

\_\_\_\_\_

Dosage and time \_\_\_\_\_

Date administration of drug is to begin

\_\_\_\_\_

Possible adverse reactions to be reported to physician \_\_\_\_\_

\_\_\_\_\_

Special instructions for the administration and storage of the drug \_\_\_\_\_

\_\_\_\_\_

I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self - administration plan or emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee

\_\_\_\_\_ Print or Type

\_\_\_\_\_ Primary Phone

Number

\_\_\_\_\_ Secondary Phone

Number

\_\_\_\_\_ Signature of

Physician

## **3056 Guest Speakers**

The school board recognizes that guest speakers with demonstrated expertise in areas of interest to the school district and its students may enrich the students' educational experiences. The school district has adopted this policy to ensure that the messages provided by outside speakers do not conflict with school district policies, the fundamental values of a public school education, or the legal limitations placed on public school districts. Individuals who wish to invite a guest speaker must follow the procedures outlined below.

**Classroom or School-Sponsored Activity Guest Speakers.** Teachers or activity sponsors who desire to invite a guest speaker to address his or her class or activity members must:

1. Research the guest speaker, have a clear understanding of the guest speaker's purpose and message, and determine that the speaker's message complies with the school district's policies and fundamental values.
2. Complete a Guest Speaker Request Form and submit it to the building principal at least **14** days prior to the proposed appearance.
3. Notify the main office of name, time, and date of the guest speaker's appearance (if the request is approved).
4. Notify parents of the name, time, date, and topic and summary of the presentation at least **10** days before the presentation (if the request is approved).
5. Require the guest speaker to submit a copy of any visual or written materials to the employee at least 24 hours prior to any presentation. The employee shall submit the materials to the principal upon receipt.
6. Prepare students in advance for the experience.
7. Inform the guest speaker that students or employees may ask challenging questions or offer differing viewpoints.
8. Terminate the presentation if the speaker fails to limit his or her remarks to the subject on which he or she has been invited to speak.
9. Remain with the speaker and students to facilitate and monitor the discussion.

10. Provide appropriate follow-up activities and education.

**Assembly Speakers.** Employees who desire to invite a guest speaker to address staff or students at an assembly must follow the identical procedures outlined above. In addition, the employee must submit the Guest Speaker Request Form to the superintendent at least 14 days prior to the proposed appearance and the speaker submitted materials upon receipt.

**Request Consideration.** The administrator(s) must research the guest speaker and determine that the speaker's message complies with the school district's policies and fundamental values. If it does not comply, the administrator will reject the request. If it does comply, the administrator shall then consider the following factors when approving or denying the request:

1. The guest speaker's ability to appropriately and adequately address the topic with the students based upon the speaker's education, training, expertise, or other qualifications.
2. The materials submitted by the guest speaker.
3. The educational value to students of the presentation.
4. The relevance of the presentation to the class, activity, or school's educational mission.
5. Whether the topic of the presentation is appropriate for the students' ages and level of maturity.
6. Whether the speaker has a history of providing factual information in a fair and balanced manner or if he or she has previously advocated for a particular position or espoused personal opinion, bias, or partisanship.
7. Whether the speaker's proposed presentation is consistent with the fundamental values of a public school education and/or encourages the fundamental values, habits, or manners of civility.
8. Whether the speaker's proposed presentation will satisfy the Nebraska Department of Education's accreditation, curriculum, or standards requirements or recommendations.

The administrator shall notify the employee of his or her decision.

**Controversial Issues.** If the employee or administrator determine that the guest speaker's topic or presentation is partisan or controversial but will still be of benefit to the students, (1) the employee and administrator will work

with the guest speaker to develop a plan that will allow the issue to be presented in an objective and unbiased manner and/or (2) the employee and administrator will develop a plan that will allow opposing viewpoints to be presented. The employee will notify students and their parents at least 10 days in advance of the nature of the presentation. If a student does not wish to attend a controversial presentation, the employee will either excuse the student from attending or provide an alternative assignment.

**Other Requirements.** The inviting employee or appropriate administrator may interrupt or stop the presentation if it violates this or any other school policy.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**2002**  
**Organization of the Board, Board Officers, Check Signing, and**  
**Committees**

1. Membership, Term and Election

- a. The Board of Education shall be comprised of six members who will be elected at large.
- b. Those who wish to serve on the board shall file, be elected, and serve terms of office on the board according to law.

2. Internal Organization and Officers

a. President

- i. At the regular January meeting, the board shall elect from among its members a president who shall serve in that capacity for one year.
- ii. The president shall preside at all board meetings, and shall perform such other duties as may be prescribed by law or by action of the board.

b. Vice President

- i. At the regular January meeting, the board shall elect from among its members a vice president who shall serve in that capacity for one year.
- ii. The vice president shall preside in the absence of the president, and shall perform such other duties as are assigned by the board.

c. Secretary

- i. At the regular January meeting, the board shall elect a secretary who need not be a member of the board. The secretary shall serve in that capacity for one year. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.

- ii. The secretary shall see that an accurate record of the proceedings of the board is kept, that a copy of the proceedings is provided to each board member and to the superintendent, and that a concise summary of each month's meeting is published along with a list of all approved claims. The secretary shall perform such other duties as are prescribed by law and assigned by the board.

d. Treasurer

- i. At the regular January meeting, the board shall elect, employ, or appoint a treasurer who need not be a member of the board if permitted by law. The treasurer shall serve in that capacity for one year, unless the board designates a longer term for the treasurer.
- ii. The treasurer will sign checks and certain other documents. The treasurer is the custodian of the monies of the district.
- iii. The treasurer shall give bond or equivalent insurance coverage payable to the district as prescribed by law with the cost of the bond being paid by the district.
- iv. The treasurer shall issue no warrant of payment of claim against the district until such claim has been duly authorized.

3. Signing and Authorizing Checks, Warrants, and other Instruments.

- a. Unless otherwise delegated by the board, the president and treasurer of the board shall sign checks, warrants, and other instruments of the district.
- b. The board may delegate another person to sign and validate any checks, warrants, and other instruments. Facsimile signatures of board members may be used.
- c. The board delegates that the vice president, secretary or superintendent may sign any warrant in the absence of either the president or the treasurer.

#### 4. Board Officer Voting and Tie Breakers

- a. The vote to elect board officers may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.
- b. In the event any officer cannot be elected by a majority after 10 votes; no votes occur after ten motions fail for lack of a "second,"; or no member volunteers to serve as an officer for a particular position, the tie will be broken by the applicable method:
  - i. If the board is split between two members, the officer will be determined by coin flip. The winning member will be the officer for the upcoming year unless the position changes by action of the board.
  - ii. If the board is split between more than two members who wish to serve as the officer, any member wanting to serve as the officer will put his or her name into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.
  - iii. If no member is willing to serve as an officer for a position which is required to be a member of the board, all non-officers' names will be put into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

#### 5. Committees

- a. The board shall authorize such special committees as it deems necessary. The board president shall appoint members to the committee, and designate its function, tasks it is to perform, and a completion date for its work.
- b. On or before the beginning of each calendar year, the board shall appoint three members to form a Committee on American Civics. The committee's duties shall be those prescribed by Nebraska statutes, which include:
  - i. Hold no fewer than two public meetings annually, at least one when public testimony is accepted;

- ii. Keep minutes of each meeting showing the time and place of the meeting, which members were present or absent, and the substance and details of all matters discussed;
- iii. Examine and ensure that the social studies curriculum used in the district is aligned with the social studies standards adopted pursuant to section 79-760.01 and teaches foundational knowledge in civics, history, economics, financial literacy, and geography;
- iv. Review and approve the social studies curriculum to ensure that it stresses the services of the men and women who played a crucial role in the achievement of national independence, establishment of our constitutional government, and preservation of the union and includes the incorporation of multicultural education as set forth in sections 79-719 to 79-723 in order to instill a pride and respect for the nation's institutions and not be merely a recital of events and dates;
- v. Ensure that any curriculum recommended or approved by the committee on American civics is made readily accessible to the public and contains a reference to this section;
- vi. Ensure that the district develops and utilizes formative, interim, and summative assessments to measure student mastery of the social studies standards adopted pursuant to section 79-760.01;
- vii. Ensure that the social studies curriculum in the district incorporates one or more of the following for each student:
  - 1. Administration of a written test that is identical to the entire civics portion of the naturalization test used by United States Citizenship and Immigration Services prior to the completion of eighth grade and again prior to the completion of twelfth grade with the individual score from each test for each student made available to a parent or guardian of such student; or
  - 2. Attendance or participation between the commencement of eighth grade and completion of twelfth grade in a meeting of a public body as defined by section 84-1409 followed by the completion of a

project or paper in which each student demonstrates or discusses the personal learning experience of such student related to such attendance or participation; or

3. Completion of a project or paper and a class presentation between the commencement of eighth grade and the completion of twelfth grade on a person or persons or an event commemorated by a holiday listed in section 79-724(6) or on a topic related to such person or persons or event;

viii. Take all such other steps as will assure the carrying out of the provisions of this section and provide a report to the school board regarding the committee's findings and recommendations.

## 6. Vacancies

a. A vacancy on the board of education shall exist when any one of the following occurs:

i. A member submits his or her formal resignation from the board.

ii. A member removes himself or herself from the district or is absent from the district for a continuous period of sixty days.

iii. A member misses more than two consecutive regular board meetings unless excused by a majority of the remaining members.

iv. Such other reasons as are set forth in Nebraska statutes.

b. The board shall make note the vacancy in its minutes and shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term to (1) the election commissioner or county clerk, and (2) the public by published notice in a newspaper of general circulation in the district.

c. Vacancies shall be filled in the manner set forth in Nebraska statutes.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## 3039

### Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

#### 1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
  - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
  - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
  - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
  - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

- ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

## **2. Obligation to Report Threatening Statements or Behaviors.**

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

## **3. Threat Assessment Team**

The threat assessment team (team) shall consist of the Superintendent, Building Principals, and Asst. Principal. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

## **4. Threat Assessment Investigation and Response**

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

## **5. Communication with the Public about Reported Threats**

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

## **6. Coordination with the Crisis Team After Resolution of Threat**

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Adopted on: August 17, 2017

Revised on: July 15, 2019

Reviewed on: \_\_\_\_\_

## **4003 Drug Policy Regarding Drivers**

**Policy Statement.** Drivers for the school district must be free from drug and alcohol abuse, and the use of illegal drugs or improper use of alcohol is prohibited. The overall goal of drug and alcohol testing is to insure a drug-free and alcohol-free transportation environment, and to reduce accidents, injuries and fatalities.

**Designated Contact.** The school district has designated the Superintendent of Schools as the individual any driver may contact with questions about this policy or the school district's drug testing program and procedures for drivers. This individual further maintains and will provide drivers informational materials concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

The Superintendent may be contacted at (402) d993-2274.

**Covered Drivers.** Any person who operates a commercial motor vehicle on behalf of the school district is covered by this policy and the school district's drug testing program and procedures for drivers. All covered drivers must provide the school district a signed statement certifying that he or she has received a copy of this policy and related materials.

**Covered Workday.** A driver is required to comply with this policy and the terms of the school district's drug testing program and procedures for drivers at all times they are assigned, or may be assigned, to perform safety-sensitive functions. This includes all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions include: (1) all time at a school district facility or property, contractor facility or property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the school district; (2) all time inspecting equipment as required by state or federal law or regulation and any and all other time inspecting, servicing, or conditioning any commercial motor vehicle; (3) all time spent at the driving controls of a commercial motor vehicle in operation; (4) all time, other than driving time, in or upon any commercial motor vehicle; (5) all time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or

receiving receipts for shipments loaded or unloaded; and (6) all time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

**Prohibited Conduct.** No driver shall: (1) report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater; (2) use alcohol while performing safety-sensitive functions; (3) perform safety-sensitive functions within four hours after using alcohol; or (4) refuse to submit to a pre-employment controlled substance, a post-accident alcohol or controlled substance test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, a return-to-duty alcohol or controlled substances test, or a follow-up alcohol or controlled substance test required under state or federal law or this policy. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

No driver shall: (1) report for duty or remain on duty requiring the performance of safety sensitive functions when the driver uses any drug or substance identified in 31 CFR 1308.11 Schedule 1; (2) report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any non-Schedule I drug or substance that is identified in the other Schedules in 21 CFR part 1308 except when the use is pursuant to the instructions of a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle; or (3) report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive or has adulterated or substituted a test specimen for controlled substances.

**Types of Testing.** Pursuant to regulations promulgated by the Department of Transportation (DOT), the district has implemented four types of testing: (1) pre-employment testing, (2) reasonable cause testing, (3) post-accident testing and (4) random testing.

**Refusal to Submit to Testing.** A driver shall not refuse to submit to testing. A driver will be considered to have refused to submit to testing if the driver fails to provide a sample or specimen necessary for testing upon a lawful request, consistent with the required testing protocols. The refusal to submit to the testing used by the district will be grounds for refusal to hire driver applicants and to terminate the employment of existing drivers.

**Consequences for Violations.** Any driver who becomes unqualified on the basis of violation of the terms of this policy will be subject to disciplinary action which may include termination of the driver's employment, and shall include

the immediate removal from safety-sensitive functions in compliance with federal law. No driver tested pursuant to this policy and the school district's drug testing program and procedures who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

**Return to Duty Process.** A driver who has violated this policy or the school district drug testing program and procedures cannot again perform any safety-sensitive functions until and unless the employee completes the return-to-duty process, including the substance-abuse professional's (SAP) evaluation, referral, and recommended education or treatment. The school district will provide employees the relevant contact information for available and acceptable SAPs as necessary, but the school district is not required under the law to provide a SAP evaluation or any subsequent recommended education or treatment for a driver. Any driver completing the return-to-duty process must complete a return-to-duty test and test negatively.

**Disqualification.** Any applicant who tests positive for the presence of the following drugs is medically unqualified to drive and will not be considered for the position of driver: (1) marijuana, (2) cocaine, (3) opiates, (4) amphetamines, or (5) phencyclidine (PCP). Any district driver who tests positive shall be medically unqualified and removed from service immediately.

**Pre-employment Testing.** All applicants for employment must submit to drug and alcohol tests as a condition of being considered for employment.

**Reasonable Cause Testing.** The district shall have reasonable cause to require a driver to submit to drug testing when a driver manifests physical or physiological symptoms or reactions commonly attributed to the use of controlled substances or alcohol.

**Post-Accident Testing.** A driver who has been involved in a reportable accident must submit to drug and alcohol testing as soon as possible. A reportable accident includes any accident in which there is a fatality, a person is injured and must be treated away from the accident site, the driver receives a citation for a moving violation, or a vehicle is towed from the scene. The driver must notify the district immediately regarding any reportable accident.

**Serious Injury to the Driver.** If a driver is so seriously injured that he or she cannot submit to testing at or immediately after the time of the accident, the driver must provide the necessary authorization for the district to obtain

hospital reports or other documents that would indicate whether there were controlled substances or alcohol in the driver's system.

**Random Testing.** All drivers will be subject to unannounced random testing for drugs and alcohol. The district or its agents will periodically select drivers at random for testing. A district official will notify a driver when his or her name has been selected and will instruct the driver to report immediately for testing. By its very nature, random selection may result in one driver being tested more than once in a 12-month period, while another driver may not be selected at all during the same 12 months.

**Frequency of Random Testing.** Under DOT regulations, the district must test at least 50 percent of its average number of driver positions for drugs and 25 percent of its average number of driver positions for alcohol each year. The tests must be unannounced and spread evenly throughout the year. DOT regulations also require that every driver selected at random must have his or her name placed back in the random pool for the next selection period.

**Testing Procedure.** All urine and blood specimens collected under the policy will be submitted to an approved laboratory for testing. Specimens that initially test positive for drugs will be subjected to a subsequent confirmation test before being reported by the laboratory as positive. All such specimens collected and submitted will be maintained securely to safeguard the validity of the test results and maintain the integrity of the testing process while ensuring the results are attributed to the correct driver.

**Medical Resource Officer.** All laboratory test results will be reported by the laboratory to a medical review officer (MRO) designated by the district. Negative test results will be reported as such by the MRO to the district. Before reporting a positive test result to the district, the MRO will attempt to contact the driver to discuss the test result. If the MRO is unable to contact the driver directly, the MRO will contact a district official designated in advance by the district, who shall in turn contact the driver and direct the driver to contact the MRO. Upon being so directed, the driver shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day. If required by DOT regulations, personal information collected and maintained pursuant to this policy shall be reported to the Clearinghouse by the MRO in the event of: (1) a verified positive, adulterated, or substituted drug test result; (2) an alcohol confirmation test with a concentration of 0.04 or higher; (3) a refusal to submit to any test required by this policy and the school district's drug testing program and procedures; (4) an employer's report of actual knowledge that a driver has used alcohol or controlled substances based on the employer's direct observation of the employee, information provided by the driver's

previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances or an employee's admission of alcohol or controlled substance use; (5) on duty alcohol use as prohibited above; (6) pre-duty alcohol use as prohibited above; (7) alcohol use following an accident as prohibited above; (8) controlled substance use as prohibited above; (9) a substance abuse professional report of the successful completion of the return-to-duty process; (10) a negative return-to-duty test; and (11) an employer's report of completion of follow-up testing.

**Confidentiality.** Pursuant to DOT regulations, individual test results for applicants and drivers will be released to the district and will be kept confidential unless the tested individual consents to their release or release is required by law (such as the release of information to the Clearinghouse.) Any person who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

**Retesting.** An individual who tested positive for the presence of drugs may request that the original sample be retested. The request for a retest must be submitted in writing on a form provided by the district within 3 working days of the district's notification to the individual that he or she has a positive test result. The individual making the request must pay all costs associated with the retest and transfer of the sample to another laboratory before the retest will be performed.

Adopted on: August 7, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **5016 Student Records**

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general, "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is Infinite Campus.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from

student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: August 7, 2017

Revised on: July 15, 2019

Reviewed on: \_\_\_\_\_

## **5035 Student Discipline**

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, 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. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

### **Short-Term Suspension**

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that

occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. 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 he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal 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 ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations.

### **Emergency Exclusion**

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

### **Weapons and/or Firearms**

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

### **Long-Term Suspension**

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

## Expulsion

1. **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.
2. **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. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **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, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

## **Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:**

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity 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:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any 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;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or

attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;

10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
  - a. 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, national origin, or religion;
  - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - c. Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
  - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
  - f. Possession of pornography;
  - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
  - h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's

willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/newcomers; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;

- i. Bullying which shall include cyberbullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon;
- m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- n. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

## **Due Process Afforded to Students Facing Long-term Suspension or Expulsion**

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. 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.

4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

### **Reporting Requirement to Law Enforcement**

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;

5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

Adopted on: August 7, 2017

Revised on: July 30, 2018; July 15, 2019

Reviewed on: \_\_\_\_\_

## **5054 Student Bullying**

**Definition of Bullying.** Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” The school district’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. These definitions include both in-person and cyberbullying behaviors.

**Bullying Prohibited.** Students are prohibited from engaging in any form of bullying behavior.

**Reporting Bullying.** Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

**Bullying Investigations.** School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

**Disciplinary Consequences.** The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district’s day-to-day operations, or the education process, regardless of where the student is at the time of

engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

**Bullying Based on Protected Class Status.** Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district's antidiscrimination policies.

**Support for Students Who Have Experienced Bullying.** Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team.

**Bullying Prevention and Education.** Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

**Policy Review.** The school district shall review this policy annually.

Adopted on: August 7, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **6020 Multicultural Education**

In every curriculum area and at all grades, the school district will provide programs which foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize human relations, sensitivity toward all races, and the rich diversity of the population of the United States. The programs shall be implemented within the guidelines of the State Department of Education and in accordance with any other applicable laws and/or regulations.

**Philosophy, Mission, and Program Goals.** The school district respects and appreciates cultural diversity and seeks to promote the understanding of unique cultural and ethnic heritage. The district will promote the development of a culturally responsible and responsive curriculum. The school district's program will explore the attitudes, skills, and knowledge necessary to function in various cultures.

**District Guides, Frameworks, or Standards.** Appropriate district staff and/or committee(s) will review the school district curriculum guides, frameworks, or standards to determine that they appropriately incorporate multicultural education.

**Selecting Appropriate Instructional Materials.** Appropriate school district staff and/or committee(s) will review instructional materials and make a recommendation regarding those that are appropriate for the school district's multicultural education program.

**Providing Staff Development.** Appropriate school district staff and/or committee(s) will review the staff development provided for administrators, teachers, and support staff to determine that it includes appropriate multicultural education that is consistent with school district and program goals.

**Periodic Assessment.** Appropriate school district staff and/or committee(s) will periodically review the school district's multicultural education program by reviewing the criteria in this policy to assess whether the school district is adequately and appropriately incorporating multicultural education in all curriculum areas in all grades.

**Annual Status Report.** The superintendent will provide the board with a

report on the status of the school district's multicultural education program annually.

Adopted on: August 7, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **6021**

### **District Criteria for Selecting Evaluators to be Used for Special Education Evaluation and Verification and Independent Educational Evaluations**

The following criteria shall be used for selecting evaluators according to 92 Nebraska Administrative Code 51-006.07B:

1. Those in-state service agencies that have approved rates for the current year established by the Nebraska Department of Education. A list of service agencies with approved rates, including state agencies, individual providers, and in-state providers may be found at <https://www.education.ne.gov/sped/service-agencies/>.
2. Those Nebraska providers located within 75 miles of the building of the district where the child attends when driving by ordinary public roadways.
3. Evaluations must consider the educational, health, or other student records of the student provided by the district. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.
4. Evaluations must be provided to the district, including all educational, health, student, or other records created as part of or relied upon to complete the evaluation. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.
5. Evaluations must be conducted by a provider that is authorized, available, and willing to discuss, confer, or otherwise cooperate with the district regarding the evaluation, its results, or any other information related to the evaluation. Such cooperation may include reasonable participation in, or the submission of additional reports or information to, an IEP, MDT, or SAT team. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records or information unless disclosure is already authorized by state and federal law.
6. Evaluations must be sufficiently comprehensive for the evaluator to submit to the district a report that specifically details whether the student should be considered eligible for special education and related services, the nature of special education and related services

recommended to accommodate the student's suspected disability, and the particular facts or findings underlying the evaluator's conclusions. This report must be submitted to the district within 45 days after the conclusion of the evaluation.

7. Evaluations must meet the then-current state standards for reliability, research-based processes, and educational or professional best practices.
8. Reimbursement to any evaluator chosen in conformance with this policy shall not exceed the cost that would be charged by the school district's contracted providers for the same or substantially similar evaluation.

All special education evaluations, including those independently obtained at the district's expense, must be obtained in a manner consistent with the criteria set forth above, unless state or federal law requires waiver of one or more criteria in order to accommodate unique circumstances.

Adopted on: August 7, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **6033 Restraint and Seclusion of Students**

Restraint and seclusion, as defined below, are behavioral interventions. The use of such behavioral interventions must be in accordance with this policy. The following interventions do not constitute seclusion and restraint, and are not governed by this policy: voice control, limited to loud, firm commands; time-limited ignoring of specific behaviors; brief physical prompts to interrupt or prevent a specific behavior; physical interventions which a student's health care provider has indicated are medically necessary for the treatment or protection of the individual; or other similar interventions.

### **Definitions**

*Physical restraint* refers to a personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does not include a physical escort. Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location. Physical restraint does not include incidental touching that comes along with movement inside a classroom, lunch line, or other areas of the school building where maintaining order is required.

*Mechanical restraint* refers to the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:

- Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
- Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;
- Restraints for medical immobilization; or
- Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

*Chemical restraint* refers to the administration of medication for the purpose of restraint, but does not include the administration of medication in accordance with the directions and prescription of a physician with the consent of the student's parent or guardian.

*Seclusion* refers to the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.

## **Use of Restraint and Seclusion**

The use of chemical restraint is strictly prohibited. The use of any seclusion or restraint intervention for punitive or disciplinary purposes is strictly prohibited. Similarly, the use of any technique that constitutes corporal punishment, which is the infliction of bodily pain as a penalty for disapproved behavior, is strictly prohibited. Seclusion and/or restraint shall not be used for the convenience of staff or as a substitute for an educational program. When restraint or seclusion is used to respond to the danger of harm posed by a student's behavior, the intervention shall be discontinued as soon as the danger of harm has dissipated.

The use of physical restraint, mechanical restraint, and seclusion is permitted in a manner consistent with this policy:

- as reasonably necessary where the student's behavior risks causing physical harm to self, others, and property;
- in accordance with the student's IEP, Section 504, or behavior intervention plan; *or*
- as otherwise prescribed, recommended, or suggested by a medical or related services provider.

## **Procedures**

No technique shall restrict a student's breathing, deprive a student of basic needs, or unnecessarily expose a student to physical pain or discomfort.

Seclusion shall not be used for students who are severely self-injurious or suicidal. When seclusion is utilized as permitted by this policy, the following procedures shall be followed:

- The student shall be monitored by an adult in close proximity who is able to regularly observe the student;
- The confining space shall be approved for such use, unless the use of such a space is impossible or impracticable under the circumstances;
- The confining space shall be appropriately lighted, ventilated, and heated or cooled; *and*

- The confining space shall be free from objects that unreasonably expose the student or others to harm.

If a pattern of behavior emerges that requires or is anticipated to require the use of restraint and/or seclusion for the student, the appropriate educators and/or team members shall review what assessments, evaluations, supports, services, programs, or placements are appropriate in light of the student's needs and circumstances.

### **Recording and Reporting**

Each incident of restraint or seclusion must be recorded and reported as required by the building administrators.

### **Training**

All staff members shall be provided notice of this policy and will be trained on its contents. The Superintendent or his or her designee will identify school staff members likely to implement the restraint or seclusion interventions authorized by this policy and arrange for those individuals to receive appropriate training on the appropriate implementation of such interventions and the use of other behavioral supports and interventions.

Adopted on: August 7, 2017

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_