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{\rtlch\fcs1 \af2\afs28 \ltrch\fcs0 \fs28\insrsid3682047\charrsid12679068 Monday, September
12, 2016 7:30 PM \par Conference Room at the Southern Valley Schools Junior/Senior High
School Building, Oxford, Nebraska
43739 Hwy 89
Oxford, NE 68967r\s15\ql
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1. OPENING

- 1.1. Call Meeting to Order
- 1.2. Roll Call
- 1.3. Excuse Absent Board Members
- 1.4. Acknowledge Posted Open Meeting Act

2. REVIEW THE AGENDA

- 2.1. Publication of Notice Verification
- 2.2. Notes Regarding Agenda/Additions
- 2.3. Approval of Agenda
 - 2.3.1. Budget Hearing
- 2.4. Approval of Prior Minutes

3. RECOGNITION OF VISITORS

- 3.1. Public Comment

4. BUSINESS ITEMS

4.1. Approval of Bills

4.2. Treasure's Report

4.3. Committee Reports

4.4. Principal's Report

4.4.1. PLC Conference

4.4.2. Parent Teacher Conferences

4.5. AD Report

4.5.1. Fall Sports Review

5. ACTION ITEMS

5.1. Set Tax Levy

5.2. Final Budget

5.3. Neg Team

5.4. Board Policy

5.5. 403 B

5.6. PLC Conf

6. INFORMATIONAL ITEMS

7. EXECUTIVE SESSION

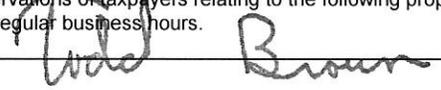
8. MOTION TO ADJOURN

NOTICE OF BUDGET HEARING AND BUDGET SUMMARY

State of Nebraska
Budget Form - NBH-School District
 Statement of Publication

Southern Valley (33-0540) in Furnas County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Sections 13-501 to 13-513, that the governing body will meet on the 12th day of September, 2016 at 7:15 o'clock, PM, at Southern Valley Board Room for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the following proposed budget and to consider amendments relative thereto. The budget detail is available at the office of the Clerk/Secretary during regular business hours.



 Clerk/Secretary

FUNDS	Actual Disbursements & Transfers	Actual/Estimated Disbursements & Transfers	Budgeted Disbursements & Transfers	Necessary Cash Reserve (4)	Total Available Resources Before Property Taxes (5)	Fee and Delinquent Tax Allowance (6)	Total Personal and Real Property Tax Requirement (7)
	2014-2015 (1)	2015-2016 (2)	2016-2017 (3)				
General	\$ 6,491,300.00	\$ 6,915,588.00	\$ 7,669,913.00	\$ 1,591,957.00	\$ 2,658,650.00	\$ 66,699.13	\$ 6,669,919.13
Depreciation	\$ 62,539.00	\$ 100,000.00	\$ 318,879.00		\$ 318,879.00		
Employee Benefit	\$ -	\$ -	\$ -	\$ -	\$ -		
Contingency	\$ -	\$ -	\$ -		\$ -		
Activities	\$ 331,925.00	\$ 335,000.00	\$ 398,961.00	\$ -	\$ 398,961.00		
School Nutrition	\$ 294,277.00	\$ 247,300.00	\$ 302,000.00	\$ -	\$ 302,000.00		
Bond	\$ 513,238.00	\$ 580,000.00	\$ 6,422,156.00	\$ -	\$ 5,946,856.00	\$ 4,801.01	\$ 480,101.01
Special Building	\$ 58,616.00	\$ 100,000.00	\$ 841,149.00		\$ 587,177.00	\$ 2,565.37	\$ 256,537.37
Qualified Capital Purpose Undertaking	\$ -	\$ -	\$ 964,480.00	\$ -	\$ 865,480.00	\$ 1,000.00	\$ 100,000.00
Cooperative	\$ -	\$ -	\$ -	\$ -	\$ -		
Student Fee	\$ -	\$ -	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -	\$ -	\$ -		
TOTALS	\$ 7,751,895.00	\$ 8,277,888.00	\$ 16,917,538.00	\$ 1,591,957.00	\$ 11,078,003.00	\$ 75,065.51	\$ 7,506,557.51

Clerk/Secretary

Total Personal and Real Property Tax Requirement For Bonds

\$ 480,101.01

Total Personal and Real Property Tax Requirement for ALL Other

\$ 7,026,456.50

Notice of Special Hearing To Set Final Tax Request

Southern Valley (33-0540) in Furnas County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Section 77-1601.02, that the governing body will meet on the 12th day of September 2016 at 7:30 o'clock PM, at Southern Valley Board Room for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to setting the final tax request at a different amount than the prior year tax request.

2015/16 Budget Information

2016/17 Budget Information

Fund	2015-2016 Property Tax Request	2015 Tax Rate	Property Tax Rate (2015-2016 Request Divided By 2016 Valuation)	2016-2017 Proposed Property Tax Request	Proposed 2016 Tax Rate
General Fund	6,596,217.11	0.795000	0.771381	6,669,919.13	0.780000
Bond Fund(s) K - 12	580,741.00	0.070000	0.067914	480,101.01	0.056144
Bond Fund(s) K - 8			0.000000		0.000000
Bond Fund(s) 9 - 12			0.000000		0.000000
Bond Fund			0.000000		0.000000
Special Building Fund	335,204.04	0.040000	0.039200	256,537.37	0.030000
Qualified Capital Purpose Undertaking Fund K - 12			0.000000	100,000.00	0.011694
Qualified Capital Purpose Undertaking Fund K - 8			0.000000		0.000000
Qualified Capital Purpose Undertaking Fund 9 - 12			0.000000		0.000000

2016-17 Budget Comparison – September 12th 2016

FORMAL BUDGET DOCUMENT INFORMATION

	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Valuation	\$381,805,350	\$440,272,328	\$549,767,797	\$707,499,340	\$829,632,876	\$855,118,316
General Fund Levy	1.0151	0.9500	0.95548	0.8787	0.795	0.7800
Building Fund Levy	0.00	0.00	0.00	0.04	0.04	0.0300
QCPU Fund Levy	0.00	0.00	0.00	0.00	0.00	0.0116
Bond Fund Levy	0.1510	0.1307	0.1047	0.0813	0.07	0.0561
TOTAL LEVY	1.1661	1.0807	1.0602	1.00	0.905	0.8777
Gen Fund Tax	3,875,706	4,182,587	5,252,921	6,216,796	6,595,558	6,669,919
Building Fund Tax				282,999	331,852	256,537
QCPU Fund Tax						100,000
Bond Fund Tax	576,526	575,435	575,606	575,196	580,741	480,101
TOTAL TAX	4,452,232	4,758,023	5,828,528	7,074,991	7,508,151	7,506,557
State Aid	873,704	496,227	104,655	66,046	6,555	0
Per Penny Price	38,180	44,027	54,976	70,749	82,963	85,518

DAY-TO-DAY BUDGET DOCUMENT INFORMATION FROM ANNUAL AUDIT

Expenditures (GF AFR)	\$5,550,334	\$6,439,277	\$6,099,093	\$6,429,883	\$6,650,000 (est.)	\$6,700,000 (est.)
Revenue (GF AFR)	\$5,811,681	\$6,292,045	\$6,368,012	\$7,355,371	\$7,500,000 (est.)	\$7,550,000 (est.)
Total Cash In Accounts	\$2,098,984	\$1,260,864	\$1,232,692	\$1,990,968	\$2,844,211	\$3,000,000 (est.)

(Board Mtg. July)

Schools Alma updated	Category	2016-17	2015-16	Schools Maywood updated	Category	2016-17	2015-2016
	General	\$0.949973	\$0.9600		General	\$0.812000	\$0.8341
	Bond	\$0.000000	\$0.0000		Bond	\$0.000000	\$0.0291
	Special Building	\$0.040000	\$0.0450		Special Building	\$0.013900	\$0.0000
	QCPUF	\$0.029999	\$0.0350		QCPUF	\$0.000000	\$0.0000
	Total Levy	\$1.019972	\$1.0400		Total Levy	\$0.825900	\$0.8632
	Total Tax Asking	\$3,365,656.00	\$3,195,458.00		Total Tax Asking	\$2,925,737.00	\$2,995,165.00
	Difference	\$170,198.00	\$310,792.00		Difference	-\$69,428.00	\$608,612.00
% Increase/Decrease 15.95%	State Aid	\$274,562.00	\$236,795.00	% Increase/Decrease -21.09%	State Aid	\$156,922.00	\$198,873.00
	Difference	\$37,767.00	-\$490,167.00		Difference	-\$41,951.00	-\$43,781.00
% Increase/Decrease 6.89%	Total Valuation	\$354,289,858.00	\$331,464,860.00	% Increase 6.10%	Total Valuation	\$363,946,547.0	\$343,035,327.0
	Difference	\$22,824,998.00	\$32,722,372.00		Difference	\$20,911,220.00	\$56,769,753.00
Schools Arapahoe updated	Category	2016-17	2015-2016	Schools Med. Valley updated	Category	2016-17	2015-2016
	General	\$0.605076	\$0.7505		General	\$1.030318	\$0.9711
	Bond	\$0.000000	\$0.0000		Bond	\$0.000000	\$0.0000
	Special Building	\$0.038669	\$0.0404		Special Building	\$0.000000	\$0.0000
	QCPUF	\$0.000000	\$0.0000		QCPUF	\$0.007140	\$0.0072
	Total Levy	\$0.643745	\$0.7909		Total Levy	\$1.037458	\$0.9783
	Total Tax Asking	\$3,353,149.80	\$3,945,912.00		Total Tax Asking	\$3,051,515.12	\$2,779,232.30
	Difference	-\$592,762.20	-\$75,023.00		Difference	\$272,282.82	\$353,742.30
% Increase/Decrease -100.00%	State Aid	\$0.00	\$44,855.00	% Increase/Decrease -66.45%	State Aid	\$177,843.02	\$530,087.83
	Difference	-\$44,855.00	-\$146,408.00		Difference	-\$352,244.81	-\$181,093.17
% Increase -100.00%	Total Valuation	\$0.00	\$491,255,978.00	% Increase 4.55%	Total Valuation	\$294,113,431.0	\$281,304,697.0
	Difference	-\$491,255,978.0	\$76,097,392.00		Difference	\$12,808,734.00	\$41,546,598.00
Schools Bertrand updated	Category	2016-17	2015-2016	Schools Paxton Updated	Category	2016-17	2015-2016
	General	\$0.476000	\$0.5190		General	\$0.620800	\$0.4870
	Bond	\$0.025240	\$0.0267		Bond	\$0.124500	\$0.1337
	Special Building	\$0.048840	\$0.0467		Special Building	\$0.041300	\$0.0664
	QCPUF	\$0.020350	\$0.0494		QCPUF	\$0.000000	\$0.0000
	Total Levy	\$0.570430	\$0.6418		Total Levy	\$0.786600	\$0.6871
	Total Tax Asking	\$2,952,320.56	\$3,141,168.00		Total Tax Asking	\$3,839,400.00	\$3,135,366.00
	Difference	-\$188,847.44	-\$229,964.00		Difference	\$704,034.00	\$186,112.00
% Increase/Decrease 29.93%	State Aid	\$9,277.00	\$7,140.00	% Increase/Decrease -9.62%	State Aid	\$406,132.00	\$449,360.00
	Difference	\$2,137.00	-\$4,854.00		Difference	\$43,228.00	-\$65,828.00
% Increase 1.18%	Total Valuation	\$620,201,504.00	\$612,953,560.00	% Increase 6.97%	Total Valuation	\$488,100,789.0	\$456,287,214.0
	Difference	\$7,247,944.00	\$79,831,870.00		Difference	\$31,813,575.00	\$64,890,159.00
Schools Cambridge updated	Category	2016-17	2015-2016	Schools Southern Valle updated	Category	2016-17	2015-2016
	General	\$0.930101	\$0.850404		General	\$0.780000	\$0.7950
	Bond	\$0.020202	\$0.000000		Bond	\$0.056100	\$0.0700
	Special Building	\$0.000000	\$0.070868		Special Building	\$0.030000	\$0.0400
	QCPUF	\$0.000000	\$0.029528		QCPUF	\$0.011600	\$0.0000
	Total Levy	\$0.950303	\$0.950800		Total Levy	\$0.877700	\$0.9050
	Total Tax Asking	\$3,419,480.79	\$3,252,476.00		Total Tax Asking	\$7,506,557.00	\$7,518,028.00
	Difference	\$167,004.79	\$494,256.00		Difference	-\$11,471.00	\$443,037.00
% Increase/Decrease -63.13%	State Aid	\$378,000.00	\$1,025,283.00	% Increase/Decrease -100.00%	State Aid	\$0.00	\$6,555.00
	Difference	-\$647,283.00	-\$539,318.00		Difference	-\$6,555.00	-\$59,490.00
% Increase 6.58%	Total Valuation	\$359,830,573.00	\$337,629,118.00	% Increase 4.88%	Total Valuation	\$855,118,316.0	\$815,317,016.0
	Difference	\$22,201,455.00	\$52,072,360.00		Difference	\$39,801,300.00	\$122,136,402.0
Schools Dundy County updated	Category	2016-2017	2015-2016	Schools Southwest updated	Category	2016-2017	2015-2016
	General	\$0.530992	\$0.5144		General	\$0.641351	\$0.6710
	Bond	\$0.000000	\$0.0000		Bond	\$0.052893	\$0.0586
	Special Building	\$0.000000	\$0.0005		Special Building	\$0.053124	\$0.0104
	QCPUF	\$0.000000	\$0.0104		QCPUF	\$0.001368	\$0.0106
	Total Levy	\$0.530992	\$0.5253		Total Levy	\$0.748736	\$0.7506
	Total Tax Asking	\$5,312,372.00	\$5,218,623.51		Total Tax Asking	\$5,694,571.00	\$5,663,193.00
	Difference	\$93,748.49	\$470,103.51		Difference	\$31,378.00	\$79,318.00
% Increase/Decrease -100.00%	State Aid	\$0.00	\$16,973.00	% Increase/Decrease -100.00%	State Aid	\$0.00	\$5,817.00
	Difference	-\$16,973.00	-\$3,110.00		Difference	-\$5,817.00	-\$28,977.00
% Increase -1.09%	Total Valuation	\$1,000,461,170.	\$1,011,458,780.	% Increase 0.52%	Total Valuation	\$760,558,120.0	\$756,660,353.0
	Difference	-\$10,997,610.00	\$163,803,609.00		Difference	\$3,897,767.00	\$98,968,276.00

Schools	Category	2016-2017	2015-2016
Hayes Center updated	General	\$0.569822	\$0.6100
	Bond	\$0.051325	\$0.0909
	Special Building	\$0.000000	\$0.0151
	QCPUF	\$0.000000	\$0.0050
	Total Levy	\$0.621147	\$0.7211
	Total Tax Asking	\$2,623,619.17	\$2,887,404.01
	Difference	-\$263,784.84	\$33,555.99
% Increase/Decrease	State Aid	\$0.00	\$9,242.00
-100.00%	Difference	-\$9,242.00	-\$13,233.00
% Increase	Total Valuation	\$422,382,641.00	\$400,291,572.00
5.52%	Difference	\$22,091,069.00	\$59,674,339.00

Schools	Category	2016-2017	2015-2016
Wallace updated	General	\$0.000000	\$0.5391
	Bond	\$0.000000	\$0.0298
	Special Building	\$0.000000	\$0.0184
	QCPUF	\$0.000000	\$0.0000
	Total Levy	\$0.000000	\$0.5874
	Total Tax Asking	\$0.00	\$2,972,284.00
	Difference	-\$2,972,284.00	
% Increase/Decrease	State Aid	\$0.00	\$450,552.00
	Difference	-\$450,552.00	\$39,763.00
% Increase	Total Valuation	\$0.00	\$541,519,261.00
	Difference	-\$541,519,261.00	\$87,515,527.00

Schools	Category	2016-2017	2015-2016
Hitchcock Co. updated	General	\$0.770894	\$0.730647
	Bond	\$0.113543	\$0.121774
	Special Building	\$0.017739	\$0.017270
	QCPUF	\$0.000000	\$0.000000
	Total Levy	\$0.902176	\$0.869691
	Total Tax Asking	\$3,967,297.00	\$3,928,000.00
	Difference	\$39,297.00	\$67,000.00
% Increase/Decrease	State Aid	\$91,925.00	\$22,475.00
309.01%	Difference	\$69,450.00	\$13,233.00
% Increase	Total Valuation	\$439,747,215.00	\$446,215,382.00
-1.45%	Difference	-\$6,468,167.00	\$27,184,174.00

Schools	Category	2016-2017	2015-2016
Wauneta-Palisa updated	General	\$0.890000	\$0.9500
	Bond	\$0.000000	\$0.0000
	Special Building	\$0.050000	\$0.0400
	QCPUF	\$0.010000	\$0.0100
	Total Levy	\$0.950000	\$1.0000
	Total Tax Asking	\$4,216,890.87	\$4,328,992.00
	Difference	-\$112,101.13	\$342,845.00
% Increase/Decrease	State Aid	\$22,033.00	\$29,343.00
	Difference	-\$7,310.00	-\$622.00
% Increase	Total Valuation	\$443,883,229.00	\$434,313,334.00
2.20%	Difference	\$9,569,895.00	\$53,410,790.00

Schools	Category	2016-2017	2015-2016
Maxwell updated	General	\$0.95	\$1.02
	Bond	\$0.23	\$0.00
	Special Building	\$0.02	\$0.03
	QCPUF	\$0.00	\$0.00
	Total Levy	\$1.20	\$1.05
	Total Tax Asking	\$3,233,486.00	\$2,531,442.00
	Difference	\$702,044.00	\$344,277.00
% Increase/Decrease	State Aid	\$1,296,673.00	\$1,020,497.00
27.06%	Difference	\$276,176.00	(\$73,465.00)
% Increase	Total Valuation	\$269,186,626.00	\$241,089,732.00
11.65%	Difference	\$28,096,894.00	\$34,547,799.00

Schools	Category	2016-2017	2015-2016
	General	\$0.000000	\$0.0000
	Bond	\$0.000000	\$0.0000
	Special Building	\$0.000000	\$0.0000
	QCPUF	\$0.000000	\$0.0000
	Total Levy	\$0.000000	\$0.0000
	Total Tax Asking	\$0.00	\$0.00
	Difference	\$0.00	\$0.00
% Increase/Decrease	State Aid	\$0.00	\$0.00
	Difference	\$0.00	\$0.00
% Increase	Total Valuation	\$0.00	\$0.00
#DIV/0!	Difference	\$0.00	\$0.00

Board of Education Regular Meeting
August 9th, 2016 7:30 PM
Conference Room at the Southern Valley Schools Junior/Senior High School Building,
Oxford, Nebraska

The July meeting of the Southern Valley Board of Education was called to order by President David Witte at 7:38 pm. The roll was called and the following members were present: David Witte, Ryan Hunt, Bob Bergquist, Todd Brown, Steve Hunt, and Craig Baily. Member absent: None. Others present: Dan Hunt and Joshua Becker

The Board of Education makes available a current copy of the Open Meetings Act accessible to members of the public. The Open Meetings Act is also posted in the conference room.

Publication of Meeting notice was posted per Board of Education Policy.

July 2016 Board of Education meeting minutes approved as submitted.

Time allowed for public comment. Dan Hunt and Joshua Becker gave an update on Southern Valley Beef Boosters. Information included the detail on how this program can be beneficial to both the school and to the beef producers. The SV Beef Boosters will work with the school to implement a process for the program with further information and details to the public to follow. Magnum Builders gave an update on the roof project. Currently, they are on schedule with a September 30th completion date.

Motion to approve receipts, expenditures and payment of bills submitted by the administration passed with a motion by Ryan Hunt and a second by Todd Brown.

Craig Baily	Yes
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Dave Witte	Yes

The Financial Report and Budget Comparison Reports were reviewed along with current account balances and projected revenue.

2016 Americanism Committee members Todd Brown and Steve Hunt met in accordance with board policy.

Elementary Principal Mark Grove gave an update on enrollment numbers and new student registration to be held Wednesday, August 10th. All staff will be taking mandatory suicide prevention training. Secondary Principal Brendan Calahan updated Board members on meeting with staff. Teachers will begin August 15th. Activities Director Jeff Ellis gave an update on fall sports practices and attendance numbers. All coaches will be completing online courses dealing with safety issues. Concussion testing with students will be completed. Fall sports meeting will be held Monday, August 12th. Football scrimmage will be held August 18th at 7:00pm.

Motion to approve the 2016-17 Budget Workshop on August 22nd at 12:00pm passed with a motion by Ryan Hunt and a second by Steve Hunt.

Craig Baily	Yes
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Dave Witte	Yes

Motion to approve Leighton Schmidt for all Rule 10 inspections passed with a motion by Ryan Hunt and a second by Steve Hunt.

Craig Baily	Yes
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Dave Witte	Yes

Motion to approve the first reading of Board Policy 2005, 2015, 3014, 3018, 4012, 4015, 4051, 4060, 5004, 5016, 5028, 5033, 5053, 5054, 5057, 5063, 6024, 6027, Emergency Response Protocol, Facility Use Agreement, Open Enrollment, and Special Education Procedures passed with a motion by Bob Bergquist and a second by Todd Brown.

Craig Baily	Yes
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Dave Witte	Yes

Motion to approve to be apart of the N.A.S.B. Medicaid Consortium for the 2016-17 school year passed with a motion by Bob Bergquist and a second by Steve Hunt.

Craig Baily	Yes
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Dave Witte	Yes

Motion to approve First National Bank to rate our bond for a fee of \$13,500 passed with a motion by Bob Bergquist and a second by Todd Brown.

Craig Baily	No
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	No
Ryan Hunt	Yes
Dave Witte	Yes

Motion to approve the 2016-17 Student Handbook passed with a motion by Ryan Hunt and a second by Craig Baily.

Craig Baily	Yes
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Dave Witte	Yes

Motion to approve the resolution for Union Bank and Trust for the closing of Furnas County School District 540 STFIT account and for all funds from this account to be transferred into South Central State Bank at closing passed with a motion by Steve Hunt and a second by Ryan Hunt.

Craig Baily	Yes
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes

Dave Witte Yes

Motion to approve the bid from Senegal Specialty Contracting in the amount of \$17,500 for joint sealant repair passed with a motion by Ryan Hunt and a second by Steve Hunt.

Craig Baily Yes
Bob Bergquist Yes
Todd Brown Yes
Steve Hunt Yes
Ryan Hunt Yes
Dave Witte Yes

Motion to approve Elementary Principal Mark Grove's salary for the 2016-17 school year as \$99,000 passed with a motion by Ryan Hunt and a second by Craig Baily.

Craig Baily Yes
Bob Bergquist Yes
Todd Brown Yes
Steve Hunt Yes
Ryan Hunt Yes
Dave Witte Yes

Informational items included: Back to School Board /Staff supper to be held Friday, August 12th at 6:30pm and Back to School Blowout to be held Monday, August 15th from 5:30pm to 7:30pm.

Motion to go into executive session at 9:57 pm, to discuss personnel, necessary for the protection of public interest or for the prevention of needless inquiry to the reputation of an individual, in the compliance of the law, passed with a motion by Craig Baily and a second by Steve Hunt.

Craig Baily Yes
Bob Bergquist Yes
Todd Brown Yes
Steve Hunt Yes
Ryan Hunt Yes
Dave Witte Yes

Board came out of executive session at 10:45pm.

Meeting adjourned at 10:46pm.

The next regular meeting is scheduled for September 12th, 2016 at 7:30pm.

Dated this 18th day of August 2016.

FURNAS COUNTY SCHOOL DISTRICT #540
A/K/A SOUTHERN VALLEY SCHOOLS
BY: DAVID WITTE, PRESIDENT

ATTEST: Lindin Quinn, Recording Secretary

Checks for Payment Listing

Direct Dep.	Check	Check Date	Payable To	Description	Amount
1 - GENERAL FUND					
	00018747	08/19/2016	Apple Computer, Inc.	Computer Supplies	604.00
	00018747	08/19/2016	Apple Computer, Inc.	Computer Hardware	1,139.00
	00018747	08/19/2016	Apple Computer, Inc.	Computer Supplies	1,248.75
	00018748	08/19/2016	Bill Norman	Reimbursement- Permit	65.00
	00018749	08/19/2016	Brad Reaves	Gen Supplies	22.41
	00018750	08/19/2016	Brown & Saenger	General Supplies	13.70
	00018750	08/19/2016	Brown & Saenger	General Supplies	2,876.06
	00018751	08/19/2016	Cobra Midwest	Custodial Supplies	587.90
	00018751	08/19/2016	Cobra Midwest	Custodial Supplies	220.50
	00018752	08/19/2016	Decker Equipment	Custodial	1,231.20
	00018753	08/19/2016	Ed Johnson	Safety Innspection	200.00
	00018754	08/19/2016	Express Toll	Toll Expense	7.10
	00018755	08/19/2016	Frontier Communications	Telephone	200.68
	00018755	08/19/2016	Frontier Communications	Telephone	491.52
	00018756	08/19/2016	GovConnection, Inc.	Computer Supplies	507.62
	00018757	08/19/2016	HARLAN COUNTY SHERIFF	DOT Taylor	25.00
	00018758	08/19/2016	Houghton Mifflin Company	Teaching Supplies Hoxmeier K	15.90
	00018759	08/19/2016	Inspire Rehabilitation	SPED Services	260.93
	00018760	08/19/2016	J & J Repair	Bus Maintenance	116.49
	00018760	08/19/2016	J & J Repair	Bus Maintenance	609.96
	00018760	08/19/2016	J & J Repair	Bus Maintenance	102.50
	00018760	08/19/2016	J & J Repair	Bus Maintenance	1,108.56
	00018760	08/19/2016	J & J Repair	Bus Maintenance	1,346.38
	00018761	08/19/2016	Jones School Supply	Guidance Supplies	94.53
	00018761	08/19/2016	Jones School Supply	Teaching Supplies- Ellis	26.61
	00018762	08/19/2016	Kim McQuiston	Reimbursement- Travel Expense	115.00
	00018763	08/19/2016	LaRue Coffee	General Supplies	36.92
	00018764	08/19/2016	Menards	IA Supplies	8.49
	00018764	08/19/2016	Menards	Custodial Supplies	602.06
	00018765	08/19/2016	Midamerican Research Chemical	Custodial Supplies	67.76
	00018765	08/19/2016	Midamerican Research Chemical	Custodial Supplies	500.84
	00018766	08/19/2016	Midwest School Services LLC	2016-17 Calendars	3,995.00
	00018767	08/19/2016	Norton Ice	General Supplies	131.25
	00018768	08/19/2016	Northwest Education Association	Software Subscription	4,275.00
	00018769	08/19/2016	Oxford Standard	Legal Notice	210.00
	00018769	08/19/2016	Oxford Standard	Legan Notice	105.00
	00018769	08/19/2016	Oxford Standard	Help Wanted Ad	5.78
	00018769	08/19/2016	Oxford Standard	Legal Notice	81.36
	00018769	08/19/2016	Oxford Standard	Legal Notice	70.92
	00018769	08/19/2016	Oxford Standard	Help Wanted Ad	8.40
	00018770	08/19/2016	Plank Road Publishing Inc.	Teaching Supplies- Stalder	259.30
	00018771	08/19/2016	Platte Valley Communications	General Repair	498.57
	00018772	08/19/2016	School Specialty Inc	Teaching Supplies- Lechtenberg	11,493.56
	00018773	08/19/2016	Stamford Service LLC	Bus Gas	190.35
	00018774	08/19/2016	Sysco Lincoln	Custodial Supplies	798.30
	00018775	08/19/2016	The Thompson Company	Custodial Supplies	127.68
	00018776	08/19/2016	Truck Center Companies	Bus Maintenance	67.02
	00018777	08/19/2016	Trustworthy Hardware	Custodial Supplies	91.97
	00018777	08/19/2016	Trustworthy Hardware	Custodial Supplies	142.22

ALL Data

Checks for Payment Listing

Arranged by:
Check Number

Direct					
Dep.	Check	Check Date	Payable To	Description	Amount
	00018778	08/19/2016	VK Electronics	Projection Screen	10,960.00
				1 - GENERAL FUND Totals:	47,965.05
				Report Total:	47,965.05

ALL Data

Checks for Payment Listing

Arranged by:
Check Number

Direct					
Dep.	Check	Check Date	Payable To	Description	Amount
1 - GENERAL FUND					
	00018734	08/16/2016	Space Walk	1st Day Activities	825.00
1 - GENERAL FUND Totals:					825.00
Report Total:					825.00

Checks for Payment Listing

Direct	Dep.	Check	Check Date	Payable To	Description	Amount
	1 - GENERAL FUND					
		00018733	08/12/2016	Taste of Texas BBQ	Board/Staff Dinner	1,745.10
					1 - GENERAL FUND Totals:	1,745.10
					Report Total:	1,745.10

Checks for Payment Listing

Direct

Dep.	Check	Check Date	Payable To	Description	Amount
1 - GENERAL FUND					
	00018779	09/01/2016	General Fund Clearing Account	September 1 2016	137.87
	00018779	09/01/2016	General Fund Clearing Account	September 1 2016	16.55
	00018779	09/01/2016	General Fund Clearing Account	September 1 2016	152.90
	00018780	09/01/2016	General Fund Clearing (2)	September 1 2016	30.45
	00018781	09/01/2016	South Central State Bank	September 1 2016	96.93
	00018781	09/01/2016	South Central State Bank	September 1 2016	22.67
	00018781	09/01/2016	South Central State Bank	September 1 2016	94.17
	00018781	09/01/2016	South Central State Bank	September 1 2016	20.25
	00018781	09/01/2016	South Central State Bank	September 1 2016	86.55
	00018781	09/01/2016	South Central State Bank	September 1 2016	2.42
	00018781	09/01/2016	South Central State Bank	September 1 2016	10.38
	00018782	08/29/2016	Beaver City Municipal Plant	IA Project	23.70
	00018782	08/29/2016	Beaver City Municipal Plant	Electricity	23.55
	00018783	08/29/2016	Family Medical Specialties	Bus Driver Physical	149.00
	00018784	08/29/2016	Nebraska FCCLA	Workshop Registration	10.00
	00018785	08/29/2016	SourceGas	IA Project	20.04
	00018786	08/29/2016	SV Activity	SV Activity	40,000.00
	00018787	08/29/2016	Teaching Strategies, LLC	2016-17 Subscription Renewal	365.75
	00018788	08/29/2016	Verizon Wireless	Verizon	254.46
	00018789	08/29/2016	Wells Fargo Card Services	Credit Card Charges	252.63
	00018789	08/29/2016	Wells Fargo Card Services	Credit Card Charges	80.52
	00018789	08/29/2016	Wells Fargo Card Services	Credit Card Charges	157.15
	00018789	08/29/2016	Wells Fargo Card Services	Credit Card Charges	2,388.21
	00018789	08/29/2016	Wells Fargo Card Services	Credit Card Charges	169.98
	00018789	08/29/2016	Wells Fargo Card Services	Credit Card Charges	2,844.48
	00018789	08/29/2016	Wells Fargo Card Services	Credit Card Charges	75.74
	00018789	08/29/2016	Wells Fargo Card Services	Credit Card Charges	68.90
	00018789	08/29/2016	Wells Fargo Card Services	Credit Card Charges	569.56
	1 - GENERAL FUND Totals:				48,124.81
	Report Total:				48,124.81

SOUTHERN VALLEY SCHOOL Financial Report- August 2016

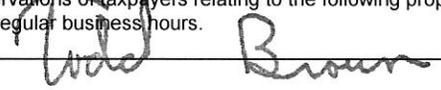
ACCOUNT NAME	CASH BALANCE	BEGIN. CD BAL.	DEPOSIT	INTEREST	TRANSFER	EXPENSE	Current Balances	August 2015 Balances
<i>Bond Fund Checking</i>	\$ 355,402.92		\$ 8,124.45	\$ 76.35			\$ 363,603.72	\$ 210,481.11
<i>Bond LAF</i>	\$ 175,072.50			\$ 15.60			\$ 175,088.10	\$ 300,022.14
Bond Total							\$ 538,691.82	\$ 510,503.25
<i>Depreciation Checking</i>	\$ 91,040.11		\$ 49,916.73		\$12,500.00		\$ 153,456.84	\$ 12,502.12
<i>Depreciation STIFIT7002- CLOSE AUG 2016</i>	\$ -			\$ -			\$ -	\$ 79,862.01
Depreciation Total	\$ 91,040.11						\$ 153,456.84	\$ 92,364.13
<i>General Special</i>		\$ 541,817.29		\$ 276.10			\$542,093.39	\$ 844,655.38
<i>General Checking</i>	\$ 1,526,035.85		\$ 246,117.82	\$ 168.51		\$ 606,159.75	\$ 1,166,162.43	\$ 239,013.04
General Total							\$1,708,255.82	\$ 1,083,668.42
<i>General Clearing Checking</i>	\$ 10,322.03		\$ 64,511.36	\$ 4.90		\$ 64,511.36	\$ 10,326.93	\$ 12,408.54
<i>Sinking/BLDG Fund Checking</i>	\$ 454,191.55		\$ 2,156.54	\$ 56.76		\$ 16,224.24	\$ 440,180.61	\$ 316,028.52
<i>QUCPUF</i>	\$ 650,913.64			\$ 271.31		\$ 216,073.00	\$ 435,111.95	\$ -
							\$ 3,286,023.97	\$ 2,014,972.86

NOTICE OF BUDGET HEARING AND BUDGET SUMMARY

State of Nebraska
Budget Form - NBH-School District
 Statement of Publication

Southern Valley (33-0540) in Furnas County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Sections 13-501 to 13-513, that the governing body will meet on the 12th day of September, 2016 at 7:15 o'clock, PM, at Southern Valley Board Room for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the following proposed budget and to consider amendments relative thereto. The budget detail is available at the office of the Clerk/Secretary during regular business hours.



 Clerk/Secretary

FUNDS	Actual Disbursements & Transfers	Actual/Estimated Disbursements & Transfers	Budgeted Disbursements & Transfers	Necessary Cash Reserve (4)	Total Available Resources Before Property Taxes (5)	Fee and Delinquent Tax Allowance (6)	Total Personal and Real Property Tax Requirement (7)
	2014-2015 (1)	2015-2016 (2)	2016-2017 (3)				
General	\$ 6,491,300.00	\$ 6,915,588.00	\$ 7,669,913.00	\$ 1,591,957.00	\$ 2,658,650.00	\$ 66,699.13	\$ 6,669,919.13
Depreciation	\$ 62,539.00	\$ 100,000.00	\$ 318,879.00		\$ 318,879.00		
Employee Benefit	\$ -	\$ -	\$ -	\$ -	\$ -		
Contingency	\$ -	\$ -	\$ -		\$ -		
Activities	\$ 331,925.00	\$ 335,000.00	\$ 398,961.00	\$ -	\$ 398,961.00		
School Nutrition	\$ 294,277.00	\$ 247,300.00	\$ 302,000.00	\$ -	\$ 302,000.00		
Bond	\$ 513,238.00	\$ 580,000.00	\$ 6,422,156.00	\$ -	\$ 5,946,856.00	\$ 4,801.01	\$ 480,101.01
Special Building	\$ 58,616.00	\$ 100,000.00	\$ 841,149.00		\$ 587,177.00	\$ 2,565.37	\$ 256,537.37
Qualified Capital Purpose Undertaking	\$ -	\$ -	\$ 964,480.00	\$ -	\$ 865,480.00	\$ 1,000.00	\$ 100,000.00
Cooperative	\$ -	\$ -	\$ -	\$ -	\$ -		
Student Fee	\$ -	\$ -	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -	\$ -	\$ -		
TOTALS	\$ 7,751,895.00	\$ 8,277,888.00	\$ 16,917,538.00	\$ 1,591,957.00	\$ 11,078,003.00	\$ 75,065.51	\$ 7,506,557.51

Clerk/Secretary

Total Personal and Real Property Tax Requirement For Bonds

\$ 480,101.01

Total Personal and Real Property Tax Requirement for ALL Other

\$ 7,026,456.50

Notice of Special Hearing To Set Final Tax Request

Southern Valley (33-0540) in Furnas County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Section 77-1601.02, that the governing body will meet on the 12th day of September 2016 at 7:30 o'clock PM, at Southern Valley Board Room for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to setting the final tax request at a different amount than the prior year tax request.

2015/16 Budget Information

2016/17 Budget Information

Fund	2015-2016 Property Tax Request	2015 Tax Rate	Property Tax Rate (2015-2016 Request Divided By 2016 Valuation)	2016-2017 Proposed Property Tax Request	Proposed 2016 Tax Rate
General Fund	6,596,217.11	0.795000	0.771381	6,669,919.13	0.780000
Bond Fund(s) K - 12	580,741.00	0.070000	0.067914	480,101.01	0.056144
Bond Fund(s) K - 8			0.000000		0.000000
Bond Fund(s) 9 - 12			0.000000		0.000000
Bond Fund			0.000000		0.000000
Special Building Fund	335,204.04	0.040000	0.039200	256,537.37	0.030000
Qualified Capital Purpose Undertaking Fund K - 12			0.000000	100,000.00	0.011694
Qualified Capital Purpose Undertaking Fund K - 8			0.000000		0.000000
Qualified Capital Purpose Undertaking Fund 9 - 12			0.000000		0.000000

Southern Valley Educators Association

August 29, 2016

Mr. Dave Witte, President
Southern Valley Board of Education
43739 Hwy 89
Oxford, NE 68967

Dear Sirs:

These is to notify the Board that SVEA has selected negotiators for the 2016-2017 school year. Faculty members Kristi Bose, Chad Hamilton and Anita Krejdl will be serving in that capacity.

Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Cindy Reeves". The signature is written in black ink and is positioned above the typed name and title.

Cindy Reeves
SVEA President
2016-2017

Cc: Mr. Darrent Tobey, Superintendent of Schools

2015
STUDENT MEMBER OF SCHOOL BOARD

In order to provide the School Board gain a greater insight into student activities, programs, and needs; and to encourage student involvement in school district governance activities the board may allow one nonvoting student member(s) on the Board of Education. The role of student member is advisory. The board shall decide whether to have a student member at its regular May board meeting or at such other meeting determined by the board.

Selection and Term of Student Member

The student member shall be the student body or student council president, the senior class representative, or a representative elected from and by the entire student body, as designated by the voting members of the School Board.

The term of office will be one school year, beginning on September 1 and ending on June 1.

Student members will not participate in executive or closed sessions.

Guidelines

Student members may not introduce motions.

Student members are expected to attend all public meetings of the Board and can be appointed to committees of the Board at the discretion of the president.

The president of the board, in consultation with the Superintendent of Schools, has the right to bar the participation of a student member at the board's discretion. The decision of the board president is final and is not subject to review.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3014 Use of School Property

1. Use of Specific Facilities by Application and Agreement
 - a. The district permits non-commercial use of the following facilities by individual patrons for their personal health and wellness: weight room, track, and [REDACTED]. The district understands that it would not be feasible to require a patron to apply to use facilities like the weight room on every occurrence. The facility uses defined in this paragraph are an exception to the general facility use requirements contained in this policy for ease of administration and efficiency. All other facility uses must comply with the other provisions of this policy.
 - b. These particular facilities may be used upon only one application and upon signing the district's written waiver and agreement.
 - c. Use of these facilities is governed by this and other district policy and the agreement signed by the user. A copy of each agreement will be maintained in the district's central office.

2. General Facilities Use Guidelines
 - a. School facilities may be used by various education and community organizations and individuals when it is in the interest of the general public.
 - b. School facilities may not be used for personal profit and other commercial purposes. The district opens its facilities to district patrons for the benefit of the public, not commercial uses. Due to the complications created by groups or individuals using district facilities for commercial purposes, these uses are prohibited. Booster clubs and other organizations raising money purely for the support of student groups, as defined below, and not for personal profit are not considered commercial uses but must comply with the district's policies which apply to these groups.
 - c. Any person or group using school facilities must assure that it will be responsible for maintaining order, protecting property, and providing security and safety.
 - d. Only those organizations and persons who are known to school

officials, who have financial resources sufficient to cover all rentals and possible damages, and who are willing to discharge such obligations shall be permitted to use the school facilities and equipment.

- e. The rental fees for school facilities shall be set by the board.
- f. Non-curricular student groups or non-student groups (as those terms are defined below) that wish to use the facility must submit a facility use application which may be obtained from the district's central office. The application must be received by the superintendent prior to the approval of any facility use.
- g. The shop and weight room may not be used by students when school is not in session, unless supervised by a district staff member or a responsible adult upon approval of the superintendent. Use of the shop and weight room in violation of this provision may lead to the students being denied access to these facilities or other consequences permitted by board policy and Nebraska law.
- h. Any person or group using the school facilities, for any purpose, must comply with all of the district's policies, rules, and regulations.

3. Definitions

- a. "Curriculum-related student groups" shall mean students participating in school-sponsored activities, supervised by district staff, related to the curriculum, and recognized by the board.
- b. "Extracurricular student groups" shall mean students participating in an extracurricular activity, sponsored by the district, supervised by district staff, and recognized by the board, such as athletic teams and academic teams which are not otherwise categorized as "curriculum-related student groups."
- c. "Non-curriculum related student groups" shall mean all other groups comprised primarily of students who attend the district participating in activities such as Boy Scouts, Girl Scouts, 4-H, political groups, religious groups, and other similar youth groups.
- d. "Non-student group" shall mean all other groups or individuals who apply to use district facilities.

- e. "Superintendent" shall mean the superintendent of schools or his/her designee.

4. Use of School Property by Student Groups

a. Curriculum-related and Extracurricular student groups

- i.) Curriculum-related and Extracurricular student groups may use school facilities at no cost to the group, if they restore the facilities to their prior state after using them.
- ii.) The district shall bear any costs associated with use by these groups (*e.g.*, the fee paid to a cook or a custodian required to be in attendance).
- iii.) Curriculum-related and Extracurricular student groups have priority over non-curriculum related student groups and non-student groups.

b. Non-curriculum related student groups

- i. Non-curriculum related student groups may use the school building during non-instructional time. Such use shall be without charge.
 - (1) Such uses shall occur while the building is normally open and there is a minimum of interference with custodians or other student and staff facility use.
 - (2) These groups may use the school buildings in the evening for meetings if the group is sponsored by an adult and the adult (1) files the application to use the facilities on behalf of the group and (2) assumes responsibility for cleanup and placing the area back in the condition it was in prior to use.
- ii. Non-curriculum related student groups must apply for use of the facilities and secure the superintendent's permission before using school facilities.
- iii. Non-curriculum related student groups may meet only on school premises at times and places determined by the superintendent.

- iv. Non-curriculum related student groups must meet each of the following conditions to secure the superintendent's permission to use school facilities:
 - (1) The facility use will occur during non-instructional time.
 - (2) The district has facilities available to accommodate the group.
 - (3) The use is voluntary and for the general benefit of the student participants.
 - (4) The use will not substantially interfere with the orderly conduct of educational activities and other programs within the school.

5. Use of facilities by non-student groups

- a. The superintendent may authorize the use of any school facilities for non-school activities by non-student groups.
- b. In addition to the guidelines listed elsewhere in this policy and other board policies or administrative protocol, the superintendent will consider the following when making determinations regarding use of district facilities by non-student groups:
 - i. The local education association may hold meetings when classes are not in session and staff members are not on duty.
 - ii. Non-student groups which provide education-related programming and services for students and staff may be given priority of use over other outside groups. The superintendent has sole discretion in determining whether proposed uses relate sufficiently to the district's educational standards and programs.
 - iii. Non-student groups which provide programming and services for community members and others living within the district may be given priority of use over other outside groups.

- c. Denial of access
 - i. The superintendent may limit or deny access to school buildings, grounds, and activities to any person whom the superintendent deems to be using the facilities inappropriately and contrary to the district's mission.
 - ii. Upon determining that a person or group has engaged in, or is engaging in conduct that constitutes grounds for exclusion under this policy, the superintendent shall take such action as he or she determines appropriate, including directing the person to cease engaging in the conduct or to leave the school premises or activity immediately. The superintendent may request assistance from law enforcement authorities to remove an offending person from the school grounds. A person who enters school premises in violation of these conditions shall be deemed to be trespassing.
 - iii. The superintendent shall have the authority to fix the time when, and the conditions under which, the offending person may return to school premises.
- 6. Students, staff, and community members may use or lease school equipment for non-school use only if they have received the prior permission of the superintendent.
- 7. Proof of Insurance
 - a. When any non-curriculum related or non-student group utilizes school district facilities, the group submitting the facility use application may be asked to provide proof of insurance up to the current tort claims limits applicable to political subdivision in the State of Nebraska. Currently, those limits are \$1,000,000 per person for any number of claims arising out of a single occurrence and \$5,000,000 for all claims arising out of a single occurrence.
 - b. The district may require the non-curriculum related or non-student group to include the district as an additional insured on any such policies and may refuse access to its facilities until proof of satisfaction of this requirement is submitted to the superintendent.

8. No Fees for Admission

- a. Non-curriculum related and non-student groups may not charge a fee to participate in or be a spectator at any recreational activity, event, or other such gathering occurring on district grounds unless approved in advance by the superintendent.
- b. If the district retains control over the area of the premises in which the non-curricular and non-student group desires to use, meaning the district provides supervision, staffing, custodial services, or otherwise maintains its control during the group's use of the facilities, the group may not charge a fee for admission under any circumstances.
- c. Non-curricular and non-student groups may charge for parking or vehicle entry onto the premises unless otherwise prohibited by the superintendent.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3018
Denying Access to School Premises or Activities

The school district shall provide access to the district's buildings, grounds and activities to students, parents or guardians of students, and other persons who have legitimate reasons for being on school grounds. The superintendent of schools or his or her designee (referred to herein as the "administrator") may limit or deny access to school buildings, grounds, and activities to any person who:

1. Disrupts the educational environment;
2. Is unreasonably boisterous;
3. Engages in violence, force, coercion, threats, intimidation, or similar conduct;
4. Causes or attempts to cause damage to school property or to the property of any student or school employee;
5. Causes or attempts to cause personal injury to any student, school employee or other person on school grounds or at a school activity on or off school grounds;
6. Uses vulgar, profane, or demeaning language; or
7. Uses fighting words;
8. Poses a danger to the safety and well being of students.

Upon determining that a person has engaged in, or is engaging in conduct that constitutes grounds for exclusion under this policy, the administrator shall take such action as he or she determines appropriate, including directing the person to cease engaging in the conduct or to leave the school premises or activity immediately. The administrator may request assistance from law enforcement authorities to remove an offending person from the school grounds.

The administrator shall have the authority to fix the time when, and the conditions under which, the offending person may return to school premises. A person who enters school premises in violation of these conditions shall be deemed to be trespassing. The administrator may summon law enforcement authorities to remove the person and request that criminal proceedings be initiated.

Adopted on: _____
Revised on: _____
Reviewed on: _____

4012 Staff Internet and Computer Use

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.

3. Staff shall not use chat rooms, message boards, or instant messaging.
4. Staff shall not use school computers or district internet access to participate in on-line auctions, on-line gaming, mp3/mp4 sharing systems or other digital content sharing systems such as BitTorrent.
5. The only political advocacy allowed by staff on school computers or district internet access shall be lobbying via e-mail on educational-related issues. Before engaging in this sort of activity on school computers or district internet access, staff must obtain the consent of the superintendent or designee.
6. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personally-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4015

Prohibition Against Employment of Board Members as Teachers

Nebraska statutes recognize the inherent conflict of interest that is created when a member of the board of education serves as a certificated employee of the district. Consequently, section 79-544 of the statutes prohibits a board member from being employed as a teacher in a school district where he or she also serves on the board.

The board will allow a member of the board of education to be employed by the school district in a non-teaching capacity, including substitute teaching. Board members who are also employed by the district are strictly prohibited from discussing any issue with students, staff or parents in their capacity as an employee that may come before the board. Board members who are employed by the school district must fully comply with Policy 2005: Conflict of Interest.

This policy does not prohibit the board from contracting with members of the board for services or products when the relationship is not one of employer/employee and such contracts are in compliance with the requirements of statute and board policy regarding conflicts of interest.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4051
Staff and District Social Media Use

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage.

I. Personal Versus School-Affiliated Social Media Use

A. Personal Social Media Use

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.
3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.
4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

B. School-Affiliated Social Media Use

1. Any social media account which purports to be “the official” account of the school district (e.g., “Bulldog Wrestling”), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district’s business purpose. Staff members may not use “official” accounts for personal use.
2. Staff may be required to provide their supervising administrator with the username and password to school-affiliated social media accounts.
3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.
4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections.

II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use

A. General Use and Conditions

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board’s policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about

appropriate content should be referred to the staff member's supervising administrator.

B. Acceptable Use

1. Staff may use social media for instructional purposes.
2. Staff may use social media for school-related communication with fellow educators, students, parents, and patrons.
3. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter.

C. Unacceptable Use

1. Staff shall not access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.
2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.
3. Staff shall not access social media networking sites such as Facebook, Twitter, and Instagram on school-owned devices or during school time unless such access is for an educational activity which has been preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

III. School-Affiliated Digital Content

A. General Use and Conditions for School-Affiliated Accounts

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

B. Moderation of Third Party Content

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, or appeals to prurient interests;
2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;

3. Contains threatening, harassing, or discriminatory words or phrases;
4. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
5. Contains any other threat to the safety of students and staff.

Every account administrator must keep a copy of any removed content and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4060 School Vehicle Use

Pupil Transportation Vehicles

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. See Title 92, Nebraska Administrative Code, Chapter 91 – Regulations Governing Driver Qualifications and Operational Procedures for Pupil Transportation Vehicles ("Rule 91") Title 92, Nebraska Administrative Code, Chapter 92 – Regulations Governing the Minimum Equipment Standards and Safety Inspection Criteria for Pupil Transportation Vehicles ("Rule 92"), available on NDE's website (www.education.ne.gov). A pupil transportation vehicle is any vehicle utilized to carry school children as sponsored and approved by the school board and that conforms to the Nebraska Department of Education definitions of pupil transportation vehicles listed as School Bus, Activity Bus, Small Vehicle, or Coach Bus.

School Vehicles Other Than Those Transporting Students

School district employees, board members, and other elected or appointed school district officials (collectively "school personnel") who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. School district vehicles may not be used for personal purposes unless the vehicle, or the use of it, is provided to an employee as a condition of an employment contract or it is leased to school personnel as allowed by law. School personnel must operate school vehicles in accordance with all applicable federal, state, and local laws.

Driver Qualifications. School personnel who wish to use a vehicle owned or leased by the school district and who are not transporting students must:

- Possess and provide a copy of a valid Motor Vehicle operator's license.
- Be able to read and comprehend driving regulations and written test questions.
- Obtain and provide a copy of his or her current driving record from the department of motor vehicles at least one time per school year to the **superintendent or his or her designee**.
- Be at least 19 years of age.

School personnel must notify the **superintendent or his or her designee** about any change in their driving status or eligibility.

School personnel who have been convicted of any of the following or who meet any of the following conditions will not be allowed to drive a school district vehicle:

- If the citation or conviction occurred at any time—Motor vehicle homicide or driving under the influence – 3rd or subsequent offense;
- If the citation or conviction occurred within the last [redacted] years - Driving under the influence of drugs or alcohol, failure to render aid in accident you are involved in, speeding 15 miles per hour or more above the posted speed limit , reckless driving (willful or otherwise), careless driving, leaving the scene of an accident, failure to yield to a pedestrian with bodily injury to the pedestrian, or negligent driving; or
- Have accumulated [redacted] points or more under an operator’s license point system within the last [redacted] years.

The [redacted] has the discretion to prohibit school personnel from driving a school vehicle for a citation or arrest for the above offenses or any other offense or reason. The [redacted] will make the final determination about the use of school district vehicles.

Electronic Communication While Driving. Unless the superintendent or a principal grants an exception to allow verbal communication on an as needed basis for specific district-related work based upon an employee’s duties and responsibilities, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to e-mails, instant messages, text messages or other visual media.

Tobacco, Alcohol, and Controlled Substances. The use of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted in a school vehicle at any time. The use or possession of any alcohol or controlled substance (unless legally prescribed to school personnel by a physician) is not permitted in a school vehicle at any time.

Traffic Accidents, Infractions, Violations, or Citations. School personnel who receive a citation or warning citation from a law enforcement officer or are involved in an accident while operating a school vehicle must report the citation to the [redacted] as soon as

practicable, but no later than 24 hours of receipt. The superintendent must report his or her accidents, infractions, violations, or citations to the board president.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5004 Option Enrollment

The board of education supports the concept embodied in the Enrollment Option Program that parents and legal guardians have the primary responsibility for insuring that their children receive the best education possible. Accordingly, the school district will participate in the option enrollment program and receive option students as provided herein.

1. Definitions

- a. Option Student Defined.** Option student shall mean a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.
- b. Resident School District Defined.** Resident school district shall mean the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.
- c. Option School District Defined.** Option school district shall mean the school district that a student chooses to attend other than his or her resident school district.

2. Persons Entitled to Apply for Option Enrollment of Students. Only parents and legal guardians may apply for option enrollment of students. Applications filed by foster parents and adults acting *in loco parentis* are not authorized and will be automatically denied.

3. Duties, Entitlements and Rights of Option Students. Except as otherwise provided herein, once an option student's option enrollment application has been accepted he/she shall be treated as a resident student of the school district.

4. Standards for Acceptance or Rejection of Option Students.

- a. Numeric Capacity.** The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, projected number of students with which the option school district will contract based on existing contractual arrangements, and availability of appropriate special education

programs. Individuals seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.

- b. Programmatic Capacity.** In addition to the numeric capacity standards referred to above, the board may, by resolution, declare a program, a class, or a school unavailable to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution.

- c. Other Standards for Acceptance or Rejection of Option Enrollment Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept an option student when acceptance of the student:

- i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
- ii. Would require the procurement of new equipment, technology, or furnishings;
- iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;
- iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
- v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.

- d.** The school district shall accept an option student with a disability only to the extent that the school district's then current staff and facilities are sufficient to accommodate the student's needs without significantly increasing the operating costs of the school district, such as by requiring the hiring of new staff.

- e.** The school district shall not base the decision to accept or reject an option student on the student's previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.

application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.

9. Late Applications and Requests for Release

a. The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15th under the following conditions:

- i. When the district has already entered into contracts with teaching staff for the following school year;
- ii. When the district has already contracted for the performance of specific services for the student;
- iii. When the release of the student would have a negative financial impact or loss of revenue for the district.

b. The board of education will approve late applications to option into the district under the following conditions:

- i. When the resident district has released the student;
- ii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;

OR

b. The board of education will deny all applications to option into the district that are received by the district after March 15 of the school year prior to the student's requested enrollment.

c. The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15th no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

10. Students Who Do Not Need a Release from the Resident District

- a. A student does not need to be released from his/her resident district under the following circumstances:
 - i. When the student has relocated to a different resident school district after February 1
 - ii. When a student's option school district merges with another district effective after February 1
- b. The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

11. Cancellation of Option.

Students who option either into or out of the school district shall:

- a. Attend the option school district until graduation or relocation/re-option in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district for approval for the following year.
- b. Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

12. Authority of Superintendent.

The board of education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5015
Protection of Pupil Rights

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA) and The No Child Left Behind Act (NCLB).

E. Surveys

Surveys Created by a Third Party

This section applies to every survey:

that is created by a person or entity other than a district staff member or student;
regardless of whether the student answering the questions can be identified; and
regardless of the subject matter of the questions

Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.

Surveys Requesting Particular Sensitive Information

Sensitive information shall include:

Political affiliations or beliefs of the student or the student's parent(s);

Mental or psychological problems of the student or the student's family;

Sexual behavior or attitudes;

Illegal, anti-social, self-incriminating, or demeaning behavior;

Critical appraisals of other individuals with whom respondents have close family relationships;

Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;

Religious practices, affiliations, or beliefs of the student or student's parent(s); or

Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.

If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the written consent of a student's parent(s) before the student participates in the survey.

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.

Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.

Survey Inspection Requests

School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.

All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students. The principal shall respond to survey inspection requests without delay.

F. Invasive Physical Examinations

The term "invasive physical examination" means:

- any medical examination that involves the exposure of private body parts; or
- any act during such examination that includes incision, insertion, or injection into the body; and
- does not include a hearing, vision, or scoliosis screening.

Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:

- required as a condition of attendance;
- administered by the school and scheduled by the school in advance; and
- not necessary to protect the immediate health and safety of the student, or of other students.

This policy does not apply to any physical examination or screening that:

- is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;
- is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*)
- is otherwise authorized by Board policy.

G. Collection of Personal Information from Students for Marketing

The term "personal information" means individually identifiable information including:

- student's and parent(s)' first and last name;
- home or other physical address;
- telephone number; and/or
- social security number.

No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.

This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:

- post-secondary education recruitment;
- military recruitment;
- tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
- student recognition programs.

H. Inspection of Instructional Material

Definition

The term "instructional materials" means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).

The term does not include academic tests or academic assessments.

Parents may inspect, upon their request, any instructional material used as part of their child's education curriculum.

Curriculum inspection requests must be made to the building principal in writing.

Building principals shall respond to inspection requests within a reasonable amount of time.

I. Notification of Rights and Procedures

The superintendent shall notify parents of:

 this policy and its availability upon request from the office of the district;

 how to opt their child out of participation in activities as provided for in this policy;

 the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and

 how to request access to any survey or other material described in this policy.

This notification shall be given to parents as least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Adopted on: _____

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.

[OPTION 1] For purposes of the district's compliance with state and federal law, the district "maintains" only those student records which are reduced to paper or physical format and placed within a student's file in the district's central offices or in the file pertaining to the student's special education or Section 504 services. Records which can be printed in paper form must be printed in order to be "maintained." Other records such as video recordings, which constitute student records, must be reduced to a physical medium in order to be "maintained." For example, a video must be put on a compact disk or other compatible hardware and placed within the student's file to be "maintained."

[OPTION 2] 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 _____ **[INSERT YOUR SYSTEM, E.G. POWERSCHOOL, INFINITE CAMPUS, ETC.]**

[OPTION 3] For purposes of the district's compliance with state and federal law, the district "maintains" as "student records" all records, files, and documents which are located in any format and within any storage unit of the district, whether in hard copy, digital, or otherwise.

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. "School administrators" include attorneys, members of law enforcement acting on behalf of the school district as well as third-party website operators who have contracted with the school district or its agent to offer online programs for the benefit of students and the district. No other person shall have access thereto nor shall the contents thereof be divulged in any manner to any unauthorized person. 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.

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: _____
Revised on: _____
Reviewed on: _____

5028
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.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5033
Student Driving and Parking

Students who drive to school are required to park their vehicles and leave them unoccupied until it is time to drive home. The speed limit on school property is __ miles per hour. Students may not drive or have access to their vehicles during the school day without the express permission of their building principal or the superintendent of schools.

Students are to park appropriately and in the assigned areas on school property. Student parking shall not be permitted in bus loading zones. When the buses are loading or unloading, all vehicles must stop and wait for the loading or unloading process to be completed.

By driving a vehicle to school and parking on school grounds, students consent to having that vehicle searched by school officials if school officials have reasonable suspicion that such a search will reveal a violation of school rules.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5053

Self-Management of Diabetes or Asthma/Anaphylaxis

Upon receiving the written request of a student's parent or guardian and the written medical authorization described in the applicable provisions below, , 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 (referred to herein as "medical condition").

A student with diabetes must obtain written authorization to self-manage from the student's physician. The plan for a student with diabetes will (a) identify the health care services the student may receive at school, (b) evaluate the student's understanding of and ability to self-manage his or her medical condition, (c) permit regular monitoring of the student's self-management by an appropriately credentialed health care professional, and (d) be signed by the student's parent or guardian and the physician responsible for the student's medical condition.

A student with asthma or anaphylaxis must obtain written authorization to self-manage from the student's physician or from the health care professional who prescribed the medication for treatment of the student's condition. The plan for a student with asthma or anaphylaxis will (a) identify the health care services the student may receive at school, (b) evaluate the student's understanding of and ability to self-manage his or her medical condition, (c) permit regular monitoring of the student's self-management by an appropriately credentialed health care professional, (d) include the name, purpose, and dosage of the prescription asthma or anaphylaxis medication prescribed for such student, (e) include procedures for storage and access to backup supplies of such prescription asthma or anaphylaxis medication, and (f) be signed by the student's parent or guardian and the physician or other health care professional responsible for the student's medical condition.

The plan will permit the students to self-manage his or her medical condition in any part of the school or on school grounds during any school-related activity, or in a private location. The parent or guardian of a student for whom such a medical management plan has been developed shall sign a statement acknowledging that (a) the school and its employees and agents are not liable for any injury or death arising from a student's self-management of his or her medical condition and (b) the parent or guardian will indemnify and hold harmless the school district and its employees and agents against any claim arising from a student's self-management of his or her medical condition. The student's parent or guardian will be personally

responsible for any and all costs associated with any injury to school personnel or another student resulting from the a student's misuse of necessary medical supplies.

The district may prohibit a student who is self-managing his or her diabetic condition from possessing medical supplies for self-management and may establish other necessary and appropriate restrictions or conditions when the district determines that the student has endangered himself, herself, or others through misuse or threatened misuse of such medical supplies. The district will promptly notify the parent or guardian of any such prohibition, restriction, or condition.

The district may impose disciplinary consequences on a student with asthma or anaphylaxis who uses his or her prescription asthma or anaphylaxis medication other than prescribed. These disciplinary consequences shall not include limitations on the student's access to necessary medication. The district will promptly notify the parent or guardian of any disciplinary action imposed.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5057
Parental Involvement In the Title I Program

The school district will jointly develop with parents a School-Parent-Student Compact that outlines shared responsibility for improved student academic achievement.

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parental involvement in the Title I program. Parental Involvement 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. 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, type and extent of participation, parental input in educational decisions, coordination and integration with other district programs, and evaluations of progress. This information may be included in the annual Title I Individual Education Plan (IEP) for the student.
3. Opportunities for parent involvement activities, such as training on ways to support children's learning. This opportunity may include, but is not limited to, attendance at the annual Nebraska State Title I Parent Involvement Conference. The 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, and 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.

This policy shall be reviewed annually at the annual meeting where concerned parties can have a conversation about possible changes to the Parental Involvement Policy, and the Board will either (1) alter the policy and adopt it as altered, or (2) reaffirm the policy, following a public hearing.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5063 Audio and Video Recording

Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used by students for personal academic purposes and may not be republished without additional, written consent from a school administrator.

Classroom Recordings by Staff. Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. The district will not maintain the video recordings, and the recordings will only be available for the staff members to review for a limited time based on the district's then-current recording capacity. The district administrators estimate that this is approximately 10 days but may change at any time.

Classroom Recordings by Students. Students are prohibited from making audio or video recordings on school grounds, 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 except as provided in this policy or as otherwise required by law.

Students may make audio or video recordings of classroom lectures, discussions, or activities:

- (1) For their convenience after providing notice to the classroom teacher and receiving the teacher's permission;
- (2) For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher's permission;
- (3) If recording is necessary to accommodate the student's disability and is required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

Staff may revoke permission to record if the recording distracts from or disrupts the classroom environment, unless the recording is necessary to accommodate a student's disability.

Non-classroom Recordings. Students may make audio or video recordings pursuant to this policy outside the classroom only with the permission of a teacher or school administrator, provided that such

recordings otherwise comply with any applicable state and federal laws.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6024 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, 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/will not** be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: **_____**.

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, or a single violation if the conduct is forbidden by Nebraska law, 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, 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/rookies; 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 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;

- 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.

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.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6027 Field Trips

The board encourages instructional staff to incorporate field trips into the curriculum. These trips should normally be conducted during the school day.

1. General Conditions

All trips must be pre-approved by the teacher's building principal. Out-of-state and overnight trips require pre-approval by the board. The superintendent and principals will develop guidelines for approval of trips and communicate those guidelines to teaching staff.

2. Parental Permission

Each student must submit a signed parental permission slip prior to being allowed to attend a field trip. A new permission slip must be submitted for each trip. Caregivers, as that term is defined in the Nebraska Strengthening Families Act, shall be permitted to sign parental permission slips.

3. Supervision

Sponsoring teachers must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. Whether paid staff or volunteers, chaperones are prohibited from drinking alcoholic beverages of any kind at any time during any field trip. All chaperones must be at least 21 years of age. Any chaperone who drives students must possess a valid driver's license. Chaperones who drive students in private vehicles must possess adequate insurance coverage.

4. Student Conduct

Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

Adopted on: _____

Revised on: _____

Reviewed on: _____

EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)

DEFINITION: Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, **AND DEATH CAN OCCUR.** Immediate allergic reactions may require emergency treatment and medications.

LIFE-THREATENING ASTHMA SYMPTOMS: Any of these symptoms may occur:

- Chest tightness
- Wheezing
- Severe shortness of breath
- Retractions (chest or neck "sucked in")
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)
- Change in mental status, such as agitation, anxiety, or lethargy
- A hunched-over position
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM: Any of the symptoms may occur within seconds. The more immediate the reactions, the more severe the reaction may become. Any of the symptoms present requires several hours of monitoring.

- Skin: warmth, itching, and/or tingling of underarms/groin, flushing, hives
- Abdominal: pain, nausea and vomiting, diarrhea
- Oral/Respiratory: sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
- Cardiovascular: headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
- Mental status: apprehension, anxiety, restlessness, irritability

EMERGENCY PROTOCOL:

1. CALL 911
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement emergency protocol
3. Check airway patency, breathing, respiratory rate, and pulse
4. Administer medications (EpiPen and albuterol) per standing order
5. Determine cause as quickly as possible
6. Monitor vital signs (pulse, respiration, etc.)
7. Contact parents immediately and physician as soon as possible
8. Any individual treated for symptoms with epinephrine at school will be transferred to medical facility

STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:

- Administer an IM EpiPen-Jr. for a child less than 50 pounds or an adult EpiPen for any individual over 50 pounds
- Follow with nebulized albuterol (premixed) while awaiting EMS. If not better, may repeat times two, back-to-back
- Administer CPR, if indicated

(PHYSICIAN)

Date

property damage, personal injury, premises, operations, products, completed operations, independent contractors, and contractual liability. There shall be no exclusions for contracted liability. All governmental users shall provide evidence of insurance or self-insurance to the limits set forth in NEB. REV. STAT. § 13-926.

5. All users are subject to the fee schedule established by the school board, and all Applicants by signing below verify that they have authority to sign this application on behalf of the listed Organization, and all individuals and agents of organizations certify that they have financial means and authorization to pay for the required fees and deposits, if any.

Applicant's Signature: _____

Date: _____

For District Use Only

Application

- Denied
- Approved, subject to the following

Insurance

- User has provided sufficient proof of insurance.
- User must obtain proof of insurance and list district as additional insured.
- Insurance requirements are waived.

Additional Services Requested/Required

- Custodial: \$ _____
- Kitchen: \$ _____
- Technology: \$ _____
- None

Total Fee Required to Grant Use: \$ _____

RESOLUTION ON SCHOOL DISTRICT STANDARDS FOR ACCEPTANCE OR REJECTION OF OPTION ENROLLMENT APPLICATIONS

WHEREAS, _____ Public Schools is committed to providing an education of high quality to its students in an economically efficient manner; and

WHEREAS, the school district’s faculty, facilities, and equipment can serve only a limited number of students effectively; and

WHEREAS, the _____ Board of Education, in consultation with the administration, has reviewed the school district’s faculty, facilities, equipment, interdisciplinary efforts and interrelationships of grades, subjects, and faculty; and has determined the maximum number of students it can serve effectively at any given grade level and in total;

NOW, THEREFORE BE IT RESOLVED that the board adopts the following standards for acceptance or rejection of option enrollment applications:

Numeric Capacity. The capacity in the following grade levels, programs, classes, and/or school buildings is as follows:

[NOTE TO BE DELETED: YOU MAY SET NUMERIC CAPACITY BY ESTABLISHING THE MAXIMUM NUMBER OF STUDENTS FOR EACH PROGRAM, CLASS, GRADE LEVEL, OR BUILDING. YOU MAY ALSO SET NUMERIC CAPACITY BY DECLARING THE NUMBER OF OPTION STUDENTS YOU WILL ACCEPT INTO ANY PROGRAM, CLASS, GRADE LEVEL, OR BUILDING. IF YOU ELECT THE SECOND APPROACH, YOU SHOULD CHANGE THE LIST BELOW TO REFLECT THE NUMBER OF OPTION STUDENTS YOU WILL ACCEPT INSTEAD OF THE CAPACITY OF EACH SUCH PROGRAM, CLASS, GRADE LEVEL, OR BUILDING.]

- Each grade level in grades kindergarten through 8: ____ students
- Each grade level in grades 9 through 12: ____ students
- Students in special education programs requiring specific academic and behavioral support: ____ students
- Other: _____

Total enrollment for the school district: ____ students.

Programmatic Capacity. The board declares the following grade levels, programs, classes, and school buildings to be at capacity such that no option applications into any of the following will be accepted: _____

Other Standards. The school district shall not accept an option student when acceptance of the student:

- (a) Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
- (b) Would require the procurement of new equipment, technology, or furnishings;
- (c) Would cause or require the rearrangement of caseloads for staff and contracted professionals;
- (d) Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
- (e) May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.

After the above resolution was read, board member _____ moved for passage of the motion. Board member _____ seconded the motion. After discussion, and on roll call vote, the following members voted in favor of the motion: _____.

The following members voted against the motion:
_____.

The following members did not vote:
_____.

Having been consented to by a majority of the voting members, the board president declared the motion to have been passed and adopted.

Dated this ____ day of _____, 201__.

President, Board of Education

to the Applicant.

Video Monitoring and Other Security Measures. The District uses security measures such as video cameras on its property and makes recordings as part of its security processes. Video cameras may be used in locations deemed appropriate by the District. The Applicant consents to these security measures.

RELEASE, WAIVER AND INDEMNIFICATION OF CLAIMS FOR USE OF THE SCHOOL DISTRICT'S FITNESS CENTER

I, the undersigned, have read this release and understand all its terms. I execute it voluntarily and with full knowledge of its significance. I UNDERSTAND THAT IT CONTAINS A RELEASE OF LIABILITY AND AN INDEMNIFICATION.

Declaration. I do hereby declare myself to be physically sound and suffering from no condition, impairment, or other illness that would prevent my safe participation or use of the facilities and equipment. I do further hereby acknowledge that I must obtain a Physician's approval for my participation in activities at the facilities, including the use of equipment. I acknowledge that I have either had a physical examination and have been given my Physician's permission to participate, OR that I have decided to utilize the facilities without the approval of a Physician and do hereby assume all responsibilities.

Acknowledgment of Risks. I understand and agree that fitness activities, equipment, and amenities available at the facilities may be strenuous and/or hazardous and I should contact a healthcare professional or doctor before beginning any activities. **I am voluntarily participating in these activities and using the facilities and equipment with full knowledge of the dangers involved.** I understand the risks associated with weight lifting and other available exercise amenities in the facilities, including cardiovascular and other fitness activities, and that those risks include, but are not limited to, the possibility of muscle strain, broken bones, back injury or head injury, which may be severe in nature and which could result in paralysis or even death. **I hereby agree to expressly and voluntarily assume and accept any and all risks of injury or death related to these activities.**

Release, Waiver and Indemnification. In consideration of permission granted by the District to use the District's facilities, and in the addition to any payment of any fees or charges, I do hereby waive, release and forever discharge the District, its board of education, officers, agents and employees from all actions, causes of action, damages, claims or demands that we, our heirs, executors, administrators, or assigns may have against the District and the parties named above for all personal injuries or loss of property which I incur by using the facilities and equipment or that otherwise result from my participation in any activities, whether such injuries are caused by my negligence or the negligence of the District or any of its employees, representatives, or volunteers. I agree to indemnify the District, its board of education, officers, agents, and employees and to pay for any costs, attorney fees, or awards that may result from resisting any complaint or lawsuit which I may bring against the above-named parties for any injury or loss I claim to have suffered.

Responsibility for Supervision. I understand that the facilities will be available to me only during hours designated by the administration, and that I am responsible for my own use of facilities and equipment at all times. I will inspect the facilities and equipment upon each visit before using any equipment. The District provides no training, supervision, or assistance.

Compliance with Rules. I agree to abide by all District rules, regulations, and policies now in force or that may be adopted in the future, and all directives given to me pertaining to the use of the fitness center.

THIS DOCUMENT CONTAINS A RELEASE, A WAIVER AND AN INDEMNIFICATION. READ IT CAREFULLY BEFORE SIGNING IT.

Clearly PRINT the following information:

Name: _____ Age: _____

Date: _____

Signature: _____

PARENT OR GUARDIAN IF USER IS UNDER AGE 19:

We, the undersigned, have read this Application and Release and understand all its terms. We execute it voluntarily and with full knowledge of its significance. WE UNDERSTAND THAT IT CONTAINS A RELEASE OF LIABILITY AND AN INDEMNIFICATION FOR OURSELVES AND OUR CHILD.

Clearly PRINT the following information:

Child's Name: _____ Child's Birthdate: _____

Father's Name: _____

Mother's Name: _____

Father's Signature: _____ Date: _____

Mother's Signature: _____ Date: _____

5054
Student Bullying

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior. Without limiting any definition of bullying under any state or federal law or regulation, bullying behavior, as used herein, refers to the use of physical force or verbal, nonverbal, written, and electronic communication (including but not limited to instant messaging, text messaging, e-mailing, and using websites) to threaten, intimidate, ridicule, humiliate, or harass any person.

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 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 and bullying prevention.

Policy Review. The school district shall review this policy annually.

Adopted on: May 9, 2016

Revised on: _____

Reviewed on: _____

Special Education Procedures (Updated May 2016)

The following procedures describe the steps that the school district will generally follow in implementing certain portions of the Individuals with Disabilities in Education Act and Rules 51 and 52 of the Nebraska Department of Education (NDE). If any procedure described herein conflicts with or is inconsistent with state or federal laws or regulations, the law or regulation will control. Nothing in the following procedures creates any enforceable right, educational entitlement or procedural protection that is separate from or in addition to the rights provided by state and federal law and regulation.

Suspension and Expulsion Reporting (Rule 51 § 004.06E)

The school district shall report the incidences, duration, and count of removals, suspensions, and expulsions, and other disciplinary information of children receiving special education services required by 92 NAC 004.06E to the State electronically through the NDE website by June 30th of each year. The report will be disaggregated by race/ethnicity, gender, LEP status, and disability category. If disciplinary discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities, the school district shall review its policies, procedures, and practices related to the development and implementation of IEPs, the use of positive behavioral interventions and supports, and procedural safeguards to ensure that they comply with IDEA.

District-Wide Assessments (Rule 51 § 004.05B, § 004.05C, and § 004.05D)

Each student who has been verified under Rule 51 will participate in district-wide assessments in a manner that is appropriate for the student. Each student's IEP team will determine how the student will participate in district-wide assessments. The method of assessment will be recorded on the student's IEP. Alternate assessments will be administered at the same time that state and district-wide assessments are administered to the student's grade level peers. The school district shall report assessment results to parents, the public, and the Department with the same frequency and in the same detail as they report on the assessment of nondisabled children and/or as required by Rule 51.

Child Find Process (Rule 51 § 006.01A and Rule 52 § 006.01)

To identify, locate and evaluate children residing within the geographic boundaries of the school district who may qualify for special education (including homeless children and wards of the State), the school district will take the following practical steps:

- a) announce in mailings sent to families with school-aged children at least annually that the school district will identify and verify children at no charge for possible disabilities;
- b) include information about the identification and verification of children for possible disabilities at no charge in mailings sent to patrons, homeless shelters, and Health and Human Service offices located in the school district at least annually; and
- c) accept referrals for evaluation directly from parents, school personnel, and other state and regional agencies.

Student Assistance Teams (Rule 51 § 006.01B)

The school district will use student assistance teams to develop individualized programs of support for students who may be experiencing difficulties in school. The school district will generally work to assist a student through the SAT process prior to evaluating the student for possible verification under Section 504 of the Rehabilitation Act or Rule 51 of the Nebraska Department of Education.

The SAT will be an ad hoc group created around a student, and will generally include building staff with expertise in the specific content area(s) identified as problematic for the student. The SAT may also involve other interested or relevant staff and may, but is not required to, include the student's parent.

The team will review the strengths and interests that are unique to the student and determine the academic or social challenges the student is facing at school. The team will then develop ideas and strategies that may help the student be more successful in school.

If the SAT determines that appropriate general education interventions have been attempted without success, it will consider evaluating the student for eligibility under Section 504 of the Rehabilitation Act or referring the student to the multidisciplinary team for evaluation pursuant to Rule 51.

Multidisciplinary Evaluation Team (Rule 51, § 006.03 and Rule 52 § 006.09)

The school district will appoint a Multidisciplinary Evaluation Team (MDT) which will be responsible for making all verification decisions pursuant to the qualification criteria in Rule 51 of the Nebraska Department of Education. The MDT will analyze, assess, and document the needs of each student, and the MDT's compiled information will be used on the Individual Family Service Plan (IFSP) or Individualized

Education Plan (IEP) if the MDT determines that the student qualifies for special education.

The MDT will not base a student's verification upon 1) lack of appropriate instruction in reading as contemplated in Section 614(a)(5)(A) of the Individuals with Disabilities Education Act of 2004, 2) lack of instruction in math, or 3) limited English proficiency.

If a nonpublic school student qualifies for the school district's special education program, an administrator or other designated representative of the student's nonpublic school shall be appointed as a member of the student's MDT.

Review of Existing Evaluation Data (Rule 51, § 006.06)

For initial evaluations and reevaluations, the IEP team and other qualified professionals will review all existing educational assessments as well as parental, classroom and other relevant observations in determining whether:

- a) the student is a student with a disability or continues to be a student with a disability qualifying for special education;
- b) a student with a disability needs or continues to need special education services; and
- c) a student with a disability needs additional or modified special education to meet the goals of the student's IEP or the general goals of the school district's curriculum.

Independent Education Evaluation (Rule 51 § 006.07)

When a student's parent requests an independent education evaluation, the student's case manager or the district's special education director will respond in writing without unnecessary delay that (1) the school district will initiate a hearing under 92 NAC 55 to show that its evaluation is appropriate OR (2) an independent educational evaluation will be provided at public expense. The written response will (1) include a copy of the board's policy on IEEs and (2) if appropriate, identify at least one qualified individual who meets the policy's criteria within the geographic area.

IEP Meetings (Rule 51 § 007.09A–C, G–H)

Each student's IEP team will meet initially to develop the student's IEP within 30 calendar days of the determination that the student qualifies for special education. Thereafter, each IEP team will meet at least once annually to determine whether the annual goals of the student's IEP are being achieved. The student's IEP team will also ensure that the student's IEP is in effect at the beginning of each school year. The

school district will encourage the consolidation of reevaluation meetings with other IEP Team meetings to the extent possible. The school district and parents may agree to meeting participation by video conference, conference call, or other electronic or alternative means.

Pre-Meeting Procedures. Staff members may engage in activities such as researching placements and service options, preparing draft IEP documents, writing reports, creating charts, and comparing student makeup of various program settings prior to and in preparation for IEP team meetings. Actual IEP and placement decisions, however, will not be made until concerns and input of parents and other members of the IEP team are received and considered at an IEP meeting. Although staff members may consider possible service and placement options and form opinions about them outside of an IEP meeting, no final decision will be made before full consideration of all data and input from all team members at an IEP team meeting. The school district has no policy of refusing to consider or use any particular service, program, or placement option.

IEP Distribution to Parents (Rule 51 § 007.09D, F)

A copy of the IEP will be provided to the parent at no cost. If the IEP is amended, the parent will be provided with a revised copy of the IEP with the amendments incorporated upon request.

IEP Modification by Written Amendment (Rule 51 § 007.09E)

The school district and the parent may agree to change a student's IEP after the annual IEP meeting without convening another IEP meeting by written amendment.

Distribution of IEP information to staff (Rule 51 § 007.02C, § 007.02D, and § 007.09E1)

The case manager for each student with an IEP will provide the staff assigned to work with that student with information about the student's disabling conditions, the modifications and accommodations called for in the student's IEP. The case manager will also inform relevant staff of any subsequent changes made to the student's IEP. This information may be provided by: giving staff members a copy of the student's IEP; giving staff members a copy of the accommodations page of the student's IEP; or using any other method reasonably calculated to communicate relevant information to the responsible staff member(s).

Early Intervention Transition (Rule 51 § 005.03, Rule 52 § 008)

The school district shall ensure that students participating in early intervention services experience a smooth and effective transition to

preschool programs and/or services provided under Part B of IDEA by following the procedures described in 92 NAC 52-008.

Least Restrictive Environment (Rule 51 § 008.01A)

The school district will assure that, whenever possible, all students with disabilities are educated in the same manner and in the same environment as students without disabilities by using supplementary aids and services. A student with a disability or disabilities will be removed from the regular educational environment and given special services and classes *only* when the nature of the disability does not allow for the satisfactory education of the student in regular classes.

Referral Procedures for Infants and Toddlers (Rule 52 § 006.01-006.03)

The school district will make a referral for a child under the age of three to the agency responsible for providing services coordination in the Planning Region as soon as possible but in no case later than seven (7) days after becoming aware of the infant's or toddler's potential eligibility for early intervention services. A child under the age of three who is the subject of a substantiated case of child abuse or neglect; or is identified as directly affected by illegal substance abuse or withdrawal symptoms resulting from prenatal drug exposure must be referred to the Early Intervention Program (the agency responsible for providing services coordination in the Planning Region).

Except as otherwise allowed by law or regulation (see Rule 52 § 006.02B), the school district must complete the screening; complete the initial evaluation and assessments; and participate in the initial individualized family service plan (IFSP) within 45 calendar days from the date of referral.

Written Notice of Change (Rule 51 § 009.05A-D)

The school district will provide the parents of a student with a disability with prior written notice within a reasonable time before the school district either proposes or refuses to make a change to the student's identification, evaluation, or educational placement, or the provision of a free appropriate public education. The written notice will comply with sections 009.05B-D of Rule 51 of the Nebraska Department of Education.

Procedural Safeguard Notice (Rule 51 § 009.06A-D)

A copy of the procedural safeguards will be given by the school district one time per school year. A copy shall also be given to the parent upon: a) initial referral or parental request for evaluation, b) upon

request by a parent, c) upon receipt by the school district of the first occurrence of the filing of a complaint under section 009.11 of Rule 51, d) the first occurrence of filing a special education due process case under Rule 55, and e) in accordance with the discipline procedures in section 016 of Rule 51. The notice shall include a full explanation of all procedural safeguards in compliance with section 009.06B of Rule 51. The notice shall be written in English and provided in the native language of the parent as required by sections 009.05C-D of Rule 51.

Informed Parental Consent (Rule 51 § 009.08)

The school district will obtain informed parental consent before: a) conducting an initial evaluation to determine if a child qualifies as a child with a disability, b) conducting a reevaluation, c) initial placement of a child with disabilities in a program providing special education and related services or early intervention services, d) accessing a child's or parent's public benefits or insurance for the first time (and after providing notification to the child's parents consistent with 92 NAC 51-009.90A2); and e) accessing a child's or parent's private insurance proceeds (each time).

Appointment of Surrogate For Student (Rule 51 § 009.10B)

The school district shall ensure that the rights of students with disabilities are protected by informing the members of the student's IEP team whenever(1) a parent cannot be identified, (2) a parent(s), legal guardian or individual acting *in loco parentis* for the student cannot be located, (3) the child is an unaccompanied homeless youth, or (4) the child is a ward of the State or court, The team will then hold a meeting to discuss and consider whether the school district must appoint a surrogate to participate on the IEP team and fulfill the role of the student's parent. The team will select a community member who qualifies according to the criteria provided in Rule 51.

Personnel Standards (Rule 51 § 010)

The school district shall ensure that all personnel are appropriately and adequately trained and prepared to provide special education and related services to children with disabilities as required by law including but not limited to Section 2122 of the Elementary and Secondary Education Act of 1965, Rule 51, and IDEA. The school district shall ensure that its recruits, hires, trains, and retains such personnel by doing the following:

- 1) Advertising for only qualified candidates.

- 2) Verifying that all personnel hold the required certificate, license, registration, or other credentials and training during the interview process or prior to employment.
- 3) Verifying that all personnel maintain the required certificate, license, registration, or other credentials and training during employment.
- 4) Providing continuing education opportunities and training programs.
- 5) Evaluating personnel performance for compliance with federal and state law and regulations and school district standards and policies.

Contracted Programs (Rule 51 § 013.02)

The school district shall be responsible for the development and maintenance of the IEP and the participation in all IEP meetings and shall assure that IEP meetings are arranged with the contracted program and the parents. Such arrangements may include meetings with the contracted program, the school district, and the parent. Meetings may occur within the district, at the contracted program site, or another site if more appropriate.

Transportation (Rule 51 § 014)

The school district shall provide transportation or transportation services to special education students who qualify for it under law as provided in NEB. REV. STAT. 79-1129, Rule 51, and IDEA. This may include paying mileage reimbursement to parents, transporting children with school district vehicles, contracting with a transportation company, or using any other method that is proper and necessary to transport students. Transportation eligibility will be determined by the student's IEP Team. The plan for transportation for the student shall be part of the IEP if required by law.

Children Placed In or Referred To a Nonpublic School or Facility by the School District or Approved Cooperative As a Means of Providing Special Education and Related Services (Rule 51 § 015.01)

A special education student may be placed in a nonpublic school or facility, if the student's IEP team develops an IEP for the child in accordance with Section 007 that places the student in the nonpublic school or facility. If a student's IEP team determines that the student will be placed in a nonpublic school or facility, the school district will ensure that the student is provided special education and related services in conformance with the provisions of Rule 51 at no cost to the student or parents. The school district will be responsible for initiating and conducting IEP meetings after the student has been placed in the

nonpublic school or facility and will insure that both the parents and representatives from the nonpublic school or facility are involved in any decision about the child's IEP and agree to any proposed changes in the IEP before those changes are implemented.

Children Placed In a Nonpublic School by Parents As a Means of Obtaining Special Education and Related Services; FAPE is At Issue (Rule 51 § 015.02)

The school district will not pay for the cost of education, including special education and related services, of a child with a disability at a nonpublic school or facility if the school made FAPE available to the child and the parents elected to place the child in a nonpublic school or facility as a means of obtaining special education and related services. However, the school district will include that child in the population whose needs are addressed consistent with Rule 51. Disagreements between a parent and the school district regarding the availability of a program appropriate for the child, and the question of financial reimbursement, are subject to the due process procedures of Rule 55 of the Nebraska Department of Education.

Working with Nonpublic Schools within the Boundaries of the District (Rule 51 § 015.03B and § 015.03D1a)

The school district will provide written information to each non-public school within its geographic boundaries that the public school will identify and verify children for possible disabilities at no charge. This communication will also inform the non-public school officials, staff and parents about the availability of equitable services for students with disabilities who attend non-public schools that are not within the geographic boundaries of the district.

A student who attends a nonpublic school may participate in the school district's special education program to receive FAPE provided that (1) the student has been verified pursuant to Rule 51 and (2) the student is a resident of the school district as defined by NEB REV. STAT. § 79-215. The student's IEP team will determine the physical location where the student will receive services and will consider whether it is necessary for the student to be transported to the service location. A non-resident student who attends a nonpublic school within the geographic boundaries of the district may receive equitable services if the student has been verified pursuant to Rule 51.

Disagreement between parents and the school district over whether or not the school district has a program available to serve the needs of a

special education student, including claims for tuition reimbursement by parents, are subject to the appeal procedures established in Rule 55.

Overidentification and Disproportionality (34 CFR 300.173)

The school district shall take affirmative steps to prevent the inappropriate overidentification or disproportionate representation by race and ethnicity of children as children with disabilities, including children with disabilities with a particular impairment described in 34 C.F.R. §300.8. These steps shall include, but not necessarily be limited to:

- Providing staff with technical assistance, professional development, and other educational opportunities;
- Collecting, examining, and reporting data;
- Monitoring, assessing, and providing continuous improvement activities;
- Reviewing school district policies, procedures, and practices.

The school district shall collect and examine data to determine if significant disproportionality based on race and ethnicity is occurring with respect to:

- The identification of children with disabilities, including the identification of children as children with disabilities in accordance with a particular impairment described in 34 C.F.R. §300.8;
- The placement in particular educational settings of these children; and
- The incidence, duration, and type of disciplinary actions, including suspensions and expulsions.

The school district will review and analyze the data and any other applicable indicators or information that is needed to adequately measure overidentification and disproportionate representation. In the event that the available information demonstrates inappropriate overidentification or disproportionate representation by race and ethnicity of children as children with disabilities, the school district shall correct the matter as soon as practicable, but in no case later than any time period required by law.

Prohibition on Mandatory Medication (34 CFR 300.174)

State and school district personnel shall not require parents to obtain a prescription for substances identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act (21 U.S.C. 812(c)) for a child as a condition of attending school, receiving an evaluation

under sections 300.300 through 300.311, or receiving services authorized under IDEA.

Access to Instructional Materials (Rule 51 § 004.15)

The school district may contract with the National Instructional Materials Access Center (NIMAC) when purchasing print instructional materials and/or assures the Nebraska Department of Education that it will provide such materials to children with blindness or other children with print disabilities at the same time as other children.

Full Education Opportunity Goal and Program Options (Rule 51 § 004.11A, 34 CFR 300.109, 34 CFR 300.110)

The school district provides full educational opportunities to all children with disabilities aged birth to 21. The school district does this, in part, by:

- Offering and providing a free appropriate public education (FAPE), including special education and related services, and complying with all state and federal special education laws and regulations;
- Making available to children with disabilities a variety of educational programs and services that are available to nondisabled children including, but not necessarily limited to, art, music, industrial arts, consumer and homemaking education, and vocational education
- Working collaboratively with parents, teachers, guidance counselors, other school staff members, community agencies, educational service units, and other school districts to review and/or offer appropriate course offerings and other educational opportunities;
- Providing supplementary aids, services, and other effective supports determined appropriate and necessary by the child's IEP Team, to ensure that students have an equal opportunity to participate in academic, nonacademic, and extracurricular services and activities;
- Collecting and examining data; and
- Staff development activities

The timetable for accomplishing this goal is immediate and ongoing. The school district accomplishes this goal by taking the above steps on a regular, scheduled, and ongoing basis as well as on an unplanned basis when the need arises for each individual student.

Parent Refusal to Consent Under Rule 52 (Rule 52 § 009.02K3)

If a parent refuses to provide consent under Rule 52, the school district may:

- Hold a meeting with the parent(s) to explain how the parent's failure to consent affects the ability of their child to receive early intervention services;
- Provide the parents with written information regarding early intervention services;
- Provide referrals to other agencies, if appropriate; and
- Take other actions or make such other efforts as the school district deems appropriate.

Nothing in these procedures shall override a parent's right to refuse to consent under section 009.03A of Rule 52.

Surrogate Parents (Rule 51 § 009.10)

Surrogate parents shall be appointed when required or allowed by Rule 51 or IDEA. If the district identifies students who may be in need of a surrogate parent, the district will:

1. Attempt to identify and locate the parent;
2. Investigate the legal status of those student(s); and
3. If after a reasonable effort, the parents cannot be located, the school district shall ensure that the rights of students with disabilities are protected by appointing a surrogate.
4. Surrogates will be provided sufficient training to assure they are knowledgeable as to the legal rights and educational needs of the student they are to represent. Training will be conducted as needed.
5. Surrogates will be appointed by the director of special education following documentation that no conflict of interest exists and completion of appropriate training or assurance that the surrogate is knowledgeable in order to represent the student.
6. Surrogates will be monitored on a regular basis to ensure effective performance. Should a surrogate be unable or unwilling to discharge his or her duties, a new surrogate will be appointed by the director.
7. The surrogate parent shall continue to represent the student until one of the following occurs:
 - a. The student is determined to no longer be eligible for, or in need of, special education or related services except when termination from such programs is being contested;
 - b. The parent, who was previously unknown, or whose whereabouts were previously unknown or a guardian or person acting as the student's parents becomes known; and/or,

- c. It is determined that the appointed surrogate parent no longer adequately represents the student.
- d. The surrogate parent's term has expired.

Perkins County Schools Alcohol/Drug/Tobacco

Students shall not engage in the unlawful use, possession, selling or dispensing of a controlled substance or an imitation controlled substance, as defined by Nebraska law, a substance represented to be a controlled substance, or alcoholic liquor as defined by Nebraska law and shall not be under the influence of a controlled substance or alcoholic liquor. The possession and/or use of alcohol, drugs, tobacco, or non-medically- prescribed controlled substances (as defined by State Law) is forbidden on the school grounds, in the building or at school functions at home or away activities or in transit.

No student shall be at, or remain at the site of any party, or be in any vehicle, residence or other building where any minor is using or possessing an alcoholic beverage or illegal drug (aka “in the presence of”).

The school has the right to investigate upon reasonable cause. It will considered a violation upon being ticketed for an alcohol or drug related offense, self-reporting, or if the investigation determines a violation occurs. Consequences incur when administration determines a violation occurs.

Note:

- - An activity shall be considered an extra-curricular activity or NSAA sanctioned activity including, but not limited to: volleyball, football, basketball, wrestling, track, golf, dances, speech, academic events, FFA, FCCLA, drama, fine arts, school sponsored social activities. Activities not included shall be graduation with the approval of the administration.
- - Ineligible students lose eligibility to participate in activities, but may practice, attend meetings, and/or attend events with the team at the coach’s/sponsor’s discretion only if school attendance is not affected.
- - The policy shall be totaled from year to year. A new year begins on the first day of NSAA sanctioned practice in the fall and ends in the spring at the conclusion of NSAA boys state golf.

DISCIPLINARY ACTION

1. **Consequences for Violating PCS Alcohol/Drug/Tobacco Policy and/or Testing Positive under PCS Extracurricular Drug Testing Policy.** Whenever the test results indicate the presence of drugs, the Drug Program Coordinator shall schedule and hold a confidential meeting with the student, parent/guardian, and sponsor/coach. Other members of the school’s administration may also attend the meeting. At the meeting, the Drug Program Coordinator shall explain the drug testing procedures and the policy of the district. The consequences shall be as follows (**All offenses are cumulative in grades 9-12**):

Students lose the opportunity to self-report once they are randomly selected for testing.

a. First Offense

- d. The student may be required to attend practice at the determination of coaches/sponsors and administration.
- e. The student will be ineligible to publicly perform in any extracurricular activity for 21 calendar days. The day of the positive test result, self-report, or administrator determination shall be the first day for counting purposes. If a student self-reports within 72 hours, the number of days shall be reduced from 21 to 14. If the end of the activity precedes the end of the 21/14 days, the remaining days will carry over to the next activity so the student completes the required number of days. The student must miss at least one contest, performance, or activity that is scheduled in or nearest the suspension time. The student may/may not letter and/or receive team awards as determined by coaches/sponsors and administrators.
- f. The student shall attend 3 hours of drug and alcohol counseling or educational programming at the student's expense as arranged or approved by the Drug Program Coordinator.
- g. The student must submit to a district-administered test and test negative before returning to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 12 months or end upon graduation.

b. Second Offense

- d. The student may be required to attend practice at the determination of coaches/sponsors and administration.
- e. The student will be ineligible to publicly perform in any extracurricular activity for 42 calendar days. The day of the positive test result, self-report, or administrator determination shall be the first day for counting purposes. If a student self-reports within 72 hours, the number of days shall be reduced from 42 to 28 days. If the end of the activity precedes the end of the 42/28 days, the remaining days will carry over to the next activity so the student completes the required number of days. The student must miss at least one contest, performance, or activity that is scheduled in or nearest the suspension time. The student may/may not

letter and/or receive team awards as determined by coaches/sponsors and administrators.

- f. The student shall obtain a drug and alcohol assessment at student's expense from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. The student shall provide written proof of obtaining the assessment to Drug Program Coordinator. The student is strongly encouraged to comply with the assessment recommendations.
- g. The student must submit to a district-administered test and test negative before returning to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 12 months or end upon graduation.

c. Third Offense

The student will be ineligible to participate in any extracurricular activity for the remainder of the school year.

d. Fourth Offense

The student will be ineligible to participate in any extracurricular activity for the remainder of the student's time at the school district.

Completion Suspension

Students reprimanded at the end of a semester will see their suspension carried over to the following activity calendar/semester even if that carry over is in a new school year/activity year.

Procedure Prior to Suspension:

In the event that this policy is violated and a student is to be suspended from an activity, the following process shall be initiated:

1. The student shall be notified by school officials of the alleged rule violation
2. The student will be asked if his/her parents are aware of the violation. If the parents are not aware of the violation; a phone call will be made to the parents.
3. During the meeting, school officials will summarize details related to the incident and then advise the student of the action that will be taken. The student shall have an opportunity to present information or details related to the incident. The student shall also be afforded full opportunity to make any statements or request explanations related to the incident.
4. The building principal or Athletic Director shall issue a decision related to suspension. This decision is final and binding.

BLANKET AUTHORITY

The Perkins County School Board, in adopting this Drug and Alcohol Policy, realizes that the foregoing may not extend to any and all situations where a student of Perkins County Schools may be involved with drugs and alcohol. For this reason, the Perkins County School Board hereby directs and authorizes the principal to take such other and further actions as may be necessary in any given event to discipline any Perkins County School student who may be involved in a violation of the intent and spirit of this policy, notwithstanding such violation may not specifically be set forth herein.

ADDITIONAL REQUIREMENTS

Coaches/sponsors may have additional requirements of participants ranging but not limited to dress on game days to practice requirements.

I have read and understand the student activity handbook for Perkins County High School.

_____	_____	Student Signature Date
_____	_____	Parent Signature Date
_____	_____	Coach/Sponsor Signature Date

**PERKINS COUNTY PUBLIC SCHOOLS
GRANT, NEBRASKA**

**MANDATORY DRUG TESTING POLICY FOR STUDENTS
INVOLVED IN EXTRA CURRICULAR ACTIVITIES OR THAT HAVE
VOLUNTARILY BEEN PLACED IN THE DRUG TESTING PROGRAM BY THEIR
PARENT/GUARDIAN at Perkins County High School**

Extracurricular Drug Testing Program

The school district supports and values student participation in extracurricular activities, but such participation in school district extracurricular activities is a privilege and not a right. Students in all extracurricular activities in grades 9-12 shall be subject to mandatory and random testing for the presence of alcohol or illegal drugs.

DEFINITIONS

DPA: A national certified Drug Program Administrator, which shall use a certified laboratory in testing of samples. The Board will choose a nationally certified DPA for the purpose of determining through random selection the student(s)/participant(s) to be tested.

DPC: The Drug Program Coordinator shall be the building Principal/Activities Director or his/her designee

MRO: Medical Review Officer

2. Purpose of Random Drug Testing

- 1) To provide for the health and safety of all students;
- 2) To undermine the effects of peer pressure by providing legitimate reason for students to refuse use of illegal drugs and/or alcohol;
- 3) To identify students who use illegal drugs and/or alcohol; and
- 4) To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

3. Each student who participates or seeks to participate in extracurricular activities shall be given a copy of this policy. This policy may also be included in the student handbook. An orientation for students and parents will be held at the start of the school year to talk about the policy and procedures.

4. **Activity Programs:** Any activity that meets the guidelines of an extracurricular activity at Perkins County Public Schools, which shall include the following but not limited to:

Basketball	Jazz Band	Student Council	Swing Choir
Football	Mock Trial	NHS	
Volleyball	Speech	Track	
Cross Country	Wrestling	Golf	
Musical/Play	Quiz Bowl	FFA	
FCCLA	Science Club	Marching Band	
Pep Band	Cheerleading	One Acts	

5. **Students Who Are Required to Submit to Drug Testing**

- a. **Grades.** All students in grades 9-12 who participate in any extracurricular activity or competition listed above are part of the pool subject to random drug testing.
- b. **Consent.** A student and his or her parent(s)/guardian(s) must sign a consent form before the student shall be eligible to try out for, practice with, or Baparticipate in the extracurricular activity. The consent form is attached to this policy.
- c. **Selection Pool Eligibility.** Students shall remain in the selection pool for an entire calendar year (365 days) from the date the consent form is received by the school district except that students who quit during the season or activity (prior to being selected for testing) or students who are cut from an activity will be removed from the testing pool. A participant may be subject to testing at any time during the said 365 day period. Any student who tests positive during the school year will be tested through the summer months. Summer months are from the first day after the last day of classes in the spring through the last day before the first day of classes in the fall.
- d. **Withdrawal.** Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the school year or until the student files a Withdrawal of Student from Activity form signed by the student and his or her parent(s)/guardian(s). Upon withdrawal, the student shall not be eligible to participate in any activity that is subject to drug testing for 365 days from the date of withdrawal. A student who files a Withdrawal of Student from Activity form after selected for a random drug test but before submitting to the test or after testing positive shall be ineligible to participate in any extracurricular activities for one calendar year from the date the Withdrawal of Student from

Activity form is received by the Drug Program Coordinator.

6. **Drugs.** Students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drugs present in their system.

“Drugs” means:

- a. Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 *et seq.*
- b. Any substance which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other prescription drugs;
- c. Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in NEB. REV. STAT. § 48-1902(1).

7. **Testing Procedures**

- a. **Student Selection.** All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list shall be submitted to the company employed by the district to conduct the testing. The DPA will identify students on the master by number.
- b. **Reasonable Suspicion Testing.** In addition to random drug testing, a student is subject to drug testing at any time when the Drug Program Coordinator determines there is individualized reasonable suspicion based upon articulable facts to believe that the student has used a drug. The Drug Program Coordinator will notify the student and take the necessary steps to schedule a test as soon as practicable.
- c. **Parental Request.** Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental request. Parent(s)/guardians may also request that their student be subject to non-random drug screening. The school will arrange for the test as soon as practicable. The parent(s)/guardian(s) making a request under this subparagraph must submit a signed consent form and indicate which type of test is being requested. Any cost associated with tests administered as a result of parental request must be paid by the parent(s)/guardian(s) in advance of the test.
- d. **Type of Test.** The school district reserves the right to utilize breath, saliva, hair or urinalysis testing procedures. Urine and oral fluid samples, which screen positive will be confirmed by GC/MS (Gas Chromatography/Mass Spectrometry). Positive saliva or breath alcohol tests will be confirmed by EBT (Evidential Breath Tester).

- e. **Collection Site.** The Drug Program Coordinator will designate the collection site at which student will provide specimens. The collection site may be off the premises of the school district.
- f. **Sample Collection.** Samples will be collected as directed by the Drug Program Administrator on the same day the student is selected for testing, or if the student is absent an alternate will be selected, in sequential order, from an alternate list provided by the Drug Program Administrator. If a urine sample is required, all students providing samples will do so alone in an individual bathroom or stall with the door closed.
- g. **Collection Procedures.** The school board will select a Drug Program Administrator (DPA). The DPA shall randomly select the students subject to drug testing from the master list. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy. The DPA and the school district will provide a copy of the collection procedures upon request.
- h. **Drugs.** Students may be randomly tested for any drugs, including but not limited to alcohol, amphetamines, marijuana or cannabinoids, cocaine, methadone, methaqualone, propoxyphene, hallucinogens, opiates, phencyclidine, synthetic opiates and PCP, steroids, barbiturates, benzodiazepines, alcohol, and any prescription drug that was obtained without proper authorization.
- i. **Results.** The DPA shall notify the student and the Drug Program Coordinator of any positive test after the initial screening. The school representative shall notify the student's parents. The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). The MRO will be certified by an MRO accreditation body. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or parent(s)/guardian(s) to discuss the result either face-to-face or over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will report results of verified positives to the DPA. The DPA shall then notify the Drug Program Coordinator of the positive test result. The Drug Program Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.

- j. **Request for a Retest.** A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. A student's parent(s)/guardian(s) may request that the split specimen be tested at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO (with a copy sent to the Drug Program Coordinator) within 72 hours of being notified of the final testing result. The student and his or her parent(s)/guardian(s) must pay the associated costs for an additional test in advance. The costs will be reimbursed if the result of the split sample test is negative. The student will remain subject to the consequences of this policy during the retesting procedure.
 - k. **Scope of Tests:** The drug screen tests for one or more illegal drugs and/or alcohol. The Drug Program Coordinator shall determine which illegal drugs shall be screened, but in no event shall that determination be made after the selection of students for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug use.
 - l. **Non-Punitive Nature of Policy:** No student shall be penalized academically for testing positive for illegal drugs or alcohol. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the district.
8. **Consequences for Testing Positive.** Whenever the test results indicate the presence of drugs, Drug Program Coordinator shall schedule and hold a confidential meeting with the student, parent/guardian, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the Drug Program Coordinator shall explain the drug testing procedures and the policy of the district. The consequences shall be as follows (**All offenses are cumulative in grades 9-12**):
- Students lose the opportunity to self-report once they are randomly selected for testing.
- a. **First Offense**
 - d. The student may be required to attend practice at the determination of coaches/sponsors and administration.
 - e. The student will be ineligible to publicly perform in any extracurricular

activity for 21 calendar days. The day of the positive test result shall be the first day for counting purposes. If the end of the activity precedes the end of the 21 days, the remaining days will carry over to the next activity so the student completes the required number of days. The student must miss at least one contest, performance, or activity that is scheduled in or nearest the suspension time. The student may/may not letter and/or receive team awards as determined by coaches/sponsors and administrators.

- f. The student shall attend 3 hours of drug and alcohol counseling or educational programming at the student's expense as arranged or approved by the Drug Program Coordinator.
- g. The student must submit to a district administered test and test negative before returning to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 12 months or end upon graduation.

b. Second Offense

- d. The student may be required to attend practice at the determination of coaches/sponsors and administration.
- e. The student will be ineligible to publicly perform in any extracurricular activity for 42 calendar days. The day of the positive test result shall be the first day for counting purposes. If the end of the activity precedes the end of the 42 days, the remaining days will carry over to the next activity so the student completes the required number of days. The student must miss at least one contest, performance, or activity that is scheduled in or nearest the suspension time. The student may/may not letter and/or receive team awards as determined by coaches/sponsors and administrators.
- f. The student shall obtain a drug and alcohol assessment at student's expense from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. The student shall provide written proof of obtaining the assessment to Drug Program Coordinator. The student is strongly encouraged to comply with the assessment recommendations.
- g. The student must submit to a district administered test and test negative before returning to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 12 months or end upon graduation.

c. Third Offense

- d. The student will be ineligible to participate in any extracurricular activity for the remainder of the school year.

d. Fourth Offense

The student will be ineligible to participate in any extracurricular activity for the remainder of the student's time at the school district.

9. Refusal to Test

A student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall be deemed to have submitted a positive test.

10. Tampering

Tampering is the use of any agent or technique, which is designed to avoid detection of a drug and/or compromise the integrity of a drug test and is prohibited. This includes providing false urine samples (for example, urine substitution), contaminating the urine sample with chemicals or chemical products, the use of diuretics to dilute urine samples, and the use of masking. If the Drug Program Coordinator determines that a student tampered with a drug test, the student shall be deemed to have submitted a positive test. Additionally, the consequence will advance one level in the disciplinary scope and sequence based on the student's current or past violation(s) of the policy. Example, if it were the student's first violation, the consequence would equal a second offense.

The use of any such agent or technique shall be treated as a positive test for drugs prohibited by this Policy and shall be subject to the penalties set forth in Section 9 of this Policy.

11. Maintenance of Records

All results of drug testing shall be confidential. Procedures for maintaining confidentiality will be developed by the school district and the testing organization. The Drug Program Coordinator shall maintain records of positive tests in a secure location. This information will not be available to anyone other than appropriate school personnel and parents. This information will be destroyed upon the student's graduation or one year after the student's class graduates. Under no circumstances will this information become a part of the student's permanent file, nor will it be sent to another school when the student moves to another district or transfers to another school. The school district will not share drug testing results with any law enforcement agencies.

12. Appeal.

The school district will rely solely upon the opinion of the MRO to determine whether the positive test result was the result of the consumption of a drug. There shall be no appeal of the test result to any school administrator or the board of education.

13. Severability

If any portion of this policy is deemed to be contrary to the law of the state of Nebraska or the United States by judicial decision or an act of Congress, then only such portion or provision directly deemed to be unconstitutional shall be stricken, and the remainder of the policy shall remain in full force.

**PERKINS COUNTY SCHOOLS
CONSENT TO PERFORM RANDOM DRUG TESTING
2016-2017**

Student Name _____ Grade _____

As a student and parent:

- < We understand and agree that participation in extracurricular activities is a privilege that may be withdrawn for violations of the Extracurricular Drug Testing Policy.
- < We have read the Extracurricular Drug Testing Policy and understand the responsibilities and consequences as an activity participant if the student violates the policy.
- < We understand that when students participate in any extracurricular activity, they will be subjected to random drug testing, and if they refuse, will not be allowed to practice or participate in any extracurricular activity. We have read this consent statement and agree to its terms.
- < We understand this is binding while a student is enrolled in _____ School District.

CONSENT TO PERFORM DRUG TESTING

We hereby consent to allow the student named on this form to undergo drug testing for the presence of drugs and alcohol in accordance with the Extracurricular Drug Testing Program adopted by the Board of Education. We understand that any samples will be sent only to a qualified laboratory for actual testing. We hereby give our consent to the medical vendor selected by the school board, their Medical Review Office (MRO), laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform testing for the detection of drugs and to release the results of those tests as provided in the policy. We understand these results will be forwarded to school district officials and will also be made available to us. We agree to sign any necessary releases if requested to do so.

We understand that consent pursuant to this Consent to Perform Random Drug Testing will be effective for all extracurricular activities in which this student might participate during the current school year.

We hereby release the Perkins County Board of Education and its employees from any legal responsibility or liability for the release of such information and records, pursuant to the policy.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

I have read and understand the student activity handbook for Perkins County High School.

Student Signature Date

Parent Signature Date

Coach/Sponsor Signature Date