

## **Board of Education Regular Meeting**

Monday, July 10, 2023 7:00 PM

Media Center at the Palmyra District OR-1 Public Schools

425 F Street

Palmyra, NE 68418

### **District Mission:**

**“Together we prepare our students to successfully meet the challenges of the future.”**

**Strategic Goal 1:** District OR-1 Public Schools will provide the facilities needed to be competitive with other area schools in athletics and fine arts programs.

**Strategic Goal 2:** District OR-1 Public Schools will foster a unified community.

**Strategic Goal 3:** District OR-1 Public Schools will continuously implement (academic) programs and the curriculum needed to remain competitive with other area schools.

Attendance Taken at 7:01 PM.

Dean Busch: Present

Jaimi Calfee: Present

Tim Cheney: Present

Brandon Desh: Present

Dee Moore: Present

Josh Penterman: Present

This information was posted in the following public formats:

The Voice News (weekly area newspaper)

Farmers' Merchants Bank - Palmyra

Palmyra Post Office

Palmyra High School

Bennet Post Office

Bennet Elementary School

District OR-1 Website - <https://www.districtor1.org/>

### 1. Call to Order and Pledge of Allegiance

- Board President Desh called the meeting to order at **7:00 p.m.**
- Board President Desh led the board and the patrons in attendance in the Pledge of Allegiance.

### 2. Announcement of the Open Meetings Act Posting

- Board President Desh identified the location of the Open Meetings Act Poster on the wall in the meeting room.
  - *Please note that no changes to the Open Meetings Act occurred during the latest Legislative session and the current Open Meetings Act information will stay current until further notice.*

### 3. Building Expansion and Summer Construction Update

- Craig Gies from BIC Construction updated the board on the construction progress at both buildings.
- Areas discussed during the presentation are listed below:
  - Project Timeline Update
  - Safety
  - Communication and Community Updates
- **Bennet Elementary School:**
  - Gym Floor Update
  - Entrances / Exits
  - Parking Lot Discussion: Stalls / Traffic Flow
  - Bus and Parent / Staff Traffic Flow / Efficiency
  - Playground Renovation
- **Palmyra High School:**
  - Entrances / Exits
  - Parking (Please view attached link)
    - HS Parking for 2023-2024
  - CTE Area
  - Sewer, Streets, and Utilities
  - Pre-cast concrete foundational work will be starting soon at both buildings.
- **Upcoming Construction-Related Meetings:**
  - **Administration Construction Updates:**
    - These meetings take place every other Tuesday beginning at 2:00 p.m. at either Palmyra High School or Bennet Elementary School. The meeting location will change as needed to address priority items at each site.
    - The next meeting is scheduled for **Tuesday, July 25th at Palmyra High School** in the west entrance conference room.
  - **Construction Manager at Risk Construction Board Member Updates:**
    - **Starting on August 14, 2023**, CMAR representatives from BIC Construction will meet with all board members on the second **Monday of each month beginning at 6:30 p.m.** in the media center at Palmyra High School to discuss project progress and current/pending expenditures, changes, etc.
      - Because all board members are scheduled to be in attendance at these CMAR update meetings, the meetings are public and public notice of the meeting will be published accordingly prior to each monthly CMAR meeting.
- Additional information and pictures regarding school construction updates are available on our school website at [www.districtor1.org](http://www.districtor1.org)

### 4. Staff and Student Presentations

- There were no staff or student presentations scheduled at the meeting due to the summer break.
- These presentations will begin again when school starts in the fall.

5. Consent Agenda Motion to approve the consent agenda as presented. This motion, made by Josh Penterman and seconded by Dee Moore, Passed.

Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

5.1. Approval of Board Agenda

5.2. Approval of minutes of previous meetings

5.3. Approval of Claims/Payment of Bills and Payroll

5.4. Certificated/Classified Hire(s)/Reassignment(s)/Resignation(s)

5.5. Financial Report

6. Public Comment

- Public Comment was presented by Craig Bolz of Palmyra.

7. Administrative Reports

- Due to our building principals and activities director not being in the buildings during the month of July, there was no administrative report presented this month.

7.1. Superintendent's Report Superintendent Hart provided an update and information on the following topics:

- **Option Enrollment:**

- Some of the topics included: historical and current transportation practices for option students, student costs, option enrollment board policy, and state statute discussion.

- **Bennet Safe Streets and Roads Project:**

- The attached project description and accompanying letter of support are attached to this agenda item.

- **Olson Complex Family Nights**

- Please note: The next Family Night is **Tuesday, July 18th, 2023 at the Olson Complex from 6:30 - 8:00 p.m.**
- All students, staff, families, and community patrons are invited to attend these events.

- **Legislative Session Review:**

- More information about these bills is listed below in the discussion item section of the agenda.

- **Bond Update:**

- Superintendent Hart provided information relative to the current bond issuance, projections for the issuance of the remaining bond funds, and current bond expenditures and revenues.
- A summary of the current 2022 bond is attached to this agenda item.

- **Summer Building Projects**

- Auxiliary Gym Doors
- Painting
- HVAC and General Maintenance
- Carpets and Rooms

- **Personnel Update:**

- Update on "new to the district" personnel.

- **Beginning of School Information**

- The first day of school for students K-12 will be **Monday, August 14th, 2023. Please note that this is a change from an earlier edition of the 2023-2024 district calendar.**

- The first day of preschool will be **Tuesday, August 15th, 2023**. *Please note that this is a change from an earlier edition of the 2023-2024 district calendar.*
  - The updated **2023-2024** District OR-1 school calendar is attached to this agenda item.
- 7.1.1. Bennet Safe Streets and Roads Project Information
- See information attached below.
- 7.1.2. Legislative Update
- Superintendent Hart provided a summary of the impact of the legislative session on public schools, property taxes, and student learning.
- 7.1.3. Updated Information on the 2022 General Obligation Bond Superintendent Hart presented information on the 2022 General Obligation Bond:
- An update and general summary overview of the first issuance of the **2022** General Obligation Bond is attached: This information was **updated on July 10, 2023**.
  - The projected second bond issuance procedures were discussed.
    - This 2nd bond issuance is projected to occur sometime in the fall of the **2023-2024** school year.
- 7.1.4. Option Enrollment Update Superintendent Hart presented information on this topic regarding the following areas:
- Special education students requesting option enrollment will now be considered for district admission based on special circumstances and available resources on a "case by case" basis.
  - Certain grade levels and programs are still listed at capacity in alignment with future enrollment projections.
  - Option Enrollment Transportation
  - Option In
  - Option Out
  - Net Option Funding and State Aid Impact
- 7.2. Administrative Team Report
- Due to our building principals and activities director being off for the month of July, there is no administrative report for this month
8. Discussion Items- Committee Reports
- No further discussion.
  - Board committee assignments will be discussed in more detail at the upcoming board retreat on **Wednesday, July 12th, 2023**.
9. Policy Review
- The policies listed below are policies that are reviewed annually in accordance with NDE and federal or state standards or they are new policies that have been developed in response to the current laws and guidelines established as a result of the most recent legislative session.
- 9.1. Policy # 1101: Equal Access-Student Groups:
- Discussion centered around clarifying the list of approved "student groups" that can have access to students to share information during the school day, but not during instructional time.
  - This list is attached to this agenda item.

- 9.2. Policies # 1210 and 1220: Title IX
  - No further discussion.
  - This policy is reviewed annually.
- 9.3. Policy # 4009: Drug Use
  - No further discussion.
- 9.4. Policy #4025: Professional Boundaries Between Students and Employees
  - No further discussion.
  - This policy will be reviewed again with all staff at the beginning of the school year in alignment with NDE standards.
- 9.5. Policy #5004: Full and Part Time Student Enrollment The discussion centered on the following:
  - Part-time students are now permitted to enroll in "all courses selected by the students."
  - In addition, each district must adopt board policies to allow any resident homeschool student to participate in extracurricular activities, as long as the student meets the eligibility criteria identified.
  - NSAA policies will also apply as directed by the NSAA.
- 9.6. Policy #5102: Alternative Education
  - No further discussion.
- 9.7. Policy #5205: Graduation
  - Discussion centered around the five additional graduation credits now needed for personal finance or financial literacy.
  - Additional discussion involved conversation about including student volunteer hours and community service for graduation requirements.
- 9.8. Policy #5415: Bullying Prevention
  - No further discussion.
  - This policy is required to be reviewed annually.
- 9.9. Policy #5602: Naloxone
  - Discussion revolved around the presence of Narcan (Naloxone) now being secured in schools to help immediately treat potential adverse impacts from drugs.
  - Our health services staff is properly trained for these resource allocations and intervention strategies and health services staff will proactively train other staff members as needed to assist with the process and state requirements.
- 9.10. Policy #6212: Assessments--Academic Content Standards
  - No further discussion
- 9.11. Policy #6215: Collection of Information Relating to Dyslexia
  - By July 1 of each year, all school districts will now be required to report information to NDE related to student dyslexia.
    - This new requirement supplements the Legislature's prior measures to eliminate barriers to student reading progress.
  - No further discussion
- 9.12. Policy #6284: Initiations and Hazing
  - No further discussion
- 9.13. Policy #6288: Artificial Intelligence

- Given the recent rise of artificial intelligence, it is recommended that all schools now have a policy to address how to identify acceptable academic practices, plagiarism and academic dishonesty in relation to AI.
  - Please see attached document
- 9.14. Policy #6600. Special Education Policy
- No further discussion
- 9.15. Policy # 6700: Firearms
- No further discussion
- 9.16. Policy # 6921: Safe Seizure Schools
- District OR-1 has a program and specially trained staff in place to provide care if a student or staff member has a seizure during school hours or on school property.
  - This is an annual training requirement.
  - Please see the attached document.
- 9.17. Policy #6930: Behavioral Points of Contact
- Beginning with the **2023-2024** school year, each school district must designate at least one employee as a "behavioral awareness point of contact" for each building.
  - Each "point of contact" must have information about identified supports, including a registry of local mental health and counseling resources.
  - The "points of contact" must be listed on the school's website and "in any school directory for the school."
  - Beginning in the **2026-2027** school year, every school district must ensure that "each administrator, teacher, paraprofessional, school nurse, and counselor receives "behavioral awareness training."
  - In alignment with recent legislative changes and upcoming laws, the following policy will be recommended for inclusion in our district policies.

District OR-1 "Behavioral Awareness Points of Contact" will be:

- **Bennet Elementary School:** Ms. Linde Walter (Elementary Principal) and Mr. Austin Lahmon (Elementary School Counselor).
- **Palmyra High School:** Mr. Heath Johnson (High School Principal), Mrs. Kloreace Linke (District School Psychologist), and Mrs. Kori Vodicka (High School Guidance Counselor).

## 10. Action Items

10.1. Presentation, discussion, and or official action to approve the update of the Option Enrollment Appendix for 2023-2024. Motion to approve the updated Option Enrollment Appendix for the 2023-2024 school year. This motion, made by Josh Penterman and seconded by Tim Cheney, Passed.

Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

10.2. Discuss, consider, and take action to approve Policy # 5101: Student Discipline Motion to approve. This motion, made by Dee Moore and seconded by Dean Busch, Passed.

Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- The high school will begin to limit student cell phone usage and Internet access this year in order to proactively address potential future challenges related to technology.

- These changes are intended to increase engagement and student and staff information security.
  - No further discussion
- 10.3. Presentation, discussion, and or official action to approve Policy #5416 Student Fees and Appendix Motion to reaffirm Parental Involvement Policy #6400. This motion, made by Dean Busch and seconded by Jaimi Calfee, Passed.  
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea  
Motion to approve. This motion, made by Dean Busch and seconded by Jaimi Calfee, Passed.  
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea
- No further discussion.
- 10.4. Presentation, discussion and or official action to reaffirm Board of Education Policy Review Parental and Family Engagement Policy # 6400 Motion to approve. This motion, made by Josh Penterman and seconded by Tim Cheney, Passed.  
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea
- No further discussion.
- 10.5. Presentation, discussion, and or official action to approve the 2023-2024 Pre-School Student Handbook. Motion to Approve the 2023-2024 Bennet Elementary Pre-School Handbook. This motion, made by Tim Cheney and seconded by Dean Busch, Passed.  
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea
- No further discussion.
- 10.6. Presentation, discussion, and or official action to approve the 2023-2024 Bennet Elementary Student Handbook. Motion to Approve the 2023-2024 Bennet Elementary Student Handbook. This motion, made by Dee Moore and seconded by Josh Penterman, Passed.  
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea
- No further discussion.
- 10.7. Presentation, discussion, and or official action to update Food Service student prices for the 2023-2024 school year. Motion to approve Food Service Prices for 2023-2024. This motion, made by Josh Penterman and seconded by Dee Moore, Passed.  
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea
- No further discussion.
- 10.8. Discuss, consider, and take action to approve the recommended Student Fees for the 2023-2024 School Year Motion to approve Student Fees Policy #5416. This motion, made by Dee Moore and seconded by Tim Cheney, Passed.  
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea
- No further discussion.
11. Board of Education Development

- Discussion included topics for the upcoming board retreat on **Wednesday, July 12th beginning at 6:30p.m.** at Transformation Marketing in Palmyra, Ne.
12. Closed Session
- 12.1. Convene Closed Session Motion to convene closed session to discuss the potential purchase of property as needed to protect the interest of the District. This motion, made by Jaimi Calfee and seconded by Dee Moore, Passed.  
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea
- The closed session began at: 9:09 p.m.
  - The closed session ended at: 9:43 p.m.
- 12.2. Reconvene Meeting from Closed Session Motion to reconvene regular board meeting at 9:43 p.m. This motion, made by Jaimi Calfee and seconded by Josh Penterman, Passed.  
Dean Busch: Yea, Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea
- The regular meeting resumed at 9:43 p.m.
- 12.3. Approval of any action deemed necessary as a result of the closed session
- No board action was taken following the closed session relating to the potential purchase of property.
13. Topics for Next Month's Agenda **Topics for Next Month:**
- Beginning of School Activities and Events
  - "Beginning of School" Schedule
  - Review 4000 and 5000 Series Policies
  - Second Reading of Designated Policies
  - 2023-2024 Budget Projections
  - Policy Review on:
    - Attendance Policy
  - Strategic Planning Update
  - Staff Handbooks
  - Other items as needed
14. Adjournment
- The meeting was adjourned at: 9:43 p.m.

---

Chairperson

---

Superintendent

# 2022 BOND PROJECT

## PROJECT INFORMATION

Project name	2022 District OR-1 Bond Project
Project description	Additions and Renovations to Bennet Elementary and Palmyra Jr-Sr High School
Bond Information Summary	A \$22,000,000 General Obligation Bond was approved on Tuesday, August 9th by a majority of registered Otoe and Lancaster County District OR-1 voters The district chose to issue the bonds in two separate issuances in order to save the District OR-1 taxpayers accrued interest on a larger amount. Currently, District OR-1 patrons are being levied 22 cents to cover the principal and interest in the total approved amount of \$22,000,000.

## FINANCIAL STATUS

Bonds Proceeds plus Interest	\$10,104,334
Total allotted funds	\$10,104,334
Funds used to date	\$1,073,622
Funds remaining	\$9,030,712



## **Board of Education Regular Meeting**

Monday, June 12, 2023 7:00 PM

Media Center at the Palmyra District OR-1 Public Schools

425 F Street

Palmyra, NE 68418

### **District Mission:**

**“Together we prepare our students to successfully meet the challenges of the future.”**

**Strategic Goal 1:** District OR-1 Public Schools will provide the facilities needed to be competitive with other area schools in athletics and fine arts programs.

**Strategic Goal 2:** District OR-1 Public Schools will foster a unified community.

**Strategic Goal 3:** District OR-1 Public Schools will continuously implement (academic) programs and the curriculum needed to remain competitive with other area schools.

Attendance Taken at 7:00 PM.

Dean Busch: Absent

Jaimi Calfee: Present

Tim Cheney: Present

Brandon Desh: Present

Dee Moore: Present

Josh Penterman: Present

This information was posted in the following public formats:

- The Voice News (weekly area newspaper)
- Farmers' Merchants Bank - Palmyra
- Palmyra Post Office
- Palmyra High School
- Bennet Post Office
- Bennet Elementary School
- District OR-1 Website - <https://www.districtor1.org/>

### 1. Call to Order and Pledge of Allegiance

- Board President Desh called the meeting to order at **7:00 p.m.**
- Board President Desh led the board and the patrons in attendance in the Pledge of Allegiance.

### 2. Announcement of the Open Meetings Act Posting

- Board President Desh identified the location of the Open Meetings Act Poster on the wall in the meeting room.
  - *Please note that no changes to the Open Meeting Act occurred during the latest Legislative session and the current Open Meetings Act information will stay current until further notice.*

### 3. Staff and Student Presentations

- There were no staff or student presentations at the meeting due to the summer break.
- These presentations will begin again when school starts in the fall.

4. Consent Agenda Motion to approve the consent agenda as presented. This motion, made by Tim Cheney and seconded by Josh Penterman, Passed.

Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

4.1. Approval of Board Agenda

4.2. Approval of minutes of previous meetings

4.3. Approval of Claims/Payment of Bills and Payroll

4.4. Certificated/Classified Hire(s)/Reassignment(s)/Resignation(s)

4.5. Financial Report

5. Public Comment

- Public comment was provided by Dallas Svoboda of Bennet, Nebraska.
- Public comment was provided by Craig Bolz of Palmyra, Nebraska.

6. Administrative Reports

6.1. Superintendent's Report Superintendent Hart presented the Superintendent's Report and highlighted information from the various areas listed below.

- **"Community Unity" Panel Update:**
  - The Palmyra and Bennet "Community Unity" Panels are complete and the Douglas "Community Unity" Panel is nearing completion and will be finalized in the fall after staff and students return to school.
- **Staff Handbooks:**
  - Due to the recent legislative changes and updated NDE requirements and possible updates established by our student behavior, activities, and technology committees, the staff handbooks will be presented for approval at the **Monday, July 10th** regular board meeting.

- **Student Handbooks:**
  - Due to the recent legislative changes and updated NDE requirements and possible updates established by our student behavior, activities, and technology committees, the student handbooks will be presented for approval at the **Monday, July 10th** regular board meeting.
- **District Calendar Update:**
  - To accommodate recent legislative training requirements and additional mandates, social media, behavioral, building schedule, and technology system updates, and in alignment with tentative construction schedules at both buildings, **Monday, August 7th - Friday, August 11th** will be staff development and training for our district personnel and no school for students.
  - The first student day for students in grades K-12 will be **Monday, August 14th**.
  - The first student day for preschool students will be **Tuesday, August 15th**.
  - The updated calendar is attached to this agenda item.
  - Communication of the new district calendar will be posted on our school website and social media channels and communicated in the July "hard copy" newsletter which will be mailed to our district patrons.
- **"Beginning of the Year" and Summer Activities**
  - The first student day for students in grades K-12 will be **Monday, August 14th**.
  - The first student day for preschool students will be **Tuesday, August 15th**.
  - HS and Elementary Open House
    - *These dates will be announced at a later time.*
  - Summer Enrichment Update:
    - The elementary school has hosted over 130 students during the summer enrichment period.
    - Students have been involved in a variety of fun-filled activities while continuing to learn core academics.
    - Special thanks to our teaching staff, paras, bus drivers, and parents for their flexibility in dealing with the parking lot construction at the Bennet site.
- **Personnel Update**
  - **Certified Staff:** All certified staff have been hired for the upcoming school year and all of our teaching positions are currently filled.
  - **Classified Staff:** Applications are still being taken for food service, paraprofessionals, bus drivers, and substitutes. Interested applicants should call our school office at **(402) 780-5327** to apply or apply online on our district website at [www.districtor1.org](http://www.districtor1.org)
- **"Board Retreat" Information:**
  - A board retreat has been scheduled for **Wednesday, July 12th beginning at 6:30 p.m.** at Transformation Marketing in Panama, Nebraska.
  - Public Notice of this meeting will be posted in the local newspaper
- **End of the Session Legislative Update:**
  - More information is contained in a subsequent agenda item.
- **Summer Building Projects**
  - High School
  - Bennet

- **Building Expansion and Construction Update**
  - More information is contained in a subsequent agenda item.
- **Curriculum Update**
  - Mr. Johnson shared that our Social Studies department will be getting an updated digital curriculum (Saavas) in alignment with the district curriculum cycles.
- **Strategic Planning Update**
  - A Prioritization Summary of the strategic plan is attached to this agenda item.
  - The main guiding principles of the plan include **Culture and Connectedness, Facilities, Student Learning Experiences, Personnel Effectiveness and Staffing, and Board Governance.**
- **2023-2024 Budget Information:**
  - Discussion included the new formula for the state (foundation) aid projections for next year.
  - More specific information related to the **2023-2024** district budgeting process will take place at the July 10th regular board meeting.

6.1.1. Building Expansion and Summer Construction Update Discussion included information regarding the following items relative to the building expansion projects at both buildings:

- **Bennet Elementary School:**
  - Entrances / Exits
  - Safety
  - Communication and Community Updates
  - Parking Lot Discussion: Stalls / Traffic Flow / Concrete Removal
  - Bus and Parent/Staff Traffic Flow/ Efficiency
  - Gym Floor and Gym Update
  - Shed Relocation
  - Playground Renovation
  - Alleyway Closure
- **Palmyra High School:**
  - Entrances / Exits
  - Safety
  - Communication and Community Updates
  - CTE electrical logistics, equipment (placement and overall projected costs).
  - Flooring
  - Timeline
  - Parking, traffic flow
  - Concrete removal
  - Summer events

6.1.2. Legislative Update **End of the Session Legislative Update:**

- A lengthy overview of the results of the most recent legislative session included discussion and information on school finance and taxes, requirements and timelines for the upcoming Joint Public Hearings, teacher recruitment and retention, private school scholarships, dress codes, dyslexia, option enrollment related to special education, school safety, graduation requirements, part-time student enrollment, and extracurricular

participation, teacher certification and basic skills requirements for licensure, student financial aid requirements (FASFA), student discipline changes, youth organizations and access to school, and textbook loan changes.

### 6.1.3. Olson Complex Update

The discussion included information regarding the following items:

- Team Rooms
- Grooming Service
- Irrigation work
- Shot put area
- Concession stand
- Olson Complex Family Nights
- Memorial Plaque
- GMax testing and turf care
- Other items as identified

#### **Olson Complex Family Nights:**

- Please note that these Family Nights are intended to promote community engagement and family involvement at the Olson Complex. Children should be supervised at all times and pets will not be allowed inside the Olson Complex gates.
- Community members and families are encouraged to come to the Olson Complex on these nights to enjoy an opportunity to meet other community members and spend time walking the track, visiting, or enjoying the football field for activities like soccer, football, etc.
- More specific information about the upcoming Family Nights is listed below:
  - **Tuesday, June 27th from 6:30 - 8:00 p.m.**
  - **Tuesday, July 18th from 6:30 - 8:00 p.m.**

### 6.1.4. Updated Information on the 2022 General Obligation Bond

- More information is contained in the attached documents.
- A second issuance of the remaining bond proceeds was discussed and this second issuance is projected to occur in the fall (October/November) timeline.

## 6.2. Administrative Team Report

- Ms. Walter and Mr. Johnson discussed information related to the following areas:
  - *Social media and student cell phone usage and possible daily operational changes at the high school, parking, and traffic flow at both buildings, summer enrichment, student behavior committees and data retreat information, student assessments, and state reports on Multiculturalism and Americanism.*
- Examples of Multi-Cultural Reports and the Admin report for June 2023 are attached.

### 6.2.1. Americanism and Multicultural Reports

- Examples of the attached student reports were discussed by Ms. Walter.
- These reports are submitted and required in compliance with Nebraska State School Law LB 399.

## 7. Discussion Items- Committee Reports

- No further discussion.

## 8. Policy Review and Discussion

### 8.1. Presentation and discussion to review the First Reading of an update to Policy #5101 Student Discipline.

- Suggested changes deal with cell phones and technology usage at school.
- Mr. Johnson provided additional context and rationale as to why the policy change might be needed at the high school.
- These proposed changes are scheduled to be included in the **2023-2024** Student and Staff Handbooks.

## 9. Action Items

### 9.1. Presentation, discussion, and or official action to identify and update the New Board of Education Treasurer Motion to approve Mrs. Lisa Philips as the Board of Education Treasurer. This motion, made by Jaimi Calfee and seconded by Tim Cheney, Passed.

Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

### 9.2. Presentation, discussion, and or official action to approve a calendar change to the 2023-2024 District Calendar. Motion to approve the updated changes to the 2023-2024 school calendar. This motion, made by Dee Moore and seconded by Jaimi Calfee, Passed.

Jaimi Calfee: Yea, Tim Cheney: Yea, Brandon Desh: Yea, Dee Moore: Yea, Josh Penterman: Yea

- No further discussion.

## 10. Board of Education Development **Upcoming Professional Development Opportunities:**

- **Law Conference in Kearney: Thursday, June 15th:**
  - Board President Desh will be attending this conference and will provide a summary at the July 10th regular board meeting.
- **Board Retreat:**
  - The Board retreat date and time were discussed and the retreat is scheduled to be held on **Wednesday, July 12th** beginning at 6:30 p.m. at Transformational Marketing (if the venue is available). Public notice of the meeting will be posted prior to the retreat.
- **The NASB Board Quicks:**

- This document for June 2023 is attached.
- **NASB Legislative Notes are attached.**
  - This document for June 2023 is attached
- **Construction Manager At Risk (CMAR) Monthly Progress/ Update Meetings:**
  - The board discussed how to best facilitate upcoming construction-related expenditures and building expansion progress updates from BIC Construction.
    - Board members decided to meet monthly **beginning at 6:15 p.m.** prior to the regular Board of Education meeting. These meetings will be held in the media center or the west conference room at the high school. These meetings will start in July 2023 and continue throughout the duration of the construction process.
    - BIC representatives and other construction-related company representatives (as needed), will be in attendance to discuss construction progress and expenditures.

#### 11. Closed Session

- No closed session occurred during the meeting.

12. Topics for Next Month's Agenda Items for discussion at the **Monday, July 10th** regular board meeting are listed below:

- Policy Additions and Requirements from the recent Legislative Session
- Annual Hearing (Parent Involvement, Student Fees)
- **2023-2024** School Meal Prices
- Policy Review on:
  - Bullying Policy
  - Attendance Policy
  - Student Discipline Policy
- **2023- 2024** Budget Discussion
- Option Enrollment Appendix update
- Strategic Planning Update
- **2023 - 2024** Student Fees
- **2023-2024** Staff and Student Handbooks
- "Beginning of School" Schedule
- Other items as needed

#### 13. Adjournment

- The meeting was adjourned at **8:56 p.m.**

---

Chairperson

---

Superintendent

## **District OR-1: Public Notice of Non-Public Consultation Meeting**

NOTICE IS HEREBY GIVEN that on **Wednesday, June 28th, 2023, at 12:00 p.m.** a meeting conducted by District OR-1 Public Schools will take place at the District OR-1 Palmyra School Office of the Superintendent located at 425 F. Street in Palmyra, Nebraska.

The purpose of the meeting will be to provide an opportunity for parents and representatives of nonpublic schools to participate in the development of a plan for providing special education services to children with disabilities who attend nonpublic schools and home schools which are within the District OR-1 Public School district for the **2023-2024** school year.

Parents of a home-schooled child or a child attending a nonpublic school who has been or may be identified with a disability and attend a nonpublic school within the boundaries of District OR-1 Public Schools, may attend. If you have further questions pertaining to this meeting, please contact Mr. Michael Hart (Superintendent of Schools) at (402) 780-5327.

## **District OR-1: Public Notice of Non-Public Consultation Meeting**

NOTICE IS HEREBY GIVEN that on **Wednesday, June 28th, 2023, at 12:00 p.m.** a meeting conducted by District OR-1 Public Schools will take place at the District OR-1 Palmyra School Office of the Superintendent located at 425 F. Street in Palmyra, Nebraska.

The purpose of the meeting will be to provide an opportunity for parents and representatives of nonpublic schools to participate in the development of a plan for providing special education services to children with disabilities who attend nonpublic schools and home schools which are within the District OR-1 Public School district for the **2023-2024** school year.

Parents of a home-schooled child or a child attending a nonpublic school who has been or may be identified with a disability and attend a nonpublic school within the boundaries of District OR-1 Public Schools, may attend. If you have further questions pertaining to this meeting, please contact Mr. Michael Hart (Superintendent of Schools) at (402) 780-5327.

07/06/2023 09:00 AM

User ID: LAP

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID 1		Fund Number 01 GENERAL FUND		
	251681	A-UNITED AUTOMATIC DOORS & GLASS, INC.	07/10/2023	172.50
01 2620 431 003		Elem Repairs & Maintenance		172.50
Total		A-UNITED AUTOMATIC DOORS & GLASS, INC.		172.50
	47355	ABC TERMITE & PEST CONTROL	07/10/2023	119.00
01 2610 431 001		HS Upkeep of Building		119.00
	50430	ABC TERMITE & PEST CONTROL	07/10/2023	94.00
01 2610 431 003		Elem Upkeep of Building		94.00
Total		ABC TERMITE & PEST CONTROL		213.00
	34325984	Access Systems Leasing	07/10/2023	2,357.37
01 1100 440 001		HS Copier Lease		1,178.69
01 1100 440 003		Elem Copier Lease		1,178.68
Total		Access Systems Leasing		2,357.37
	1JQ6-H4CD-M7MP	AMAZON CAPITAL SERVICES	07/10/2023	92.80
01 1100 610 001		HS General Supplies		92.80
	1T11-X37M-M39Q	AMAZON CAPITAL SERVICES	07/10/2023	79.98
01 2710 610 000		BUS SUPPLIES		79.98
Total		AMAZON CAPITAL SERVICES		172.78
	9146	CANDLEWOOD SUITES KEARNEY	07/10/2023	294.00
01 1100 580 001		HS Teacher Travel Expenses - CTE		294.00
	9147	CANDLEWOOD SUITES KEARNEY	07/10/2023	294.00
01 1100 580 001		HS Teacher Travel Expenses - CTE		294.00
	9159	CANDLEWOOD SUITES KEARNEY	07/10/2023	98.00
01 1100 580 001		HS Teacher Travel Expenses - CTE		98.00
Total		CANDLEWOOD SUITES KEARNEY		686.00
	DN046 - 06242023	CASEY'S BUSINESS MASTERCARD	07/10/2023	1,592.60
01 2710 626 000		Bus Gas and Oil		1,592.60
Total		CASEY'S BUSINESS MASTERCARD		1,592.60
	06292023 SR	COMPLETE CHIROPRACTIC & WELLNESS CENTER	07/10/2023	70.00
01 2710 890 000		Bus Misc. Expenses		70.00
Total		COMPLETE CHIROPRACTIC & WELLNESS CENTER		70.00
	7-10026-10	CRAIG RESOURCES INC	07/10/2023	510.25
01 1200 320 001		Sped HS Contracted Service		510.25
Total		CRAIG RESOURCES INC		510.25
	INV0346091	DakTech Inc.	07/10/2023	2,715.00
01 2120 734 001		HS COUNSELOR TECHNOLOGY RELATED HARDWARE		905.00
01 2320 734 000		SUPERINTENDENT TECHNOLOGY RELATED HARDWA		905.00
01 1200 734 003		Sped Elem Computer Hardware		905.00
Total		DakTech Inc.		2,715.00
	1374822	DAS State ACCTG-Central Finance	07/10/2023	238.13
01 2224 530 000		Internet Service		238.13

07/06/2023 09:00 AM

User ID: LAP

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total	DAS State	ACCTG-Central Finance		238.13
	FD1963-0	DIETZE MUSIC HOUSE	07/10/2023	17.48
01 1100 610 001 2 102		HS INSTRUMENTAL SUPPLIES		17.48
	FD2576	DIETZE MUSIC HOUSE	07/10/2023	20.00
01 1100 610 001 2 102		HS INSTRUMENTAL SUPPLIES		20.00
	FD2684	DIETZE MUSIC HOUSE	07/10/2023	88.00
01 1100 610 001 2 102		HS INSTRUMENTAL SUPPLIES		88.00
Total	DIETZE MUSIC HOUSE			125.48
	10326	EDUCATIONAL SERVICE UNIT #4	07/10/2023	40.00
01 2120 330 001		Counselor Professional Development		40.00
	10332	EDUCATIONAL SERVICE UNIT #4	07/10/2023	120.00
01 2120 330 003		EMPLOYEE TRAINING & DEVELOPMENT SERVICES		30.00
01 2410 330 001		HS Principal Professional Development		30.00
01 2120 330 001		Counselor Professional Development		30.00
01 2141 330 003		SPED ELEM PSYCHOLOGY PROFESSIONAL DEVEL.		30.00
	10351	EDUCATIONAL SERVICE UNIT #4	07/10/2023	150.00
01 1100 330 001		HS Professional Development - CTE		120.00
01 1100 330 001		HS Professional Development - CTE		30.00
	10357	EDUCATIONAL SERVICE UNIT #4	07/10/2023	60.00
01 1100 330 001		HS Professional Development		60.00
	10368	EDUCATIONAL SERVICE UNIT #4	07/10/2023	30.00
01 1100 330 001		HS Professional Development		30.00
	660501 - 06152023	EDUCATIONAL SERVICE UNIT #4	07/10/2023	507.83
01 6408 591 000		EARLY CHILDHOOD SERVICES ESU/DISTRICT		233.46
01 6408 591 003		PREK PURCHASED SERVICE FROM ESU/DISTRICT		116.73
01 1200 591 001		HS SPED DIRECTOR		933.84
01 1200 591 003		ELEM SPED DIRECTOR		1,050.57
01 2151 591 001		HS AUDIOLOGY SERVICE FROM ESU/DISTRICT		405.63
01 2151 591 003		ELEM AUDIOLOGY SERVICES ESU/DISTRICT		405.63
01 2141 591 003		ESU PSYCHOLOGY SERVICES		465.00
01 6408 591 000		EARLY CHILDHOOD SERVICES ESU/DISTRICT		45.07
01 6408 591 003		PREK PURCHASED SERVICE FROM ESU/DISTRICT		45.07
01 6408 591 000		EARLY CHILDHOOD SERVICES ESU/DISTRICT		91.68
01 6408 591 003		PREK PURCHASED SERVICE FROM ESU/DISTRICT		91.68
01 1200 591 001		HS SPED DIRECTOR		(3,376.53)
Total	EDUCATIONAL SERVICE UNIT #4			907.83
	18937	EDUCATIONAL SERVICE UNIT #6	07/10/2023	240.00
01 6422 591 003		PURCHASED SERVICE FROM ESU/DISTRICT		240.00
	18964	EDUCATIONAL SERVICE UNIT #6	07/10/2023	462.71
01 2224 530 000		Internet Service		462.71
Total	EDUCATIONAL SERVICE UNIT #6			702.71

07/06/2023 09:00 AM

User ID: LAP

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	371024	EGAN SUPPLY CO	07/10/2023	62.14
01 2610 610 001		HS Custodian Supplies		62.14
	371026	EGAN SUPPLY CO	07/10/2023	115.50
01 2610 610 001		HS Custodian Supplies		115.50
	371211	EGAN SUPPLY CO	07/10/2023	7.65
01 2610 610 001		HS Custodian Supplies		7.65
Total	EGAN SUPPLY CO			185.29
	42111	ELECTRONIC CONTRACTING COMPANY	07/10/2023	87.00
01 2620 431 003		Elem Repairs & Maintenance		87.00
	45112	ELECTRONIC CONTRACTING COMPANY	07/10/2023	87.00
01 2620 431 001		HS Repairs & Maintenance		87.00
Total	ELECTRONIC CONTRACTING COMPANY			174.00
	COOP002526	ESU Coordinating Council	07/10/2023	1,781.00
01 1100 735 001		HS Technology Software		890.50
01 1100 735 003		Elem Technology Software		890.50
Total	ESU Coordinating Council			1,781.00
	1065	FACILITY ADVOCATES	07/10/2023	596.70
01 2620 340 001		HS MAINTENANCE PROFESSIONAL SERVICE		596.70
Total	FACILITY ADVOCATES			596.70
	JULY2023 PAYFLEX	FIRST CONCORD BENEFITS	07/10/2023	100.00
01 2510 890 000		Superintendent Secretary Misc. Expenses		100.00
Total	FIRST CONCORD BENEFITS			100.00
	52707566	Hampton Inn - Kearney	07/10/2023	667.00
01 1100 580 001		HS Teacher Travel Expenses - CTE		667.00
Total	Hampton Inn - Kearney			667.00
	95309	HOLIDAY INN KEARNEY	07/10/2023	114.95
01 2130 580 000		NURSE TRAVEL EXPENSES		114.95
Total	HOLIDAY INN KEARNEY			114.95
	462747 - 2	JOHN HENRY'S PLUMBING-HEATING-AIR	07/10/2023	137.01
01 2620 431 003		Elem Repairs & Maintenance		137.01
Total	JOHN HENRY'S PLUMBING-HEATING-AIR			137.01
	31384527	JOSTENS, INC	07/10/2023	16.95
01 2900 610 001 2		Commencement		16.95
	771045DC	JOSTENS, INC	07/10/2023	72.68
01 2900 610 001 2		Commencement		72.68
Total	JOSTENS, INC			89.63
	INV757827	KURITA AMERICA INC	07/10/2023	383.57
01 2610 431 003		Elem Upkeep of Building		383.57
Total	KURITA AMERICA INC			383.57
	WASTE TYPE 01 - 2023	LINCOLN-LANCASTER COUNTY HEALTH DEPT.	07/10/2023	235.00
01 2610 431 003		Elem Upkeep of Building		235.00

07/06/2023 09:00 AM

User ID: LAP

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total	LINCOLN-LANCASTER COUNTY HEALTH DEPT.			235.00
	0052187211	MATHESON-TRI-GAS INC	07/10/2023	61.55
01 1100 610 001		HS General Supplies		61.55
Total	MATHESON-TRI-GAS INC			61.55
	11210	MENARDS	07/10/2023	270.48
01 2610 610 001		HS Custodian Supplies		270.48
	11211	MENARDS	07/10/2023	11.91
01 2610 610 001		HS Custodian Supplies		11.91
	11265	MENARDS	07/10/2023	141.50
01 1200 610 003		Sped Elem Supplies		133.52
01 2710 610 000		BUS SUPPLIES		7.98
	11488	MENARDS	07/10/2023	10.99
01 1100 610 001		HS General Supplies		10.99
	11629	MENARDS	07/10/2023	4.98
01 1100 610 001		HS General Supplies		4.98
	12665	MENARDS	07/10/2023	94.72
01 2610 610 001		HS Custodian Supplies		94.72
	12911	MENARDS	07/10/2023	52.35
01 1100 610 001		HS General Supplies		52.35
	12997	MENARDS	07/10/2023	296.86
01 1200 610 001		Sped HS Supplies		296.86
	13058	MENARDS	07/10/2023	105.95
01 1100 610 001		HS General Supplies		105.95
	13101	MENARDS	07/10/2023	29.98
01 1100 610 001		HS General Supplies		29.98
	13179	MENARDS	07/10/2023	(40.86)
01 1100 610 001		HS General Supplies		(40.86)
Total	MENARDS			978.86
	INV-07426	NAVIGATE 360, LLC	07/10/2023	721.00
01 2410 735 001		HS Principal Computer Software		360.50
01 2410 735 003		Elem Principal Computer Software		360.50
Total	NAVIGATE 360, LLC			721.00
	INV-12487-V6L7Y6	NE ASSOCIATION OF SCHOOL BOARDS	07/10/2023	175.00
01 2310 330 000		BOARD PROFESSIONAL DEVELOPMENT		175.00
Total	NE ASSOCIATION OF SCHOOL BOARDS			175.00
	1546 - 06242023	NEBRASKA CITY UTILITIES	07/10/2023	69.42
01 2610 621 001		HS Utilities		69.42
	3273 - 06242023	NEBRASKA CITY UTILITIES	07/10/2023	3,693.95
01 2610 621 003		Elem Utilities		3,693.95
	3321 - 06242023	NEBRASKA CITY UTILITIES	07/10/2023	5,750.63
01 2610 621 001		HS Utilities		5,750.63
	39368 - 06242023	NEBRASKA CITY UTILITIES	07/10/2023	29.85
01 2610 621 001		HS Utilities		29.85
	43577 - 06242023	NEBRASKA CITY UTILITIES	07/10/2023	27.70
01 2610 621 001		HS Utilities		27.70
	43679 - 06242023	NEBRASKA CITY UTILITIES	07/10/2023	112.40
01 2610 621 001		HS Utilities		112.40
	44277 - 06242023	NEBRASKA CITY UTILITIES	07/10/2023	46.12

07/06/2023 09:00 AM

User ID: LAP

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2610 621 001		HS Utilities		46.12
	44718 - 06242023	NEBRASKA CITY UTILITIES	07/10/2023	381.20
01 2610 621 001		HS Utilities		381.20
	96622 - 06242023	NEBRASKA CITY UTILITIES	07/10/2023	42.15
01 2610 621 001		HS Utilities		42.15
<b>Total</b>		<b>NEBRASKA CITY UTILITIES</b>		<b>10,153.42</b>
HS-0000057	76595	NEBRASKA COUNCIL OF SCHOOL ADMIN.	07/10/2023	342.00
01 1100 330 001		HS Professional Development - Registrati		300.00
01 1100 330 001		HS Professional Development - FCSTN Banq		42.00
HS-0000108	76728	NEBRASKA COUNCIL OF SCHOOL ADMIN.	07/10/2023	315.00
01 1100 330 001		HS Professional Development - REGISTRATI		315.00
	76936	NEBRASKA COUNCIL OF SCHOOL ADMIN.	07/10/2023	50.00
01 2320 330 000		Superintendent Professional Development		50.00
<b>Total</b>		<b>NEBRASKA COUNCIL OF SCHOOL ADMIN.</b>		<b>707.00</b>
	2022126885	ONE SOURCE THE BACKGROUND CHECK COMPANY	07/10/2023	80.00
01 2310 890 000		BOE Misc. Expenses		80.00
<b>Total</b>		<b>ONE SOURCE THE BACKGROUND CHECK COMPANY</b>		<b>80.00</b>
	062023 GENERAL REIM	PALMYRA ACTIVITY FUND	07/10/2023	2,475.69
01 5690		OTHER NON-REVENUE RECEIPTS - CHEER DEPOS		1,278.08
01 1200 610 001		Sped HS Supplies		746.14
01 1100 610 001		HS General Supplies		97.67
01 2510 610 000		Superintendent Secretary Office Supplies		353.80
<b>Total</b>		<b>PALMYRA ACTIVITY FUND</b>		<b>2,475.69</b>
	95	Perry, Guthery, Hasse & Gessford, P.C., L.L.O.	07/10/2023	1,240.00
01 2330 317 000		District Legal Services		1,240.00
<b>Total</b>		<b>Perry, Guthery, Hasse &amp; Gessford, P.C., L.L.O.</b>		<b>1,240.00</b>
	062023 INSURANCERE	PETSKA, EVAN & RACHEL	07/10/2023	400.00
01 1100 211 003		Elem Teacher BCBS, Life, Vision, Dental		400.00
<b>Total</b>		<b>PETSKA, EVAN &amp; RACHEL</b>		<b>400.00</b>
	PHS 06/23/2023	RECYCLING ENTERPRISES OF NE, INC.	07/10/2023	280.00
01 2610 431 001		HS Upkeep of Building		280.00
<b>Total</b>		<b>RECYCLING ENTERPRISES OF NE, INC.</b>		<b>280.00</b>
HS-0000119	118166	SECURLY, INC	07/10/2023	1,620.00
01 1100 610 001		HS General Supplies		1,120.00
01 1100 610 001		HS General Supplies		500.00
<b>Total</b>		<b>SECURLY, INC</b>		<b>1,620.00</b>
	160466	Southwest Auto	07/10/2023	1,533.16
01 2730 431 000		BUS & VEHICLE SERVICING & MAINTENANCE		1,533.16
	160564	Southwest Auto	07/10/2023	1,550.46
01 2730 431 000		BUS & VEHICLE SERVICING &		1,550.46

07/06/2023 09:00 AM

User ID: LAP

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
		MAINTENANCE		
	160614	Southwest Auto	07/10/2023	147.00
01 2730 431 000		BUS & VEHICLE SERVICING & MAINTENANCE		147.00
	160628	Southwest Auto	07/10/2023	843.74
01 2730 431 000		BUS & VEHICLE SERVICING & MAINTENANCE		843.74
Total Southwest Auto				<u>4,074.36</u>
	062023 HOTEL	STRONG, AUNI	07/10/2023	169.97
01 2510 330 000		EMPLOYEE TRAINING & DEVELOPMENT SERVICES		169.97
	062023 MILEAGE	STRONG, AUNI	07/10/2023	193.88
01 2510 330 000		EMPLOYEE TRAINING & DEVELOPMENT SERVICES		193.88
Total STRONG, AUNI				<u>363.85</u>
	110408582	SUMMIT FIRE PROTECTION	07/10/2023	535.00
01 2610 431 001		HS Upkeep of Building		535.00
	110408583	SUMMIT FIRE PROTECTION	07/10/2023	345.00
01 2610 431 003		Elem Upkeep of Building		345.00
	110408584	SUMMIT FIRE PROTECTION	07/10/2023	189.50
01 2610 431 003		Elem Upkeep of Building		189.50
Total SUMMIT FIRE PROTECTION				<u>1,069.50</u>
	1000511750	TK ELEVATOR CORPORATION	07/10/2023	2,202.70
01 2620 431 001		HS Repairs & Maintenance		2,202.70
	1000530348	TK ELEVATOR CORPORATION	07/10/2023	248.13
01 2620 431 001		HS Repairs & Maintenance		248.13
Total TK ELEVATOR CORPORATION				<u>2,450.83</u>
	SI-23-026006	UNITE PRIVATE NETWORKS LLC	07/10/2023	2,133.86
01 2224 382 001		HS Distant Learning Connection		1,066.93
01 2224 382 003		Elem Distant Learning Connection		1,066.93
Total UNITE PRIVATE NETWORKS LLC				<u>2,133.86</u>
	1257	UNIVERSITY OF NE-LINCOLN	07/10/2023	225.00
01 1920		EDUCATION QUEST FOUNDATION		225.00
Total UNIVERSITY OF NE-LINCOLN				<u>225.00</u>
	77143	VILLAGE OF BENNET	07/10/2023	643.21
01 2610 410 003		Elem Water & Sewer		606.65
01 2610 621 003		Elem Utilities		36.56
Total VILLAGE OF BENNET				<u>643.21</u>
	107003 - 527-6262023	VILLAGE OF PALMYRA	07/10/2023	26.00
01 2610 621 001		HS Utilities		26.00
	230001 - 527-6262023	VILLAGE OF PALMYRA	07/10/2023	26.00
01 2610 621 001		HS Utilities		26.00
	257001 - 527-6262023	VILLAGE OF PALMYRA	07/10/2023	154.50
01 2610 621 001		HS Utilities		154.50
	274001 - 527-6262023	VILLAGE OF PALMYRA	07/10/2023	26.00

07/06/2023 09:00 AM

User ID: LAP

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2610 621 001		HS Utilities		26.00
	286002 - 527-6262023	VILLAGE OF PALMYRA	07/10/2023	2,174.70
01 2610 621 001		HS Utilities		2,174.70
Total	VILLAGE OF PALMYRA			2,407.20
	3026595	VOICE NEWS	07/10/2023	164.53
01 2310 540 000		BOE Advertising		164.53
	3026666	VOICE NEWS	07/10/2023	8.00
01 2310 540 000		BOE Advertising		8.00
	3026773	VOICE NEWS	07/10/2023	7.15
01 2310 540 000		BOE Advertising		7.15
	3026785	VOICE NEWS	07/10/2023	62.28
01 2310 540 000		BOE Advertising		62.28
	3026789	VOICE NEWS	07/10/2023	174.00
01 2310 540 000		BOE Advertising		174.00
	3026790	VOICE NEWS	07/10/2023	174.00
01 2310 540 000		BOE Advertising		174.00
	3027015	VOICE NEWS	07/10/2023	17.65
01 2310 540 000		BOE Advertising		17.65
	3027016	VOICE NEWS	07/10/2023	196.49
01 2310 540 000		BOE Advertising		196.49
Total	VOICE NEWS			804.10
	1794440T059	WASTE CONNECTIONS OF NEBRASKA	07/10/2023	33.74
01 2610 431 001		HS Upkeep of Building		33.74
Total	WASTE CONNECTIONS OF NEBRASKA			33.74
	062023 MILEAGE PD	WILSON, CHRISTINE	07/10/2023	192.40
01 2130 580 000		NURSE TRAVEL EXPENSES		192.40
Total	WILSON, CHRISTINE			192.40
	091969071 - 06262023	WINDSTREAM	07/10/2023	101.52
01 2510 382 001		HS Telephone		101.52
Total	WINDSTREAM			101.52
	340789	WOODRIVER ENERGY LLC	07/10/2023	721.26
01 2610 621 001		HS Utilities		145.07
01 2610 621 003		Elem Utilities		215.39
01 2610 621 001		HS Utilities		333.19
01 2610 621 001		HS Utilities		27.61
Total	WOODRIVER ENERGY LLC			721.26
Fund Number	01			49,041.15
Checking Account ID	1			49,041.15

Payroll: June 15, 2023 - \$554,813.06

Bills: July 10, 2023 - \$49,041.15

Total: \$603,854.21



Expenditure Report by Function/Object - Summary

07/06/2023 08:59 AM

User ID: LAP

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
4500	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4561	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4590	ARRA STATE FISCAL STAB FUNDS NON-SPEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4600	ARRA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4610	ARRA: IDEA PART B(611) ENROLL/POV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4630	ARRA: IDEA PRESCHOOL(619) ENROLL/POV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4680	OTHER FED NON-CAT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4700	BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4730	PERKINS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4955	ARRA ESEA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4980	TITLE IV, PRT A NCLB -SAFE & DRUG FREE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4985	TITLE II, PART D NCLB TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4994	SPED CONTINUOUS IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5000	DEBT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6200	TITLE 1 IMPROVING PROGRAMS FEDERAL SERVI	72,500.00	5,323.25	7.34	15,412.25	0.00	0.00	15,412.25
6310	NCLB TITLE II PART A	4,000.00	0.00	0.00	4,000.00	0.00	0.00	4,000.00
6330	REAP GRANT	500.00	0.00	0.00	500.00	0.00	0.00	500.00
6406	IDEA PRESCHOOL	6,500.00	345.36	5.31	3,046.22	0.00	0.00	3,046.22
6408	IDEA ENROLLMENT/POVERTY	202,400.00	12,947.02	6.40	63,194.26	0.00	0.00	63,194.26
6411	IDEA EARLY INTERVENING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6412	IDEA PART B PORPORTIONATE SHARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6421	ESU SCHOOL PSYCHOLOGY	23,500.00	467.00	2.00	22,099.00	0.00	0.00	22,099.00
6422	IDEA ARP AGES 3-5	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6690	OTHER FEDERAL NON-CAT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6700	CARL PERKINS FED VOCATIONAL & APPLIED TECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6810	TITLE 1, ESSA ACCOUNTABILITY IMPROVING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6969	TITLE IV PART A	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6990	OTHER FEDERAL CATEGORY PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6992	REAP	50,000.00	0.00	0.00	1,164.00	0.00	0.00	1,164.00
6996	COVID-19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6997	CRRSA/ESSER II	0.00	7,799.38	0.00	(97,875.36)	0.00	0.00	(97,875.36)
6998	ESSER III	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8000	TRANSFERS (OUTGOING)	188,000.00	0.00	0.00	188,000.00	0.00	0.00	188,000.00
9000	NON-PROGRAM EXPENDITURES	0.00	0.00	0.00	(3,055.71)	0.00	0.00	(3,055.71)
01	GENERAL FUND	8,574,905.00	642,296.64	7.49	1,485,850.73	0.00	8,865.35	1,485,994.18

07/06/2023 08:59 AM

Function Number

Grand Total:

Expenditure Report by Function/Object - Summary

User ID: LAP

Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
8,574,905.00	642,298.64	7,079,054.27	82.67	1,495,850.73	0.00	9,856.55	1,485,984.18

**Designated Bill Summary**  
**Superintendent Report: Regular Board Meeting:**  
**Date: Monday, July 10, 2023**

**TO:** Palmyra District OR-1 BOE

**From:** Michael Hart

**Re:** Designated Bill Summary Report for BOE meeting

- Next month's regular board meeting is scheduled for **Monday, August 14th, 2023 at 7:00 p.m.** at Palmyra High School in the media center.

**A. Consent Agenda Expenditures**

**Depreciation Fund Claims:**

- None

**2022 Construction Fund Claims:**

- Please note that this account was opened to secure proceeds and facilitate payment from the initial 2022 bond issuance. *Please note that additional information is contained in the 2022 Bond summary document attached to this agenda item.*
- **Invoice #10: Clark and Enersen: \$14,377.87** - Architectural Services

**Bond Funds:**

- None

**Special Building Claims:**

- None this month.

**General Fund Claims: Total claims: \$49,041.15**

- **Access Systems Leasing: \$2,357.37** - Copiers at the elementary and high school
- **Amazon Capital Services: \$172.78** - High school supplies and computer hardware.
- **Casey's: \$1,592.60** – Bus and vehicle fuel expenses / misc.
- **Craig Home Health Resources: \$510.25** - Contracted special education nursing services.
- **DakTech Inc: \$2,715.00** - HS Counselor/Superintendent/Sped Elem Computers
- **ESU#4: \$907.83** - Professional development and services.
- **Egan: \$185.29** - Custodial supplies.
- **Facility Advocates: \$596.70** - High School Buildings Repairs
- **Nebraska City Utilities: \$10,153.42**– Utilities.
- **Southwest Auto: \$4,074.36** - Vehicle inspections, repairs, and maintenance.
- **Village of Bennet: \$643.21** - Water, electricity, and sewer bill.
- **Village of Palmyra: \$2,407.20** – Water and sewer bill.
- **Wood River Energy: \$721.26** - Elementary and high school natural gas.

# 2022 BOND PROJECT

## PROJECT INFORMATION

Project name	2022 District OR-1 Bond Project
Project description	Additions and Renovations to Bennet Elementary and Palmyra Jr-Sr High School
Bond Information Summary	A \$22,000,000 General Obligation Bond was approved on Tuesday, August 9th by a majority of registered Otoe and Lancaster County District OR-1 voters The district chose to issue the bonds in two separate issuances in order to save the District OR-1 taxpayers accrued interest on a larger amount. Currently, District OR-1 patrons are being levied 22 cents to cover the principal and interest in the total approved amount of \$22,000,000.

## FINANCIAL STATUS

Bonds Proceeds plus Interest	\$10,104,334
Total allotted funds	\$10,104,334
Funds used to date	\$1,073,622
Funds remaining	\$9,030,712



<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 01 GENERAL FUND</b>				
<u>Current Assets</u>				
01 101	CASH IN BANK	3,491,236.72	(151,185.53)	3,340,051.19
01 900	Cash County Treasurer	852,455.86	0.00	852,455.86
	Current Assets Subtotal:	<u>4,343,692.58</u>	<u>(151,185.53)</u>	<u>4,192,507.05</u>
<u>Other Assets</u>				
01 390	Budgeted Revenue	8,589,193.29	0.00	8,589,193.29
01 392	Less: Revenue Received	(7,059,189.88)	(491,377.97)	(7,550,567.85)
	Other Assets Subtotal:	<u>1,530,003.41</u>	<u>(491,377.97)</u>	<u>1,038,625.44</u>
<b>Total Assets and Deferred Outflows of Resources:</b>		<u>5,873,695.99</u>	<u>(642,563.50)</u>	<u>5,231,132.49</u>
<u>Current Liabilities</u>				
01 450	PAYROLL DEDUCTION PAYABLE	0.00	0.00	0.00
01 451	FICA PAYABLE	0.00	0.00	0.00
01 452	FIT PAYABLE	(201.72)	0.00	(201.72)
01 453	INSURANCE PAYABLE	(9,566.27)	(264.86)	(9,831.13)
01 454	RETIREMENT PAYABLE	2,858.75	0.00	2,858.75
01 455	SIT PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	<u>(6,909.24)</u>	<u>(264.86)</u>	<u>(7,174.10)</u>
<u>Other Liabilities</u>				
01 690	Budgeted Expenditures	8,574,905.00	0.00	8,574,905.00
01 692	Less: Expenditures to Date	(6,436,755.63)	(642,298.64)	(7,079,054.27)
	Other Liabilities Subtotal:	<u>2,138,149.37</u>	<u>(642,298.64)</u>	<u>1,495,850.73</u>
<u>Fund Balance</u>				
01 704	Fund Balance - Regular Unspent	3,728,167.57	0.00	3,728,167.57
01 705	Budgeted Fund Balance	14,288.29	0.00	14,288.29
	Fund Balance Subtotal:	<u>3,742,455.86</u>	<u>0.00</u>	<u>3,742,455.86</u>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		<u>5,873,695.99</u>	<u>(642,563.50)</u>	<u>5,231,132.49</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 02 Depreciation</b>				
<u>Current Assets</u>				
02 101	CASH	207,006.00	162.79	207,168.79
	Current Assets Subtotal:	<u>207,006.00</u>	<u>162.79</u>	<u>207,168.79</u>
<u>Other Assets</u>				
02 390	BUDGETED REVENUE	7,507.67	0.00	7,507.67
02 392	LESS: REVENUE RECEIVED	(1,179.88)	(162.79)	(1,342.67)
	Other Assets Subtotal:	<u>6,327.79</u>	<u>(162.79)</u>	<u>6,165.00</u>
<b>Total Assets and Deferred Outflows of Resources:</b>		<u>213,333.79</u>	<u>0.00</u>	<u>213,333.79</u>
<u>Other Liabilities</u>				
02 690	BUDGETED EXPENDITURES	124,916.05	0.00	124,916.05
02 692	LESS: EXPENDITURES TO DATE	(66,307.29)	0.00	(66,307.29)
	Other Liabilities Subtotal:	<u>58,608.76</u>	<u>0.00</u>	<u>58,608.76</u>
<u>Fund Balance</u>				
02 704	FUND BALANCE	272,133.41	0.00	272,133.41
02 705	BUDGETED FUND BALANCE	(117,408.38)	0.00	(117,408.38)
	Fund Balance Subtotal:	<u>154,725.03</u>	<u>0.00</u>	<u>154,725.03</u>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		<u>213,333.79</u>	<u>0.00</u>	<u>213,333.79</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 03 Unemployment</b>				
<u>Current Assets</u>				
03 101	CASH	19,515.97	34.44	19,550.41
03 106	SAVINGS CERTIFICATES	20,000.00	0.00	20,000.00
	Current Assets Subtotal:	39,515.97	34.44	39,550.41
<u>Other Assets</u>				
03 390	BUDGETED REVENUE	56.25	0.00	56.25
03 392	LESS: REVENUE RECEIVED	(7,782.49)	(34.44)	(7,816.93)
	Other Assets Subtotal:	(7,726.24)	(34.44)	(7,760.68)
	<b>Total Assets and Deferred Outflows of Resources:</b>	31,789.73	0.00	31,789.73
<u>Other Liabilities</u>				
03 692	LESS: EXPENDITURES TO DATE	(7,383.60)	0.00	(7,383.60)
	Other Liabilities Subtotal:	(7,383.60)	0.00	(7,383.60)
<u>Fund Balance</u>				
03 704	FUND BALANCE	39,117.08	0.00	39,117.08
03 705	BUDGETED FUND BALANCE	56.25	0.00	56.25
	Fund Balance Subtotal:	39,173.33	0.00	39,173.33
	<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>	31,789.73	0.00	31,789.73

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 05	Activity Fund			
<u>Current Assets</u>				
05 101	CASH	195,583.73	4,127.99	199,711.72
	Current Assets Subtotal:	195,583.73	4,127.99	199,711.72
<u>Other Assets</u>				
05 390	BUDGETED REVENUE	212,805.66	0.00	212,805.66
05 392	LESS: REVENUE RECEIVED	(233,823.38)	(14,863.81)	(248,687.19)
	Other Assets Subtotal:	(21,017.72)	(14,863.81)	(35,881.53)
Total Assets and Deferred Outflows of Resources:		174,566.01	(10,735.82)	163,830.19
<u>Other Liabilities</u>				
05 690	BUDGETED EXPENDITURES	203,559.37	0.00	203,559.37
05 692	LESS: EXPENDITURES TO DATE	(249,037.56)	(10,735.82)	(259,773.38)
	Other Liabilities Subtotal:	(45,478.19)	(10,735.82)	(56,214.01)
<u>Fund Balance</u>				
05 704 0001	ATHLETICS	61,644.17	0.00	61,644.17
05 704 0002	ANNUAL	10,366.23	0.00	10,366.23
05 704 0003	MUSIC	1,058.67	0.00	1,058.67
05 704 0004	ELEMENTARY UNIT	12,991.36	0.00	12,991.36
05 704 0005	STUDENT COUNCIL	4,303.86	0.00	4,303.86
05 704 0006	FFA	7,934.56	0.00	7,934.56
05 704 0007	HIGH SCHOOL UNIT	3,327.07	0.00	3,327.07
05 704 0008	LIFE SKILLS	486.54	0.00	486.54
05 704 0009	FCCLA	457.48	0.00	457.48
05 704 0010	MISC ACCOUNT	2,084.99	0.00	2,084.99
05 704 0011	ART CLUB	558.08	0.00	558.08
05 704 0012	NATIONAL HONOR SOCIETY	320.71	0.00	320.71
05 704 0013	SPEECH	243.38	0.00	243.38
05 704 0014	1ST GRADE	621.48	0.00	621.48
05 704 0015	BOYS BASKETBALL	2,786.23	0.00	2,786.23
05 704 0016	CONCESSIONS	6,405.15	0.00	6,405.15
05 704 0017	GIRLS BASKETBALL	1,620.70	0.00	1,620.70
05 704 0019	INTEREST	618.71	0.00	618.71
05 704 0020	UNION BANK	3,067.38	0.00	3,067.38
05 704 0021	HS TRACK	855.58	0.00	855.58
05 704 0022	FIELDS SCHOLARSHIP	4,263.80	0.00	4,263.80
05 704 0023	CROSS COUNTRY	1,773.97	0.00	1,773.97
05 704 0024	INDUSTRIAL ARTS SHOP	1,320.69	0.00	1,320.69
05 704 0025	LIBRARY	1,186.55	0.00	1,186.55
05 704 0026	PARTY GROUP	792.79	0.00	792.79
05 704 0028	MUSICAL/DRAMA	5,820.98	0.00	5,820.98
05 704 0029	WRESTLING	3,226.91	0.00	3,226.91

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
05 704 0030	GENERAL FUND REIMBURSEMENT	(159.94)	0.00	(159.94)
05 704 0031	ELEM STUDENT COUNCIL	1,017.50	0.00	1,017.50
05 704 0032	WEIGHTS	3,074.52	0.00	3,074.52
05 704 0033	VOLLEYBALL ACCOUNT	4,700.96	0.00	4,700.96
05 704 0034	IMPREST FUND	2,000.00	0.00	2,000.00
05 704 0035	BENNET BOOSTERS	1,589.67	0.00	1,589.67
05 704 0036	CHEERLEADING	4,340.76	0.00	4,340.76
05 704 0037	BENNET BACK-PACK PROGRAM	929.59	0.00	929.59
05 704 0038	CLASS OF 2023	4,958.40	0.00	4,958.40
05 704 0041	QUIZ BOWL	560.08	0.00	560.08
05 704 0047	NATIONAL BREAST CANCER FOUNDATION	0.01	0.00	0.01
05 704 0049	SHOW CHOIR	571.79	0.00	571.79
05 704 0050	CHROMEBOOK INSURANCE	41,430.02	0.00	41,430.02
05 704 0052	CIRCLE OF FRIENDS	864.58	0.00	864.58
05 704 0053	CLASS OF 2022	48.00	0.00	48.00
05 704 0054	UNIFIED SPORTS	805.93	0.00	805.93
05 704 0055	FOOTBALL	3,928.02	0.00	3,928.02
05 705	BUDGETED FUND BALANCE	9,246.29	0.00	9,246.29
	Fund Balance Subtotal:	220,044.20	0.00	220,044.20
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		174,566.01	(10,735.82)	163,830.19

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 06 Hot Lunch</b>				
<u>Current Assets</u>				
06 101	CASH	264,122.83	(511.21)	263,611.62
	Current Assets Subtotal:	<u>264,122.83</u>	<u>(511.21)</u>	<u>263,611.62</u>
<u>Other Assets</u>				
06 390	BUDGETED REVENUE	541,034.56	0.00	541,034.56
06 392	LESS: REVENUE RECEIVED	(423,516.27)	(16,456.04)	(439,972.31)
	Other Assets Subtotal:	<u>117,518.29</u>	<u>(16,456.04)</u>	<u>101,062.25</u>
<b>Total Assets and Deferred Outflows of Resources:</b>		<u>381,641.12</u>	<u>(16,967.25)</u>	<u>364,673.87</u>
<u>Other Liabilities</u>				
06 690	BUDGETED EXPENDITURES	461,889.40	0.00	461,889.40
06 692	LESS: EXPENDITURES TO DATE	(391,996.00)	(16,967.25)	(408,963.25)
	Other Liabilities Subtotal:	<u>69,893.40</u>	<u>(16,967.25)</u>	<u>52,926.15</u>
<u>Fund Balance</u>				
06 704	FUND BALANCE	232,602.56	0.00	232,602.56
06 705	BUDGETED FUND BALANCE	79,145.16	0.00	79,145.16
	Fund Balance Subtotal:	<u>311,747.72</u>	<u>0.00</u>	<u>311,747.72</u>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		<u>381,641.12</u>	<u>(16,967.25)</u>	<u>364,673.87</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 07 Bond</b>				
<u>Current Assets</u>				
07 101	CASH	377,980.34	40,141.53	418,121.87
07 900	Cash County Treasurer	173,221.49	0.00	173,221.49
	Current Assets Subtotal:	551,201.83	40,141.53	591,343.36
<u>Other Assets</u>				
07 390	BUDGETED REVENUE	698,309.72	0.00	698,309.72
07 392	LESS: REVENUE RECEIVED	(617,303.35)	(40,141.53)	(657,444.88)
	Other Assets Subtotal:	81,006.37	(40,141.53)	40,864.84
	<b>Total Assets and Deferred Outflows of Resources:</b>	632,208.20	0.00	632,208.20
<u>Other Liabilities</u>				
07 690	BUDGETED EXPENDITURES	681,700.97	0.00	681,700.97
07 692	LESS: EXPENDITURES TO DATE	(664,995.00)	0.00	(664,995.00)
	Other Liabilities Subtotal:	16,705.97	0.00	16,705.97
<u>Fund Balance</u>				
07 704	FUND BALANCE	598,893.48	0.00	598,893.48
07 705	BUDGETED FUND BALANCE	16,608.75	0.00	16,608.75
	Fund Balance Subtotal:	615,502.23	0.00	615,502.23
	<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>	632,208.20	0.00	632,208.20

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 08 Special Building Fund</b>				
<u>Current Assets</u>				
08 101	CASH	1,030,965.86	7,364.45	1,038,330.31
08 106	SAVINGS CERTIFICATES	50,000.00	0.00	50,000.00
08 900	Cash County Treasurer	30,850.82	0.00	30,850.82
	Current Assets Subtotal:	<u>1,111,816.68</u>	<u>7,364.45</u>	<u>1,119,181.13</u>
<u>Other Assets</u>				
08 390	BUDGETED REVENUE	180,925.02	0.00	180,925.02
08 392	LESS: REVENUE RECEIVED	(284,961.74)	(8,565.45)	(293,527.19)
	Other Assets Subtotal:	<u>(104,036.72)</u>	<u>(8,565.45)</u>	<u>(112,602.17)</u>
<b>Total Assets and Deferred Outflows of Resources:</b>		<u>1,007,779.96</u>	<u>(1,201.00)</u>	<u>1,006,578.96</u>
<u>Other Liabilities</u>				
08 690	BUDGETED EXPENDITURES	11,650.82	0.00	11,650.82
08 692	LESS: EXPENDITURES TO DATE	(131,424.73)	(1,201.00)	(132,625.73)
	Other Liabilities Subtotal:	<u>(119,773.91)</u>	<u>(1,201.00)</u>	<u>(120,974.91)</u>
<u>Fund Balance</u>				
08 704	FUND BALANCE	958,279.67	0.00	958,279.67
08 705	BUDGETED FUND BALANCE	169,274.20	0.00	169,274.20
	Fund Balance Subtotal:	<u>1,127,553.87</u>	<u>0.00</u>	<u>1,127,553.87</u>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		<u>1,007,779.96</u>	<u>(1,201.00)</u>	<u>1,006,578.96</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 09      Qualified Capital Purpose Fund</b>				
<u>Current Assets</u>				
09 101	CASH	236,755.12	6,224.76	242,979.88
	Current Assets Subtotal:	<u>236,755.12</u>	<u>6,224.76</u>	<u>242,979.88</u>
<u>Other Assets</u>				
09 390	BUDGETED REVENUE	212,437.55	0.00	212,437.55
09 392	LESS: REVENUE RECEIVED	(150,681.47)	(6,224.76)	(156,906.23)
09 900	Cash County Treasurer	46,782.98	0.00	46,782.98
	Other Assets Subtotal:	<u>108,539.06</u>	<u>(6,224.76)</u>	<u>102,314.30</u>
<b>Total Assets and Deferred Outflows of Resources:</b>		<u>345,294.18</u>	<u>0.00</u>	<u>345,294.18</u>
<u>Other Liabilities</u>				
09 690	BUDGETED EXPENDITURES	148,131.25	0.00	148,131.25
09 692	LESS: EXPENDITURES TO DATE	(146,006.25)	0.00	(146,006.25)
	Other Liabilities Subtotal:	<u>2,125.00</u>	<u>0.00</u>	<u>2,125.00</u>
<u>Fund Balance</u>				
09 704	FUND BALANCE	278,862.88	0.00	278,862.88
09 705	BUDGETED FUND BALANCE	64,306.30	0.00	64,306.30
	Fund Balance Subtotal:	<u>343,169.18</u>	<u>0.00</u>	<u>343,169.18</u>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		<u>345,294.18</u>	<u>0.00</u>	<u>345,294.18</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 13 2022 Bond Construction</b>				
<u>Current Assets</u>				
13 101	CASH	295,058.47	54,799.82	349,858.29
	Current Assets Subtotal:	<u>295,058.47</u>	<u>54,799.82</u>	<u>349,858.29</u>
<u>Other Assets</u>				
13 392	LESS: REVENUE RECEIVED	(1,542,821.90)	(75,274.01)	(1,618,095.91)
	Other Assets Subtotal:	<u>(1,542,821.90)</u>	<u>(75,274.01)</u>	<u>(1,618,095.91)</u>
	<b>Total Assets and Deferred Outflows of Resources:</b>	<u>(1,247,763.43)</u>	<u>(20,474.19)</u>	<u>(1,268,237.62)</u>
<u>Other Liabilities</u>				
13 692	LESS: EXPENDITURES TO DATE	(1,247,763.43)	(20,474.19)	(1,268,237.62)
	Other Liabilities Subtotal:	<u>(1,247,763.43)</u>	<u>(20,474.19)</u>	<u>(1,268,237.62)</u>
	<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>	<u>(1,247,763.43)</u>	<u>(20,474.19)</u>	<u>(1,268,237.62)</u>

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 1100	LOCAL PROPERTY TAXES	5,700,000.00	74,948.75	4,692,030.15	82.32	1,007,969.85
01 1115	CARLINE TAX	0.00	778.99	1,602.76	0.00	(1,602.76)
01 1125	MOTOR VEHICLE TAXES	370,000.00	194,507.14	441,275.04	119.28	(71,275.04)
01 1140	Interest Levied Tax	0.00	167.92	167.92	0.00	(167.92)
01 1312	SUMMER SCHOOL TUITION	5,000.00	250.00	4,550.00	91.00	450.00
01 1315	TUITION FROM DISTRICTS - SENCAP	0.00	0.00	1,192.80	0.00	(1,192.80)
01 1370	PRESCHOOL TUITION & FEES	45,000.00	300.00	23,330.00	51.84	21,670.00
01 1510	INTEREST ON INVESTMENTS	1,500.00	279.26	1,788.18	119.21	(288.18)
01 1800	REC PROGRAM - COMMUNITY SERVICES	40,000.00	15.57	25,089.19	62.72	14,910.81
01 1910	RENTAL OF SCHOOL FACILITY	100.00	0.00	325.00	325.00	(225.00)
01 1911	LOCAL LICENSE FEES	300.00	0.00	300.00	100.00	0.00
01 1920	EDUCATION QUEST FOUNDATION	0.00	(625.21)	444.13	0.00	(444.13)
01 1990	OTHER LOCAL RECEIPTS	0.00	0.00	0.00	0.00	0.00
Subtotal: LOCAL RECIEPTS		6,161,900.00	270,622.42	5,192,095.17	84.26	969,804.83
01 2110	COUNTY FINES & LICENSE FEES	35,000.00	0.00	25,395.47	72.56	9,604.53
01 2210	ESU RECEIPTS	0.00	0.00	2,750.30	0.00	(2,750.30)
Subtotal: COUNTY AND ESU RECEIPTS		35,000.00	0.00	28,145.77	80.42	6,854.23
01 3110	STATE AID	1,291,541.00	129,155.00	1,292,707.68	100.09	(1,166.68)
01 3120	SPED SCHOOL AGE	480,000.00	63,387.00	407,686.62	84.93	72,313.38
01 3130	HOMESTEAD EXEMPTION	200,000.00	5,894.73	49,077.36	24.54	150,922.64
01 3180	PRO-RATE MOTOR VEHICLE	0.00	0.00	20,470.52	0.00	(20,470.52)
01 3400	STATE APPORTIONMENT	80,000.00	2,879.00	109,977.74	137.47	(29,977.74)
01 3535	PAYMENTS FOR HIGH ABILITY LEARNERS	6,500.00	0.00	6,457.00	99.34	43.00
01 3540	STATE EARLY CHILDHOOD	100,000.00	0.00	0.00	0.00	100,000.00
Subtotal: STATE RECEIPTS		2,158,041.00	201,315.73	1,886,376.92	87.41	271,664.08
01 4310	REAP	46,425.00	0.00	50,552.69	108.89	(4,127.69)
01 4505	TITLE 1 PART A - CARRY OVER	39,664.00	0.00	31,656.00	79.81	8,008.00
01 4506	TITLE 1 PART A - CURRENT YEAR	0.00	0.00	10,000.00	0.00	(10,000.00)
01 4509	Title II, Part A ESSA Princ & Teach	5,842.13	0.00	0.00	0.00	5,842.13
01 4516	IDEA PRESCHOOL BASE/IDEA ENROL POVERTY	3,273.00	0.00	1,397.00	42.68	1,876.00
01 4518	IDEA ENROLLMENT/POVERTY	103,868.00	0.00	181,700.00	174.93	(77,832.00)
01 4708	MEDICAID REIMBURSEMENT SPED	2,905.60	3,571.25	3,571.25	122.91	(665.65)
01 4709	MEDICAID ADMIN ACTIVITIES (MAAPS)	3,993.26	0.00	5,217.86	130.67	(1,224.60)
01 4996	ESSERS I	0.00	0.00	0.00	0.00	0.00
Subtotal: FEDERAL RECEIPTS		205,970.99	3,571.25	284,094.80	137.93	(78,123.81)
01 5200	FUND TRANSFERS	0.00	14,327.49	152,883.43	0.00	(152,883.43)
01 5301	INSURANCE ADJUSTMENTS	24,731.87	246.00	5,757.81	23.28	18,974.06
01 5690	OTHER NON-REVENUE RECEIPTS	3,549.43	1,295.08	5,907.37	168.43	(2,357.94)
01 5960	TIRE GRANT	0.00	0.00	(4,693.42)	0.00	4,693.42
Subtotal: NON-REVENUE RECEIPTS		28,281.30	15,868.57	159,855.19	565.23	(131,573.89)
Fund Total:		8,589,193.29	491,377.97	7,550,567.85	87.91	1,038,625.44

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
02 1510	INTEREST ON INVESTMENTS	228.29	162.79	533.86	233.85	(305.57)
	Subtotal: LOCAL RECIEPTS	228.29	162.79	533.86	233.85	(305.57)
02 5200	FUND TRANSFERS	0.00	0.00	18,313.86	0.00	(18,313.86)
02 5690	OTHER NON-REVENUE RECEIPTS	7,279.38	0.00	(17,505.05)	(240.47)	24,784.43
	Subtotal: NON-REVENUE RECEIPTS	7,279.38	0.00	808.81	11.11	6,470.57
	Fund Total:	7,507.67	162.79	1,342.67	17.88	6,165.00

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
03 1510	INTEREST ON INVESTMENTS	56.25	34.44	7,816.93	13,896.76	(7,760.88)
	Subtotal: LOCAL RECIEPTS	56.25	34.44	7,816.93	13,896.76	(7,760.88)
	Fund Total:	56.25	34.44	7,816.93	13,896.76	(7,760.88)

Fund: 05 Activity Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
05 1710 0001	ATHLETIC ADMISSIONS REVENUE	34,217.00	0.00	24,965.76	72.96	9,251.24
05 1710 0028	MUSICAL/DRAMA ADMISSIONS REVENUE	4,530.00	0.00	3,571.64	78.84	958.36
05 1790 0001	OTHER ACTIVITY REVENUE	22,871.14	697.47	10,196.89	44.58	12,674.25
05 1790 0002	ANNUAL REVENUE	1,891.48	0.00	1,480.00	78.25	411.48
05 1790 0003	MUSIC REVENUE	4,505.90	0.00	6,764.55	150.13	(2,258.65)
05 1790 0004	ELEMENTARY PRINCIPAL REVENUE	1,250.30	0.00	1,062.85	85.01	187.45
05 1790 0005	STUDENT COUNCIL REVENUE	3,874.60	0.00	3,796.50	97.98	78.10
05 1790 0006	FFA REVENUE	13,322.25	0.00	16,750.51	125.73	(3,428.26)
05 1790 0007	HIGH SCHOOL PRINCIPAL REVENUE	0.00	5.60	39.65	0.00	(39.65)
05 1790 0008	LIFE SKILLS REVENUE	1,122.75	0.00	639.56	56.96	483.19
05 1790 0009	FCCLA REVENUE	3,620.71	0.00	4,686.47	129.44	(1,065.76)
05 1790 0010	MISC ACCOUNT REVENUE	3,244.98	7.60	7,551.02	232.70	(4,306.04)
05 1790 0011	ART CLUB REVENUE	471.88	0.00	124.16	26.31	347.72
05 1790 0012	NATIONAL HONOR SOCIETY REVENUE	993.00	0.00	522.00	52.57	471.00
05 1790 0015	BOYS BASKETBALL HS REVENUE	6,633.99	2,561.28	3,618.48	54.54	3,015.51
05 1790 0016	CONCESSIONS REVENUE	30,040.33	0.00	28,080.05	93.47	1,960.28
05 1790 0017	GIRLS BASKETBALL HS REVENUE	2,185.00	1,810.00	3,840.00	175.74	(1,655.00)
05 1790 0019	INTEREST REVENUE	79.35	16.30	154.14	194.25	(74.79)
05 1790 0020	UNION BANK REVENUE	0.00	0.00	3,184.70	0.00	(3,184.70)
05 1790 0021	HS TRACK	4,417.58	431.00	3,818.20	86.43	599.38
05 1790 0023	CROSS COUNTRY REVENUE	1,759.70	0.00	1,280.00	72.74	479.70
05 1790 0024	INDUSTRIAL ARTS SHOP REVENUE	136.00	0.00	64.00	47.06	72.00
05 1790 0027	CLASS OF 2024 REVENUE	0.00	0.00	4,703.67	0.00	(4,703.67)
05 1790 0028	MUSICAL/DRAMA REVENUE	3,551.35	0.00	2,672.51	75.25	878.84
05 1790 0029	WRESTLING REVENUE	3,546.00	0.00	3,601.82	101.57	(55.82)
05 1790 0030	GENERAL FUND REIMBURSEMENT REVENUE	3,732.45	357.31	51,978.16	1,392.60	(48,245.71)
05 1790 0031	ELEM STUDENT COUNCIL REVENUE	1,481.89	0.00	1,637.64	110.51	(155.75)
05 1790 0032	WEIGHTS REVENUE	8,432.49	0.00	0.00	0.00	8,432.49
05 1790 0033	VOLLEYBALL REVENUE	11,900.97	2,856.00	8,301.00	69.75	3,599.97
05 1790 0036	CHEERLEADING REVENUE	4,269.13	4,406.25	13,935.12	326.42	(9,665.99)
05 1790 0038	CLASS OF 2023 REVENUE	5,270.99	0.00	0.00	0.00	5,270.99
05 1790 0039	FAMILY PASSES REVENUE	8,415.00	0.00	9,668.00	114.89	(1,253.00)
05 1790 0040	STUDENT FEES REVENUE	5,633.00	0.00	5,635.00	100.04	(2.00)
05 1790 0042	JR HIGH BASKETBALL REVENUE	0.00	0.00	842.00	0.00	(842.00)
05 1790 0049	SHOW CHOIR REVENUE	1,257.60	0.00	641.44	51.01	616.16
05 1790 0050	CHROMEBOOK INSURANCE REVENUE	8,335.00	105.00	9,051.00	108.59	(716.00)
05 1790 0051	GOLF REVENUE	30.00	0.00	700.00	2,333.33	(670.00)
05 1790 0052	CIRCLE OF FRIENDS REVENUE	0.00	0.00	260.60	0.00	(260.60)
05 1790 0054	UNIFIED SPORTS REVENUE	949.00	250.00	796.20	83.90	152.80
05 1790 0055	FOOTBALL	4,832.85	1,360.00	6,913.50	143.05	(2,080.65)
05 1790 0056	ASPIRE ACADEMY REVENUE	0.00	0.00	108.40	0.00	(108.40)
05 1790 0057	CHICK-FIL-A GRANT/PLAYGROUND	0.00	0.00	1,050.00	0.00	(1,050.00)
Subtotal: LOCAL RECIEPTS		212,805.66	14,863.81	248,687.19	116.86	(35,881.53)
Fund Total:		212,805.66	14,863.81	248,687.19	116.86	(35,881.53)

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
06 1510	INTEREST ON INVESTMENTS	129.42	21.72	374.07	289.04	(244.65)
06 1620	DAILY SALES OF BREAK/LUNCH/MILK	14,767.84	806.89	203,915.56	1,380.81	(189,147.72)
	Subtotal: LOCAL RECIEPTS	14,897.26	828.61	204,289.63	1,371.32	(189,392.37)
06 3150	STATE REIMBURSEMENT(OF NUTRITION PROG)	525,321.16	15,451.27	203,161.87	38.67	322,159.29
	Subtotal: STATE RECEIPTS	525,321.16	15,451.27	203,161.87	38.67	322,159.29
06 5200	TRANSFER OF FUNDS	0.00	0.00	26,547.09	0.00	(26,547.09)
06 5690	OTHER NON-REVENUE RECEIPTS	816.14	176.16	5,973.72	731.95	(5,157.58)
	Subtotal: NON-REVENUE RECEIPTS	816.14	176.16	32,520.81	3,984.71	(31,704.67)
	Fund Total:	541,034.56	16,456.04	439,972.31	81.32	101,062.25

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
07 1100	LOCAL PROPERTY TAXES	697,456.10	39,087.12	652,606.53	93.57	44,849.57
07 1115	CARLINE TAXES	0.00	95.08	95.08	0.00	(95.08)
07 1140	Interest Levied Tax	0.00	22.47	22.47	0.00	(22.47)
07 1510	INTEREST	853.62	217.42	2,794.62	327.38	(1,941.00)
	Subtotal: LOCAL RECIEPTS	698,309.72	39,422.09	655,518.70	93.87	42,791.02
07 3130	HOMESTEAD EXEMPTION	0.00	719.44	1,446.15	0.00	(1,446.15)
	Subtotal: STATE RECEIPTS	0.00	719.44	1,446.15	0.00	(1,446.15)
07 5200	FUND TRANSFERS	0.00	0.00	480.03	0.00	(480.03)
	Subtotal: NON-REVENUE RECEIPTS	0.00	0.00	480.03	0.00	(480.03)
	Fund Total:	698,309.72	40,141.53	657,444.88	94.15	40,864.84

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
08 1100	LOCAL PROPERTY TAXES	169,756.27	8,242.55	195,128.07	114.95	(25,371.80)
08 1115	CARLINE TAXES	0.00	27.27	27.27	0.00	(27.27)
08 1140	Interest Levied Tax	0.00	89.26	180.63	0.00	(180.63)
08 1510	INTEREST on CD	8,615.00	0.00	1,222.77	14.19	7,392.23
	Subtotal: LOCAL RECIEPTS	178,371.27	8,359.08	196,558.74	110.20	(18,187.47)
08 3130	HOMESTEAD EXEMPTION	203.45	206.37	206.37	101.44	(2.92)
	Subtotal: STATE RECEIPTS	203.45	206.37	206.37	101.44	(2.92)
08 5890	OTHER NON-REVENUE RECIEPTS	2,350.30	0.00	96,762.08	4,117.01	(94,411.78)
	Subtotal: NON-REVENUE RECEIPTS	2,350.30	0.00	96,762.08	4,117.01	(94,411.78)
	Fund Total:	180,925.02	8,565.45	293,527.19	162.24	(112,602.17)

Fund: 09 Qualified Capital Purpose Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
09 1100	LOCAL PROPERTY TAXES	211,475.30	6,029.34	156,594.53	74.05	54,880.77
09 1115	CARLINE TAXES	0.00	19.92	19.92	0.00	(19.92)
09 1140	Interest Levied Tax	0.00	24.79	24.79	0.00	(24.79)
09 1510	INTEREST ON INVESTMENTS	60.66	0.00	116.28	191.69	(55.62)
Subtotal: LOCAL RECIEPTS		211,535.96	6,074.05	156,755.52	74.10	54,780.44
09 3130	HOMESTEAD EXEMPTION	713.02	150.71	150.71	21.14	562.31
09 3180	PRO-RATE MOTOR VEHICLE	188.57	0.00	0.00	0.00	188.57
Subtotal: STATE RECEIPTS		901.59	150.71	150.71	16.72	750.88
Fund Total:		212,437.55	6,224.76	156,906.23	73.86	55,531.32

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
13 1100	LOCAL PROPERTY TAXES	0.00	49,711.38	838,425.86	0.00	(838,425.86)
13 1115	CARLINE TAXES	0.00	201.36	201.36	0.00	(201.36)
13 1510	INTEREST ON INVESTMENTS	0.00	63.27	174.17	0.00	(174.17)
	Subtotal: LOCAL RECIEPTS	0.00	49,976.01	838,801.39	0.00	(838,801.39)
13 3130	HOMESTEAD EXEMPTION	0.00	4,838.81	4,838.81	0.00	(4,838.81)
	Subtotal: STATE RECEIPTS	0.00	4,838.81	4,838.81	0.00	(4,838.81)
13 5200	FUND TRANSFERS	0.00	20,459.19	774,455.71	0.00	(774,455.71)
	Subtotal: NON-REVENUE RECEIPTS	0.00	20,459.19	774,455.71	0.00	(774,455.71)
	Fund Total:	0.00	75,274.01	1,618,095.91	0.00	(1,618,095.91)

**Revenue Summary Report**  
Processing Month: 06/2023

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	10,442,269.72	653,100.80	10,974,361.16	105.10	(532,091.44)

**DISTRICT OR-1 PUBLIC SCHOOLS**  
**CALENDAR 2023-2024. Updated 6.12.2023**

August 2023						
SU	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
19 Teacher Days						
14 Student Days						

September 2023						
SU	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
20 Teacher Days						
19 Student Days						

October 2023						
SU	M	T	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
21 Teacher Days						
21 Student Days						

November 2023						
SU	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
19 Teacher Days						
18 Student Days						

December 2023						
SU	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
14 Teacher Days						
14 Student Days						
93 Teacher Days First Semester						
86 Student Days First Semester						

**August 2023**

8-Aug Start of Fall Practice  
 Aug 7-11 District Staff Development: 8:00 a.m. - 4:00 p.m.  
**14-Aug** First Day of School (Grades K-12)  
**15-Aug** First Day of Preschool

**September 2023**

4-Sep NO SCHOOL -Labor Day  
 19-Sep Dismiss @ 1:00 P.M. P-T conf. 2:00-8:00 P.M.  
 20-Sep Collab. PD/WD - No School for students

**October 2023**

**13-Oct** End of First quarter  
**16-Oct** Start 2nd Quarter  
 20-Oct Fall Break; NO SCHOOL

**November 2023**

13-Nov Start Winter Practice  
 14-Nov Teacher Inservice No School  
 22-Nov NO SCHOOL Thanksgiving Break  
 23-Nov NO SCHOOL Thanksgiving Break  
 24-Nov NO SCHOOL Thanksgiving Break

**December 2023**

**20-Dec** End of Second Quarter: Dismiss @ 1:00 P.M.  
 21-Dec Winter Vacation December 21-January 3  
 22-26-Dec Five day moratorium period est. by NSAA

**January 2024**

1-3-Jan Winter Vacation  
 3-Jan Collab PD/WD - No School for Students  
**4-Jan** School Resumes, Start 3rd Quarter  
 15-Jan No School - Martin Luther King Day

**February 2024**

6-Feb Dismiss @ 1:00 P.M. P-T conf. 2:00-8:00 P.M.  
 9-Feb NO SCHOOL Winter Break  
 21-Feb Collab PD/WD - No School for Students  
 29-Feb Start of Spring Practice

**March 2024**

1-Mar NO SCHOOL Spring Break  
**7-Mar** End of Third Quarter  
 8-Mar NO SCHOOL Spring Break  
 11-Mar Collab PD/WD - No School for Students  
**12-Mar** Start 4th Quarter  
 28-Mar Dismiss @ 1:00 P.M. Begin Easter Break  
 29-Mar NO SCHOOL: Easter Break

**April 2024**

1-Apr NO SCHOOL: Easter Break  
 17-Apr Collab PD/WD - No School for Students

**May 2024**

11-May High School Graduation  
 15-May Elementary End of 2nd Semester Reg. Dismissal  
**16-May** End 2nd Sem. -1:00 Dismissal H.S. :NS: Elem.Transition Day  
 17-May Teacher Work Day

Note: Early dismissal times are 1:00 p.m. Elementary students riding the buses will be dismissed at 12:45 p.m.

173 Student Days
185 Teacher Days
<b>Legend for Colors</b>
Regular Dismissal for High School Students
Elementary Students: End of Second Semester
Vacation Days
Parent Teacher Conferences
Early Dismissal: 1:00 p.m. HS / No School for elementary
Professional Development Day for Staff: No school for students
Board Approved: 6.12.2023

January 2024						
SU	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
20 Teacher Days						
19 Student Days						

February 2024						
SU	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
20 Teacher Days						
19 Student Days						

March 2024						
SU	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
18 Teacher Days						
17 Student Days						

April 2024						
SU	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
21 Teacher Days						
20 Student Days						

May 2024						
SU	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
13 Teacher Days						
11 Elem/12 HS Student Days						
92 Teacher Days Second Semester						
87 Student Days Second Semester						

**Additional notes:**  
 Due to construction at the beginning of the 2023-2024 school year, the first day of school has been moved to **Monday, August 14th.**  
 The first day of preschool will be **Tuesday, August 15th.**

## Overview

The City of Bennet, NE is requesting SS4A assistance to develop an Action Plan focused on safe pedestrian access to the elementary school and city park.

## Safety Impact

During the 2010-2020 census period, Bennet was the third fastest-growing community in the state, with over 50% growth during the period. Much of that growth is due to the presence of Bennet Elementary school, which serves the Palmyra school district. The district recently passed a bond issue to expand both the elementary and high schools in order to accommodate the growing number of students. While Bennet has been fortunate to have no traffic fatalities recorded in recent years, the growing number of children walking to school from all parts of the community is a major safety concern. Bennet currently has no pedestrian trails in the community and only a small percentage of the sidewalks are in sufficient condition for pedestrian travel. Because of this, much of the pedestrian travel occurs on city streets rather than sidewalks.

In addition, the city is bisected by State Hwy 43 which divides the school on the west side of town from the majority of the current and future population on the east side. The city has previously coordinated with the State DOT to plan for a safer pedestrian crossing for the highway to be constructed as part of an upcoming DOT project. This crossing will be integrated into the city's future trail network.

## Equity, Engagement, and Collaboration

Bennet's census tract does not appear on the SS4A Underserved Communities map, however the USDOT ETCE tool shows Bennet in the 84<sup>th</sup> percentile for transportation insecurity.

As part of the Action Plan process, the city will work with both the school and community stakeholders to determine what roadway modifications and pedestrian facilities are needed to provide safe access around the community for citizens of all ages and abilities. The stakeholder engagement process will gather feedback from those who are most reliant on the city's pedestrian infrastructure to ensure those needs are met.

## Additional Safety Context

City leadership is eager to think creatively and invest in low-cost, high impact activities to improve pedestrian access. The city will then evaluate innovative but proven strategies to address the lack of access, such as: roadway narrowing to reduce design speed, conversion to one-way streets to add on-street bike lanes, addition of off-street trails, improvements to existing sidewalks, enhanced pedestrian signage and signalization, traffic calming devices, and other strategies that have proven successful through programs such as Complete Streets, Green Streets, etc.

The final deliverable will be sufficient in scope and detail to satisfy the Action Plan components outlined by the SS4A grant program.



## DISTRICT OR-1

PALMYRA JUNIOR-SENIOR HIGH SCHOOL--BENNET ELEMENTARY  
P.O. BOX 130 PALMYRA, NE 68418 402-780-5327 [www.districtor1.org](http://www.districtor1.org)

**Michael Hart**  
Superintendent

**Heath Johnson**  
Secondary Principal

**Linde Walter**  
Elementary Principal

**Aaron Hoeft**  
Activities Director

July 7, 2023

Michele Lincoln, CMC  
Clerk/Treasurer: City of Bennet  
685 Monroe St.  
Bennet, Nebraska 68317

Dear Michele:

I am submitting this letter to certify that our school district is aware of (and fully supports) the City of Bennet's Safe Streets and Roads for All Action Plan project.

Student safety is always our top priority and multiple concerns have been raised over the years about ways to improve pedestrian (student) pathways to school from various areas of town. As a leader in this district and a Bennet community member, I remain vigilant and anxious about our students getting to and from school safely each day.

Currently the city of Bennet lacks the sidewalk and pedestrian trail infrastructure needed to maximize safe passage throughout town. Especially given the fact that Hwy 43 effectively splits the middle of town and many of our children and families have to cross this traffic-heavy (and often times semi-truck heavy) two lane highway on the way to school. In fact, our school district provides local transportation to many of our students to help increase student safety across that thoroughfare.

I firmly believe the additional resources that this project could provide greatly helps to further ensure that our students and families have safe pathways to school and around the community. If awarded funding, our district will provide a school representative to the project's working group and actively participate as needed in the Action Plan development, as well as encourage and incorporate community involvement.

Once approved and adopted by the Bennet City Council, Bennet's Safe Streets and Roads for All Action Plan will be included into our district's Strategic Plan and incorporated into our long-range district goals and vision. This project also integrates well with the current expansion we are building at the elementary school to accommodate future student growth.

In summary, improving our pedestrian paths and street crossings as much as possible given the resources we are generously provided exponentially minimizes the potential for harm from vehicles and increases confidence that our children can travel in a safe manner. One of the allures of small town living is grounded in the fact that these communities are deemed safe and great places to raise children and families. The city of Bennet certainly meets that qualifying criteria and anything we can do to improve the safety for our students, families, staff, and community patrons is an investment worth making. Please let us know how we can continue to advance this worthwhile project.

Professionally,

  
Michael T. Hart

## DISTRICT OR-1 POLICY REVIEW SCHEDULE: 2023

Updated July 10, 2023

### Policy Review Schedule for the 2023 calendar year

<u>Policy Series</u>	<u>Topic</u>	<u>Date of Last Review</u>	<u>New Review Date</u>	<u>Status</u>
1000	Community Relations	April 11, 2022	April 10, 2023	Completed
2000	Administration	April 11, 2022	April 10, 2023	Completed
3000	Business Operations	April 11, 2022	April 10, 2023	Completed
4000	Personnel	July 11, 2022	*August 14, 2023	Scheduled
5000	Students	July 11, 2022	*August 14, 2023	Scheduled
6000	Instruction	November 14, 2022	November 13, 2023	Scheduled
7000	New Construction	November 14, 2022	November 13, 2023	Scheduled
8000	Internal Board Policies	February 14, 2022	February 13, 2023	Scheduled
9000	Bylaws of the Board	February 14, 2022	February 13, 2023	Scheduled

\* Rescheduled as of July 10, 2023 to accommodate recent enacted laws, legislative requirements and pending NDE/State/ Federal mandates:



## **REVIEW OF THE 2023 SESSION OF THE UNICAMERAL**

A session-long filibuster slowed things down considerably, but several bills passed included the Governor's school funding plan, the "Opportunities Scholarship" bill, as well as several "Christmas tree" bills. Public schools benefited in some instances, did not fare as well in some others. The highlights:

### **GOVERNOR PILLEN'S SCHOOL FUNDING PLAN**

Governor Pillen made it known going into the session that he intended to force the issue on state support for public schools. His plan was divided into three bills: LB 583 (Sanders) provides for \$1500 per student in Foundation Aid to all public schools and also brings the state reimbursement rate for Special Education expenses up to 80%. LB 681 (Clements) establishes the Education Future Fund. \$1 billion was placed in the fund this year, with \$250 million to be placed in the fund annually. The main purpose of the fund is to protect Foundation aid and SPED reimbursement. As amended, the fund will also serve to protect TEEOSA. LB 589 (Briese) was eventually amended into LB 243. The bill adopts the School District Property Tax Limitation Act. It basically sets a 3% allowable growth on the previous year's revenues, then provide for growth pieces that include enrollment growth, poverty, and ELL students. Local Boards of Education may approve growth above that at a rate of 7% (for districts with up to 471 students), 6% (471 to 3,044 students), 5% (3,045 to 10,000 students) or 3% (over 10,000 students). While the trio of bills does provide much more state funding for public schools, there are new levy restrictions placed on districts.

NRCSA supported both LB 583 and LB 681. NRCSA did testify in a neutral basis on LB 589 because of an amendment made at the 11<sup>th</sup> hour before its hearing.

### **LB 753 (OPPORTUNITIES SCHOLARSHIPS)**

LB 753 was Senator Linehan's long-pursued bill that is designed to encourage donations to Scholarship Granting Organizations (SGO). The SGO will then provide scholarships to private schools. The tax benefit for making such donations is a dollar-for-dollar tax credit. The bill provides for \$25 million in tax credits the first two years, then can grow incrementally to \$100 million.

NRCSA has consistently opposed this concept and did so again this year, along with all of the other major education groups.

### **LB 705**

LB 705, as first introduced, was Senator Murman's bill that dealt with the distribution of lottery proceeds that go to educational purposes. The total is about \$24.5 million. As a result of diminishing time for individual bills due to the session-long filibuster, LB 705 became the Education Committee's "Christmas tree bill" as many bills were amended into LB 705. The

problem with this move is that many of the bills never even got discussed on the floor before they were passed. Some of the bills that were adopted as part of LB 705, along with some commentary, include:

- LB 153 (DeBoer)
  - Creates the Extraordinary Increase in Special Education Expenditures Act
  - Districts that incur an unexpected increase in SPED costs during the school year may apply for immediate compensation
  - Mainly will apply to smaller rural schools
  - Originally had \$10 million in the bill, but was amended to \$2.5 million
- LB 201 (Vargas)
  - Beginning in the 2024/25 school year, there will be a graduation requirement on students to complete the FAFSA application
  - Parents may opt their student out of the requirement.
  - The Principal or his/her designee shall report to NDE on compliance information.
- LB 356 (Walz)
  - Changes method in which Nebraska Opportunity Grant Act grants eligibility is determined.
  - The Postsecondary Commission would use an updated calculation based on completion of the FAFSA
- LB 372 (Murman)
  - Provides for part-time enrollment by home school students in public schools
    - A home school student may take any class he/she chooses in the resident public school
  - The bill also addresses eligibility in extracurricular activities for home school students
    - As first introduced, a home school student would not be required to take any classes to be eligible
    - As amended, home school student can only be required to take a 5 hour class per semester to be eligible for extra-curricular activities
- LB 385 (Linehan)
  - Adopts the Nebraska Teacher Recruitment and Retention Act
  - As amended, provides three retention stipends at \$2,500 per year. Originally called for four stipends at \$5,000.
  - \$5,000 stipends will go to teachers who get certifications in high-need areas and teach in that area
- LB 414 (Conrad)
  - Change provisions pertaining to option enrollment requests by SPED students
  - Prior to Oct. 15 the Board of Ed can declare program, grade levels, or schools unavailable to option enrollment students for the next year due to capacity limitations.
  - Option enrollment applications for students with IEPs must be decided on an individual basis. If the school determines that the program is not available, the

parent must be provided with written notification explaining the specific reason(s) for the rejection.

- LB 516 (Walz)
  - Increase school safety support and student mental health supports
    - The bill will provide funding for regionally focused security specialists under the State Security Director.
    - Provides for \$15 million for grant programs to fund school security projects.
    - Provides for \$870,000 annually to fund the Safe2Help system.
- LB 520 (Walz)
  - Amends the Computer Science and Technology Education Act that was adopted last session
  - The 5 required credit hours can be met by single class or combination of classes that cover content standards
  - The bill becomes operational for the 2027-28 school year.
- LB 585 (Hughes)
  - All employees who interact regularly with students (and any others identified by Supt) must have 1 hour of training each year in mental health issues
    - Includes suicide awareness
- LB 603 (Linehan)
  - Creates the Alternative Certification for Quality Teachers Act
  - Authorizes Commissioner of Ed to issue alternative certification to be a full time teacher to an applicant who has a bachelor's degree and completes a course of study offered by a national organization.
  - The bill was amended to also require one semester of student teaching prior to earning the certificate
- LB 632 (McKinney)
  - As originally introduced, the bill would prohibit the suspension of PK-2 students in Metro area schools
  - As amended, it would apply to **all** school districts
  - The school district would need to develop a policy to cover the provisions of the bill, including disciplinary actions within the school as an alternative to suspension.
  - A district could suspend if the student brings a deadly weapon
- LB 647 (McDonnell)
  - Requires NDE to take over the textbook loan program for non-public school districts.
- LB 648 (McDonnell)
  - Requires NDE to develop a workforce diploma program
  - Appropriates \$750,000 annually to NDE to provide assistance to institutions that provide high school equivalency programs.
  - Eligible individuals are adults or those who are aged 16 or older who are not enrolled or required to be enrolled in school under state law.
- LB 698 (Murman)

- Changes residency provisions for enrollment in a public college or university by veterans of the US Space Force
- LB 708 (Arch)
  - Requires state government entities to enter into a memorandum of understanding for sharing data related to students under the juvenile court system
    - The entities that are included are DHHS, NDE, Office of Probation Administration, and the State Court Administrator
- LB 724 (Vargas)
  - Eliminates the basic skills PRAXIS exam
    - State Board of Ed may still require a test for content competency.
- LB 762 (DeBoer)
  - As introduced, the bill would have created the Nebraska Teacher Apprenticeship Program and Fund
  - Amended to create the Nebraska Paraprofessional to Teacher Program
- LB 774 (Vargas)
  - The bill makes changes to the Student Discipline Act
  - Students who are suspended must be allowed to make up work
  - Suspended students may not be required to attend an alternative setting
  - Parents of student being expelled may request a different hearing officer than the one identified by school
- LB 787 (Wayne)
  - Adopt the STEEM Development Act
  - Appropriates \$5 million for grants to be awarded by NDE to developers to help them provide learning platforms that are available to all Nebraska school districts
  - Targets science, technology, engineering, entrepreneurship, and mathematics
- LB 805 (von Gillern)
  - Requires schools to allow representatives of youth organizations identified in federal statute (i.e. Boy Scouts, Girl Scouts, Boys and Girls Clubs) the ability to share oral or written information to students about the organization.
  - School must make good faith effort to cooperate with the representative
    - May limit contact with students to non-instructional or non-learning time
  - Parents retain the ability to opt to opt their children out of the presentation.
- LB 811 (Murman)
  - Adopt the Behavioral Intervention Training and Teacher Support Act
  - As amended, by July 1, 2025, NDE must develop a model policy relating to student discipline, behavioral management, classroom management and removal of a student from the classroom.
    - Appropriate training for school employees to be provided
  - By Aug. 1, 2025, school district must adopt a policy consistent with NDE policy.
    - Requirement for accreditation
  - Beginning with 2026-27, district must provide behavioral awareness training for most school employees and review at least once every three years

- Must designate behavioral awareness point of contact in each building
- District must annually submit behavioral awareness training report to ESUCC
  - ESUCC must report annually to Legislature

NRCSA testified, or had testimony made on our behalf, in support or opposition to many of the bills amended into LB 705. A couple of problems with such a large “Christmas tree” bill is that (a) most of the bills included in LB 705 got discussed on the floor, and (b) several of the bills included in LB 705 were amended after the hearings, which did not provide much opportunity for further input.

There are still several bills on General or Select File which may or may not be taken back up in next year’s session. A few of those include:

- LB 71 (Sanders), a bill that changes requirements for parental involvement and access to learning/instructional materials.
- LB 141 (Briese), a bill that would require NDE to provide guidance to school districts on a moment of silence in public schools.
- LB 285 (Walz), a bill that would adopt the School Community Eligibility Provision Maximization Act.
- LB 299 (Linehan), a bill which would require approval from the registered voters of a school district or ESU for certain bonds under the Interlocal Cooperation Act.
- LB 637 (Albrecht), a bill that would require members of the public to be allowed to speak at each meeting subject to the Open Meetings Act.
- LB 800 (Murman), a bill that would cap public school Superintendent’s pay at no more than 5 times that of a beginning teacher.

There were also several Legislation Resolutions that identify interim studies that may or may not be undertaken. As usual, NRCSA will provide information to the Senators in many of these interim studies. Most often, that information comes from surveys I share with our members. If you get those surveys I would very much appreciate your participation.

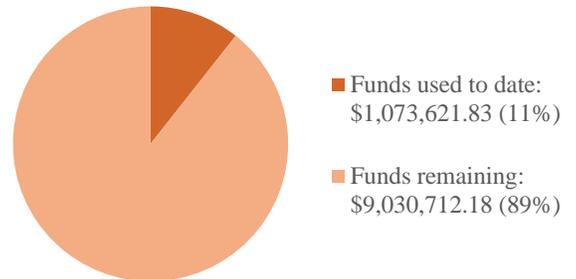
# 2022 BOND PROJECT

## PROJECT INFORMATION

Project name	2022 District OR-1 Bond Project
Project description	Additions and Renovations to Bennet Elementary and Palmyra Jr-Sr High School
Bond Information Summary	A \$22,000,000 General Obligation Bond was approved on Tuesday, August 9th by a majority of registered Otoe and Lancaster County District OR-1 voters The district chose to issue the bonds in two separate issuances in order to save the District OR-1 taxpayers accrued interest on a larger amount. Currently, District OR-1 patrons are being levied 22 cents to cover the principal and interest in the total approved amount of \$22,000,000.

## FINANCIAL STATUS

Bonds Proceeds plus Interest	\$10,104,334
Total allotted funds	\$10,104,334
Funds used to date	\$1,073,622
Funds remaining	\$9,030,712



**NEBRASKA DEPARTMENT  
OF EDUCATION**

# **RULE 19**

**REGULATIONS REGARDING SCHOOL ENROLLMENT**

**TITLE 92, NEBRASKA ADMINISTRATIVE CODE,  
CHAPTER 19**

**EFFECTIVE DATE  
JUNE 6, 2017  
(REVISED)**

**State of Nebraska  
Department of Education  
301 Centennial Mall South  
Lincoln, Nebraska 68509**



**TITLE 92 - NEBRASKA DEPARTMENT OF EDUCATION  
CHAPTER 19 - SCHOOL ENROLLMENT**

**NUMERICAL TABLE OF CONTENTS**

<u>Subject</u>	<u>Statutory Authority</u>	<u>Code Section</u>
General Information	<u>Neb. Rev. Stat.</u> §§ 79-215, 79-301, 79-302, 79-318, 79-319, 79-201 to 79-210	Section 001
Definitions	<u>Neb. Rev. Stat.</u> §§ 79-215, 79-301, 79-302, 79-318, 79-319, 79-201 to 79-210	Section 002
Enrollment Requirements	<u>Neb. Rev. Stat.</u> §§ 79-215, 79-301, 79-302, 79-318, 79-319, 79-201 to 79-210	Section 003
Contract Dispute Resolution	<u>Neb. Rev. Stat.</u> §§ 79-215, 79-301, 79-302, 79-318, 79-319	Section 004
Enrollment of Homeless Children And Youths	<u>Neb. Rev. Stat.</u> §§ 79-215 42 U.S.C. 11431 et. seq.	Section 005
Compulsory Attendance Enforcement	<u>Neb. Rev. Stat.</u> §§ 79-215, 79-301, 79-302, 79-318, 79-319, 79-201 to 79-210	Section 006
Compliance as a Mandatory Condition for School Accreditation	<u>Neb. Rev. Stat.</u> §§ 79-215, 79-301, 79-302, 79-318, 79-319, 79-201 to 79-210	Section 007
Enrollment Option Program	<u>Neb. Rev. Stat.</u> §§ 79-318, 79-232 to 79-246	Section 008
Open Enrollment in a Learning Community	<u>Neb.Rev.Stat.</u> §§ 79-2101, 79-2102, 79-2110, 79-4,117 to 79-4,129	Section 009
Part-time Enrollment	<u>Neb.Rev.Stat.</u> § 79-2,136	Section 010
Foreign/Foreign Exchange Students	<u>Neb. Rev. Stat.</u> § 79-215	Section 011
Forms	<u>Neb. Rev. Stat.</u> §§ 30-2604, 79-215 79-301, 79-302, 79-318, 79-319, 79-201 to 79-210	Section 012

**TITLE 92 - NEBRASKA DEPARTMENT OF EDUCATION  
CHAPTER 19 - SCHOOL ENROLLMENT**

APPENDICES

Adult with Legal or Actual Charge or Control of a Student Form	Appendix A
Sample Power of Attorney Form	Appendix B
Section 79-215 of the <u>Revised Statutes of Nebraska</u> (Student Admission)	Appendix C
Visa Information	Appendix D

**TITLE 92 - NEBRASKA DEPARTMENT OF EDUCATION  
CHAPTER 19 - SCHOOL ENROLLMENT**

**ALPHABETICAL TABLE OF CONTENTS**

<u>Subject</u>	<u>Statutory Authority</u>	<u>Code Section</u>
Compliance as a Mandatory Condition for School Accreditation	<u>Neb. Rev. Stat.</u> §§ 79-215, 79-301, 79-302, 79-318, 79-319, 79-201 to 79-210	Section 007
Compulsory Attendance Enforcement	<u>Neb. Rev. Stat.</u> §§ 79-215, 79-301, 79-302, 79-318, 79-319, 79-201 to 79-210	Section 006
Contract Dispute Resolution	<u>Neb. Rev. Stat.</u> §§ 79-215, 79-301, 79-302, 79-318, 79-319	Section 004
Definitions	<u>Neb. Rev. Stat.</u> §§ 79-215, 79-301, 79-302, 79-318, 79-319, 79-201 to 79-210	Section 002
Enrollment of Homeless Children And Youths	<u>Neb. Rev. Stat.</u> §§ 79-215 42 U.S.C. 11431 et.seq.	Section 005
Enrollment Option Program	<u>Neb. Rev. Stat.</u> §§ 79-318, 79-232 to 79-246	Section 008
Enrollment Requirements	<u>Neb. Rev. Stat.</u> §§ 79-215, 79-301, 79-302, 79-318, 79-319, 79-201 to 79-210	Section 003
Foreign/Foreign Exchange Students	<u>Neb.Rev.Stat.</u> § 79-215	Section 011
Forms	<u>Neb. Rev. Stat.</u> §§ 30-2604, 79-215 79-301, 79-302, 79-318, 79-319, 79-201 to 79-210	Section 012
General Information	<u>Neb. Rev. Stat.</u> §§ 79-215, 79-301, 79-302, 79-318, 79-319, 79-201 to 79-210	Section 001
Open Enrollment in a Learning Community	<u>Neb.Rev.Stat.</u> §§ 79-2101, 79-2102, 79-2110, 79-4,117 to 79-4,129	Section 009
Part-time Enrollment	<u>Neb.Rev.Stat.</u> § 79-2,136	Section 010

**TITLE 92 - NEBRASKA DEPARTMENT OF EDUCATION  
CHAPTER 19 - SCHOOL ENROLLMENT**

APPENDICES

Adult with Legal or Actual Charge or Control of a Student Form	Appendix A
Sample Power of Attorney Form	Appendix B
Section 79-215 of the <u>Revised Statutes of Nebraska</u> (Student Admission)	Appendix C
Visa Information	Appendix D

TITLE 92 - NEBRASKA DEPARTMENT OF EDUCATION  
CHAPTER 19 - SCHOOL ENROLLMENT

001 General Information

001.01 Purpose of this Chapter. Article VII, Section 1 of the Constitution of the State of Nebraska states that: “The Legislature shall provide for the free instruction in the common schools of this state for all persons between the ages of five and twenty-one years.” This Chapter is adopted under the constitutional and statutory authority of the State Department of Education, for the purpose of clarifying responsibilities of public school districts regarding school enrollment so that all persons who are constitutionally entitled to a free public education in Nebraska receive such an education upon request.

001.02 Scope and Application of this Chapter. This Chapter requires each public school district, as a condition of continued accreditation under Title 92, Nebraska Administrative Code, Chapter 10 (92 NAC 10), to enroll and serve persons, upon request, who are entitled to a free public education in that district. This Chapter also contains provisions for students seeking to transfer to other districts under the enrollment option program.

001.03 Statutory Authority. Article VII, Section 2 of the Constitution of the State of Nebraska and Section 79-301 of the Revised Statutes of Nebraska (R.R.S.) provide, in part, that: “The State Department of Education shall have general supervision and administration of the school system of the state and of such other activities as the Legislature may direct.” This Chapter is adopted pursuant to the constitutional and statutory authority of the Department to prescribe regulations for the accreditation and operation of public schools under Sections 79-301, 79-302, 79-318, and 79-319 R.R.S.; plus Section 79-215 R.R.S., which permits the Department to adopt rules and regulations to carry out the Department’s responsibilities under that statute.

001.04 Related regulations. Several other Nebraska State Department of Education regulation chapters in Title 92 of the Nebraska Administrative Code (NAC) deal with matters related to this Chapter. Chapter 10 deals with accreditation of public schools. Compliance with this Chapter is a condition of continued accreditation under Chapter 10. Chapter 17 deals with alternative education for students expelled under the Student Discipline Act. Chapter 51 is the primary regulation for the provision of special education services and reimbursement after a person is enrolled under this Chapter. Chapter 61 provides procedures for appeals under the enrollment option program and certain provisions of this Chapter. Chapter 81 deals with the General Educational Development (G.E.D.) examination and diplomas of high school equivalency. Regulations of the State Department of Health and Human Services regarding state wards and reimbursement are contained in Title 390, Nebraska Administrative Code, Chapter 10.

TITLE 92  
CHAPTER 19

001.05 Construction of Enrollment Statutes and Regulations by School Districts.

School districts shall liberally construe state statutes and these regulations pertaining to enrollment determinations. In regard to school enrollment determinations, the Nebraska Supreme Court has held that:

“Statutes pertaining to our public schools should be liberally construed to the end that all persons of school age may enjoy their privileges . . . Solicitude for the education of its youth has always been characteristic of Nebraska. It is a settled policy of the state that every person of school age shall have an opportunity to attend its free schools.” Martins v. School Dist., 101 Neb. 258 (1917).

002 Definitions. As used in this Chapter:

002.01 Adult shall mean a person nineteen years of age or older, except that, for the purposes of entering into binding contracts or leases, a person eighteen years of age or older who is not a ward of the state is legally responsible for the contract or lease. (see Sections 43-2101 and 43-245(1) R.R.S.).

002.02 Child shall mean an unmarried person under nineteen years of age.

002.03 Commissioner shall mean the Commissioner of Education.

002.04 Department shall mean the State Department of Education, which is comprised of the State Board of Education and the Commissioner of Education.

002.05 District shall mean a Nebraska public school district, as defined in Section 79-101 R.R.S.

002.06 Enroll shall mean admitting, allowing to attend, and providing services of the school to a person.

002.07 Guardian shall mean a legal guardian who has been appointed by a court or who has accepted a testamentary appointment, such as provided in Section 30-2605 R.R.S.

002.08 “Homeless children and youths” and “homeless student” shall mean a person who meets the definition of homeless children and youths in Title 42, United States Code, Section 11434a, which is:

002.08A An individual who lacks a fixed, regular, and adequate nighttime residence (within the meaning of 42 U.S.C. 11302(a)(1)); and

002.08B Includes:

002.08B1 Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency shelters; are abandoned in hospitals.

TITLE 92  
CHAPTER 19

002.08B2 Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of 42 U.S.C. 11302(a)(2)(C));

002.08B3 Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

002.08B4 Migratory children (as defined in 20 U.S.C. 6399) who qualify as homeless for the purposes of this section because the children are living in circumstances described in subsections 002.09B1 through 002.09B3.

002.09 Legal or Actual Charge or Control shall refer to the status of parents, legal guardians, persons standing in loco parentis to a child, persons with a power of attorney that delegates parental authority, or any other person who has been entrusted with, or assumed, the day-to-day care and full-time supervision of, and responsibility for, a child.

002.10 In Loco Parentis shall refer to a situation in which a child, with the consent of a parent or legal guardian, goes to live with another person with the understanding that the person the child lives with is to care for the child and stands in the place of a parent or legal guardian. A person who stands in loco parentis to a child may demand from a school district every right to which his or her own natural child is entitled. (See Mizner v. School Dist. No. 11 of Sherman County, 2 Neb. (Unof.) 238 (1901)). A person standing in loco parentis to a child is one who has put himself or herself in the situation of a lawful parent by assuming the obligations incident to the parental relation without going through the formalities necessary to adoption, and the rights, duties, and liabilities of such person are the same as those of the lawful parent. The assumption of the relation is a question of intention, which may be shown by the acts and declarations of the person alleged to stand in that relation. (See Austin v. Austin, 147 Neb. 109 (1946), which is also referenced in a number of other cases, including State on Behalf of Hopkins v. Batt, 253 Neb. 852 (1998)).

002.11 Nonresident shall mean a person who does not have a residence in the district (see Section 002.14 for definition of Residence).

002.12 Option Student after the 2016-2017 school year shall mean for any student, including an open enrollment option student as defined in §79-233(4) R.R.S. that has chosen to attend an option school district.

002.13 Parent shall mean the lawful father or mother of a child, including adoptive parents. A guardian or any other person in legal or actual charge or control of a child (see definition in Sections 002.08 and 002.10 of this Chapter) who enrolls a child in school under the provisions of this Chapter shall be considered to be acting as a parent for all education purposes, such as release of student records and the making of education decisions for the child unless otherwise restricted by law.

TITLE 92  
CHAPTER 19

002.14 Residence shall mean that place in which a person is actually domiciled, which is one's established home and the place to which one intends to return when absent therefrom. It is the place where a person is actually living full-time, as opposed to vacationing or visiting. It should be noted that, pursuant to Section 79-215 R.R.S. and this Chapter, a child may have a residence for school enrollment purposes that is separate from the residence of his or her parents or guardian. An example of such a situation is when a child resides in a different district than his or her parents, under the legal or actual charge or control of an adult acting in loco parentis, or an adult who has a power of attorney under §30-2604 R.R.S. (See also the opinion of the United States Court of Appeals, Eighth Circuit, in the case of Horton v. Marshall Public Schools, 769 F.2d 1323 (1985)). It should also be noted that the Legislature has provided for several circumstances in which a person may enroll in a school district other than the district in which that person has a residence (See Section 79-215 R.R.S. in Appendix C). Lawful citizenship or presence does not determine residency.

002.15 Residency shall mean having a residence in a place.

002.16 Resident shall mean a person who has his or her residence in a place. It should be noted that the Legislature has specifically provided in Section 79-215 (1) R.R.S. that, except as otherwise provided in §79-215 R.R.S., a student is a resident of the school district where he or she resides and shall be admitted to any such school district upon request without charge. The Legislature has also provided in §79-215 R.R.S. for several circumstances in which a student either shall or may be enrolled in a school district in which they are not a resident. (See Appendix C). For example, a school board shall admit a student upon request without charge if at least one of the student's parents resides in the school district. (Section 79-215(2) R.R.S.).

002.17 Reside shall mean to live in a place that is one's residence.

002.18 Student shall mean all persons (including children, emancipated minors, and adults) between the ages of five and twenty-one who have not completed high school or received a diploma of high school equivalency and who a school district is required or authorized to enroll.

003 Enrollment Requirements. A public school district shall, upon request, enroll and provide free instruction to any person between the ages of 5 and 21 who has not completed high school, or received a diploma of high school equivalency, and who the school district is required to enroll under the provisions of Section 79-215 R.R.S., subject to the provisions of all other applicable requirements of state law and regulations related to enrollment and attendance. A text of that statute is included in Appendix C.

003.01 Other Statutory and Regulatory Requirements. Other requirements of state law related to enrollment include, but are not limited to: §§79-201 through 79-210 R.R.S. regarding compulsory education; §79-214 R.R.S. regarding kindergarten admission; §79-216 R.R.S. regarding children of members of the military or of federal employees living on national parks or monuments; §§79-217 through 79-223 R.R.S. regarding immunizations; §§79-254 through 79-294 R.R.S. regarding the Student Discipline Act;

TITLE 92  
CHAPTER 19

§79-266.01 R.R.S. regarding enrollment of expelled students; §79-526 R.R.S. regarding the duty of districts to make provisions for students entering at any time during the school year; and §43-2007 R.R.S., regarding Missing Children Identification Act dealing with birth certificates or other proof of identity. Other regulatory requirements related to enrollment include, but are not limited to, those listed in Section 001.04.

003.02 Prohibited prerequisites to enrollment. A student who is entitled to or may lawfully enroll in and attend a public school, or the parent, guardian or other person having charge or control of such student shall not, unless otherwise permitted by law, be made to present any documentation or do any act prior to the student being allowed to enroll or attend. Unless permitted by law, this prohibition includes, but is not limited to, requiring as a pre-condition to enrollment or attendance any of the following:

003.02A Submission of social security card or number, which is subject to the Federal Privacy Act (Title 5, U.S.C., Section 552a (note));

003.02B Presentation of a certified copy of a birth certificate or other proof of identity and age, which is subject to the Missing Children's Identification Act (Section 43-2007 R.R.S.). Under that Act, upon enrollment of a child for the first time in a public school district, the person enrolling the student, within 30 days, must provide a certified copy of the student's birth certificate or other reliable proof of identity and age as described in §43-2007.

003.02C Receipt by the district of transcripts, grades or other records from previously attended schools (see Section 79-2,105 R.R.S.).

003.02D The payment of any fee, including those fees authorized by the Public Elementary and Secondary Student Fee Authorization Act (Sections 79-2,125 to 79-2,135 R.R.S.), except for fees for enrollment or participation in the specific courses or activities allowed under Section 79-2,127 R.R.S..

003.02E Presentation of proof that a child who seeks to enroll or his or her parent, as defined in section 002.13 of this Chapter, is a citizen of the United States or is a legally admitted alien. See Plyler v. Doe, 457 U.S. 202 (1982); and also Section 011 of this Chapter.

003.03 Termination of Enrollment. If an enrolled student ceases to be eligible for required enrollment for free instruction under the provisions of Section 79-215 R.R.S., a district may terminate the enrollment of the student, or may continue the enrollment under the provisions of §79-215(4) R.R.S. or any other provision of §79-215 R.R.S. that may subsequently become applicable. When a student is a child of compulsory attendance age and is denied enrollment or his or her enrollment is terminated other than as the result of expulsion under the Student Discipline Act, the district, if it is not aware that the child is enrolled elsewhere, shall (a) report such circumstance to the attendance officer of the district in which the child should be enrolled or, if it cannot determine in what other district the child should be enrolled, report such action to the Department of Health and Human Services or law enforcement officials pursuant to Section 28-711 R.R.S.; and (b) cooperate with and assist such officials in attempting to ensure that the child is not neglected and is promptly re-enrolled in a school.

TITLE 92  
CHAPTER 19

003.04 Students Entering During the School Year. A district shall make provisions for students that may enter at any time during the school year. A district that enrolls a student during the school year shall give the student the opportunity to earn full credit for the courses in which the student is enrolled if the student is able to demonstrate mastery of the subject matter and/or completion of course requirements, other than attendance, at a level required for other students to receive credit who have been enrolled throughout the period for which the credit is to be granted. The district may use a review of transcripts from prior schools attended, standardized tests, assessments, and/or teacher evaluations of student competency in the subject matter to make such a determination. A school district may use the same evaluation alternatives to award or recognize credit for past course work completed elsewhere and/or through demonstrated mastery of subject matter.

003.05 Students with diplomas or other certificates of completion from other states, territories or countries. If a person under age twenty-one seeks to enroll as is provided for in Sections 001.01 and 003 of this Chapter, and such a person already possesses or was granted a diploma or other certificate of completion of the school system or the course of studies of another state, territory or country, the district has authority, pursuant to §§79-201(3)(a) and 79-526 R.R.S. and Section 003.04 of this Chapter to make a professional educational determination regarding whether or not the person's completion of that course of studies is substantially equivalent to completion of the graduation requirements in §79-729 R.R.S. If so, the person is not required to be enrolled.

004 Contract Dispute Resolution. If two school districts cannot agree on the amount of a contract under subsection (10)(b) of §79-215 R.R.S. (see Appendix C of this Chapter for full text of the law), that statute provides, in part, that:

“ . . . the State Department of Education shall determine the amount to be paid by the resident district to the district in which such residential setting is located based on the needs of the student, approved special education rates, the department's general experience with special education budgets, and the cost per student in the district in which such residential setting is located.”

004.01 Request for Determination. If the districts cannot agree on a contract amount, either district may submit a written request for determination of the amount to the Commissioner. The Commissioner may designate another person to make the determination on his or her behalf.

004.01A The Commissioner, or his or her designee, shall consider such information as may be provided by the districts in writing, or in any informal meetings the Commissioner, or his or her designee, may choose to conduct with representatives of both districts.

004.01B The Commissioner, or his or her designee, shall base their determination on the factors specified in §79-215(10)(b) R.R.S.

TITLE 92  
CHAPTER 19

004.01C The determination by the Commissioner, or his or her designee, shall be provided to the districts in writing.

004.02 Appeal. If either district is dissatisfied with the determination of the Commissioner, or his or her designee, the determination may be appealed to the State Board of Education pursuant to 92 NAC 61.

005 Enrollment of homeless children and youths

005.01 General Requirements. A district shall follow all requirements for the education of the homeless under the McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431 et. seq., including, but not limited to, school stability provisions including a best interest determination, school of origin provisions, the provision of comparable services to homeless children or youths enrolled, the designation of local agency education (district) homeless liaison, notification to the parents or guardians of homeless children and youth of the educational rights and opportunities available under law, and a district dispute resolution process for disputes regarding the educational placement of homeless children and youths.

005.02 Dispute Resolution Process. The district's dispute resolution process referred to in Section 005.01 shall provide for (a) the district's written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought; (b) the enrollment of the homeless child or youth in the school where enrollment is sought pending final resolution of the dispute, including all available appeals; and (c) notice of the right appeal as provided in Section 005.03 below.

005.03 Appeals. Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing stating the basis of the disagreement, and shall also include a copy of the district's written response and explanation of its decision as required in Section 005.02. The district shall be supplied a copy of the written appeal by the Commissioner or designee and the district(s) may file a written response thereto within fifteen (15) calendar days of receipt of it. If either party requests a hearing, an informal hearing will be scheduled by the Commissioner or designee within thirty (30) calendar days after the expiration of the time by which the district is to respond. If no hearing is requested, the Commissioner shall decide the matter based on the submissions of the parties, and may also request further written information and clarification from the parties. The Commissioner or designee shall issue a written decision determining whether or not the provisions of the McKinney-Vento Act have been followed.

TITLE 92  
CHAPTER 19

005.03C A party may appeal the decision of the Commissioner or designee by filing a Petition with the State Board of Education within thirty (30) calendar days of the receipt of the decision. Such appeal shall be governed by 92 NAC 61, and shall also determine whether or not the provisions of the McKinney-Vento Act have been followed.

006 Compulsory Attendance Enforcement. The compulsory education statutes contained in Sections 79-201 through 79-210 R.R.S. impose a number of duties on superintendents, principals, teachers, school board members, and attendance officers, as well as persons in legal or actual charge or control of children. State law provides that persons violating the provisions of those statutes shall be guilty of a Class III misdemeanor (See Section 79-210 R.R.S.).

007 Compliance as a Mandatory Condition for School Accreditation. Each public school district shall comply with all the provisions of this Chapter as a condition for accreditation. Failure to comply with this Chapter shall be treated as if it were a violation of a mandatory provision of 92 NAC 10, and may subject the district to loss of accreditation as provided in that chapter.

008 Enrollment Option Program. Pursuant to Sections 79-232 through 79-246 R.R.S. the Legislature has established the enrollment option program to enable any kindergarten through twelfth grade student to attend a school in a Nebraska public school district in which the student does not reside, subject to the limitations prescribed in Section 79-238 R.R.S. The enrollment option program statutes are available on the internet at <http://nebraskalegislature.gov/laws/browse-chapters.php?chapter=79>. The application, late application waiver/approval and cancellation forms for the enrollment option program are available from the Department, as provided in Section 79-237 R.R.S., and are available on the internet at <http://www.education.ne.gov/FOS/OrgServices/EnrollmentOption/Index.html>. Any appeals under Section 79-239 R.R.S. are governed by the provisions of 92 NAC 61, except that the Commissioner may appoint a hearing officer.

008.01 Late Applications. In accordance with Section 79-237 R.R.S., no district may enroll as an option student any student whose application for enrollment option was submitted to the district after the March 15 deadline and did not contain a signed and dated release approval form. Such applications shall be considered incomplete. An option district may enroll an option student after such form is subsequently provided. Any student that relocates to a different resident district after February 1<sup>st</sup> or whose option school district merges with another district effective after February 1<sup>st</sup> is exempt from the release requirement for a release from any district.

008.01A In addition to the consequences provided for violations of this Chapter, 92 NAC 8-006.02B provides authority for the Department to investigate violations of this section and to adjust a district's option funding if violations are found.

TITLE 92  
CHAPTER 19

008.01B Option Student Policy Required: The school board of the option school district shall adopt by resolution specific standards for acceptance and rejection of applications and for providing transportation for option students. Each district shall have in place specific standards and conditions for acceptance or rejection of requests for release for applications submitted after March 15. Such standards shall not include in the reasons for denial that an application was submitted after March 15.

009 Open Enrollment in a Learning Community. This section applies to the 2016-2017 school year and any prior school year. A school board of any school district that is a member of a learning community shall admit nonresident students to the school district pursuant to the open enrollment provisions of a diversity plan in a learning community as authorized by Section 79-2110, and such admission shall be without charge. In any learning community established pursuant to §§79-4,117 through 79-4,129 and §§79-2101 through 79-2102 R.R.S., a diversity plan that provides for open enrollment in all school buildings in the learning community subject to specific limitations necessary to bring about diverse enrollments is to be established. The open enrollment statute pertaining to learning communities, (§79-2110), is available at <http://nebraskalegislature.gov/laws/browse-chapters.php?chapter=79>.

010 Part-time Enrollment. Pursuant to Section 79-2,136 R.R.S., each school board shall allow the part-time enrollment of students who are residents of the school district pursuant to subsections (1) and (2) of §79-215 R.R.S. and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to §79-1601 R.R.S. not to meet accreditation or approval requirements and shall establish policies and procedures for such part-time enrollment. Such policies and procedures may include provisions permitting the part-time enrollment of such students who are not residents of such school districts and may require part-time students to follow school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. Part-time enrollment shall not entitle a student to transportation or transportation reimbursements pursuant to §79-611 R.R.S.. Nothing in this section shall be construed to exempt any student from the compulsory attendance provisions of Sections 79-201 to 79-207 R.R.S.

010.01 A school board shall allow part-time enrollment of resident students that are ages eighteen up to twenty-one years whose parents or legal guardians did not submit the materials to the Department of Education pursuant to Section 79-1601 for the current school year because the student was beyond the mandatory attendance age if the school board is satisfied that the student is continuing his or her instruction in such a school at the time.

011 Foreign/Foreign Exchange Students. In cases where a student seeks to enroll based on visa status, various federal laws, regulations and requirements may apply depending on the type of visa. A list of the most commonly occurring visa classifications involving K-12 students and several informational web sites regarding this topic are provided in Appendix D. Children and children of parents or guardians who are not citizens or legally present in the United States shall not be denied enrollment on that basis. See Section 003.02 of this Chapter.

TITLE 92  
CHAPTER 19

011.01 J-1 “Exchange Visitor” Visas. Students enrolled under this program as foreign exchange students may be classified as “contract students” attending under Section 79-215(8) R.R.S. (see Appendix C). The district may waive tuition for these students.

012 Forms. Included as appendices to this Chapter are two forms.

012.01 Adult with Legal or Actual Charge or Control of a Student Form (Appendix A). This form is to be used by a district for purposes of Section 79-215(13) R.R.S., which provides, in part, that:

(13) On a form prescribed by the State Department of Education, an adult with legal or actual charge or control of the student shall provide the name of the student, the name of the adult with legal or actual charge or control of the student, the address where the student is residing, and the phone number and address where the adult may generally be reached during the school day. If the student is homeless or if the adult does not have a phone number and address where he or she may generally be reached during the school day, those parts of the form may be left blank and a box may be marked acknowledging that these are the reasons these parts of the form were left blank. The adult with legal or actual charge or control of the student shall also sign the form.

012.02 Sample Power of Attorney Form (Appendix B). This sample form is a power of attorney delegating powers of a parent under Section 30-2604 R.R.S. This form is included as a sample for adults in legal or actual control of a child who may find a form of this nature useful in specific situations. No person or district is required to use this form, or any power of attorney form, nor can a district mandate its use as a condition for enrollment of a child. Such a power of attorney may be effective for six (6) months at a time, although a new power of attorney may be created upon its expiration. It is recommended that a person consult their own attorney before using any legal form.

**ADULT WITH LEGAL OR ACTUAL CHARGE OR CONTROL OF A STUDENT SUBMITTED TO**

\_\_\_\_\_  
(School District Name)

**FOR PURPOSES OF SCHOOL ENROLLMENT**

The undersigned state that I am an adult in legal or actual charge or control of \_\_\_\_\_,  
(Student's Name)

a child who resides in this school district at \_\_\_\_\_ **OR**  
(Student's Address)

The child does not reside in this district, but a parent of the child, \_\_\_\_\_  
(Parent's Full Name)

does reside in this district at \_\_\_\_\_  
(Parent's address)

- I state that I am the child's parent, or
- I state that I have been entrusted with, or assumed, day-to-day care and full-time supervision of, and responsibility for, the child and have been given the authority to act as parent or guardian in educational matters as established by (check all that apply):
- a)  a court or testamentary appointment as a legal guardian (attach copy) and/or
  - b)  a power of attorney delegating such parental powers (attach copy), and/or
  - c)  through an in loco parentis designation by a parent in which I have been authorized to stand in the place of the parent in caring for and raising the child (attach any written documentation of such designation), and/or
  - d)  through any contract or judicial or administrative proceeding placing the child in such a living arrangement (attach copy of such documents), and/or
  - e)  through some other set of circumstances (please explain on a separate sheet).

I understand that I may be requested to provide additional information regarding this child. The names and current or last known address of his or her parents are:

\_\_\_\_\_  
\_\_\_\_\_

I understand that I will be responsible for, and will be expected to make, decisions regarding education (including, but not limited to, records, discipline, and special education unless otherwise provided under special education laws and regulations), emergency medical care, and other matters for this child while in legal or actual charge or control of this child and I state that I have the authority to take such responsibility and to make such decisions and to so act. I also understand that I will have responsibilities under the state truancy laws to cause this child to attend school.

\_\_\_\_\_  
Signature of Adult In Legal or Actual Charge or Control

Dated \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Home Address of Adult in Legal or Actual Charge or Control

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

\_\_\_\_\_  
Daytime Work Address

Daytime Work Phone: \_\_\_\_\_

**NOTE:** SECTION 79-215 R.R.S. PROVIDES THAT IF THE STUDENT IS HOMELESS OR IF THE ADULT DOES NOT HAVE A TELEPHONE NUMBER AND ADDRESS WHERE HE OR SHE MAY GENERALLY BE REACHED DURING THE SCHOOL DAY, THOSE PARTS OF THE FORM MAY BE LEFT BLANK AND A BOX MAY BE MARKED ACKNOWLEDGING THAT THESE ARE THE REASONS THESE PARTS OF THE FORM WERE LEFT BLANK. THE ADULT WITH LEGAL OR ACTUAL CHARGE OR CONTROL OF THE STUDENT SHALL ALSO SIGN THE FORM.

- This student is homeless, which is the reason items were left blank.
- This adult does not have a phone number or address where they may generally be reached during the school day.

**Further Note:** It is contrary to state law for persons to intentionally submit false information to a school district in an attempt to fraudulently obtain services of the district for themselves or another or to impede the district in its enrollment determination.

**SAMPLE FORM**

**POWER OF ATTORNEY DELEGATING POWERS UNDER  
NEBRASKA REVISED STATUTES SECTION 30-2604**

The undersigned, being residents of \_\_\_\_\_, Nebraska, state that we are the parent(s) or guardian(s) of \_\_\_\_\_, a minor, and hereinafter referred to as the "ward". Pursuant to Nebraska Revised Statutes Section 30-2604, we hereby delegate to \_\_\_\_\_ of \_\_\_\_\_, Nebraska, who is designated attorney-in-fact for this purpose, all powers delegable under Nebraska Revised Statutes Section 30-2604, regarding the care, custody and property of said ward including power to make decisions regarding the education of said ward (including but not limited to decisions regarding special education, discipline, and the individuals who may take said ward out of school prior to the dismissal hour), to consent to surgical operations and medical and dental treatment and to receive delivery or payment of money and property due said ward. This Power of Attorney does not delegate to the attorney-in-fact the power to consent to marriage of said ward or the adoption of said ward, if a minor.

This delegation is made for a period of six (6) months beginning \_\_\_\_\_, \_\_\_\_\_, or until written notice of earlier revocation signed by the parent(s) or guardian(s) is received by the designated attorney-in-fact and any person dealing with the designated attorney-in-fact regarding said ward.

This Power of Attorney shall not be affected by subsequent disability or incapacity of the undersigned parent(s) or guardian(s) and shall remain in effect, notwithstanding later disability or incapacity of the undersigned or later uncertainty as to whether the undersigned may be dead or alive.

Dated \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Parent (or Guardian)

\_\_\_\_\_  
Parent (or Guardian)

STATE OF NEBRASKA        )  
  ) ss.  
COUNTY OF                    )

Before me, a Notary Public, qualified in and for said county, personally came \_\_\_\_\_ and \_\_\_\_\_, known to me to be the identical person(s) and signed the foregoing instrument and acknowledged the execution thereof to be his/her/their voluntary act and deed. Witness my hand and notarial seal on \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_, \_\_\_\_\_.

NOTE: THIS IS A SAMPLE FORM. IT IS RECOMMENDED A PERSON CONSULT THEIR OWN ATTORNEY BEFORE EXECUTING THIS OR ANY LEGAL FORM. THIS CHAPTER DOES NOT REQUIRE A PERSON OR SCHOOL DISTRICT TO USE THIS SPECIFIC FORM OR ANY POWER OF ATTORNEY FORM, NOR MAY A SCHOOL DISTRICT REQUIRE ITS COMPLETION AS A CONDITION FOR ENROLLING A CHILD.

**Sections 79-215 of the Revised Statutes of Nebraska (Student Admission)**

**79-215. Students; admission; tuition; persons exempt; department; duties.**

(1) Except as otherwise provided in this section, a student is a resident of the school district where he or she resides and shall be admitted to any such school district upon request without charge.

(2) A school board shall admit a student upon request without charge if at least one of the student's parents resides in the school district.

(3) A school board shall admit any homeless student upon request without charge if the district is the district in which the student (a) is currently located, (b) attended when permanently housed, or (c) was last enrolled.

(4) A school board may allow a student whose residency in the district ceases during a school year to continue attending school in such district for the remainder of that school year.

(5) A school board may admit nonresident students to the school district pursuant to a contract with the district where the student is a resident and shall collect tuition pursuant to the contract.

(6) A school board may admit nonresident students to the school district pursuant to the enrollment option program as authorized by sections 79-232 to 79-246, and such admission shall be without charge.

(7) For school years prior to school year 2017-18, a school board of any school district that is a member of a learning community shall admit nonresident students to the school district pursuant to the open enrollment provisions of a diversity plan in a learning community as authorized by section 79-2110, and such admission shall be without charge.

(8) A school board may admit a student who is a resident of another state to the school district and collect tuition in advance at a rate determined by the school board.

(9) When a student as a ward of the state or as a ward of any court (a) has been placed in a school district other than the district in which he or she resided at the time he or she became a ward and such ward does not reside in a foster family home licensed or approved by the Department of Health and Human Services or a foster home maintained or used pursuant to section 83-108.04 or (b) has been placed in any institution which maintains a special education program which has been approved by the State Department of Education and such institution is not owned or operated by the district in which he or she resided at the time he or she became a ward, the cost of his or her education and the required transportation costs associated with the student's education shall be paid by the state, but not in advance, to the receiving school district or approved institution under rules and regulations prescribed by the Department of Health and Human Services and the student shall remain a resident of the district in which he or she resided at the time he or she became a ward. Any student who is a ward of the state or a ward of any court

who resides in a foster family home licensed or approved by the Department of Health and Human Services or a foster home maintained or used pursuant to section 83-108.04 shall be deemed a resident of the district in which he or she resided at the time he or she became a foster child, unless it is determined under section 43-1311 or 43-1312 that he or she will not attend such district in which case he or she shall be deemed a resident of the district in which the foster family home or foster home is located.

(10)(a) When a student is not a ward of the state or a ward of any court and is residing in a residential setting located in Nebraska for reasons other than to receive an education and the residential setting is operated by a service provider which is certified or licensed by the Department of Health and Human Services or is enrolled in the medical assistance program established pursuant to the Medical Assistance Act and Title XIX or XXI of the federal Social Security Act, as amended, the student shall remain a resident of the district in which he or she resided immediately prior to residing in such residential setting. The resident district for a student who is not a ward of the state or a ward of any court does not change when the student moves from one residential setting to another.

(b) If a student is residing in a residential setting as described in subdivision (10)(a) of this section and such residential setting does not maintain an interim-program school as defined in section 79-1119.01 or an approved or accredited school, the resident school district shall contract with the district in which such residential setting is located for the provision of all educational services, including all special education services and support services as defined in section 79-1125.01, unless a parent or guardian and the resident school district agree that an appropriate education will be provided by the resident school district while the student is residing in such residential setting. If the resident school district is required to contract, the district in which such residential setting is located shall contract with the resident district and provide all educational services, including all special education services, to the student. If the two districts cannot agree on the amount of the contract, the State Department of Education shall determine the amount to be paid by the resident district to the district in which such residential setting is located based on the needs of the student, approved special education rates, the department's general experience with special education budgets, and the cost per student in the district in which such residential setting is located. Once the contract has been entered into, all legal responsibility for special education and related services shall be transferred to the school district in which the residential setting is located.

(c) If a student is residing in a residential setting as described in subdivision (10)(a) of this section and such residential setting maintains an interim-program school as defined in section 79-1119.01 or an approved or accredited school, the department shall reimburse such residential setting for the provision of all educational services, including all special education services and support services, with the amount of payment for all educational services determined pursuant to the average per pupil cost of the service agency as defined in section 79-1116. The resident school district shall retain responsibility for such student's individualized education plan, if any. The educational services may be provided through (i) such interim-program school or approved or accredited school, (ii) a contract between the residential setting and the school district in which such residential setting is located, (iii) a contract between the residential setting and another service agency as defined in section 79-1124, or (iv) a combination of such educational service providers.

(d) If a school district pays a school district in which a residential setting is located for educational services provided pursuant to subdivision (10)(b) of this section and it is later determined that a different school district was the resident school district for such student at the time such educational services were provided, the school district that was later determined to be the resident school district shall reimburse the school district that initially paid for the educational services one hundred ten percent of the amount paid.

(e) A student residing in a residential setting described in this subsection shall be defined as a student with a handicap pursuant to Article VII, section 11, of the Constitution of Nebraska, and as such the state and any political subdivision may contract with institutions not wholly owned or controlled by the state or any political subdivision to provide the educational services to the student if such educational services are nonsectarian in nature.

(11) In the case of any individual eighteen years of age or younger who is a ward of the state or any court and who is placed in a county detention home established under section 43-2,110, the cost of his or her education shall be paid by the state, regardless of the district in which he or she resided at the time he or she became a ward, to the agency or institution which: (a) Is selected by the county board with jurisdiction over such detention home; (b) has agreed or contracted with such county board to provide educational services; and (c) has been approved by the State Department of Education pursuant to rules and regulations prescribed by the State Board of Education.

(12) No tuition shall be charged for students who may be by law allowed to attend the school without charge.

(13) On a form prescribed by the State Department of Education, an adult with legal or actual charge or control of a student shall provide the name of the student, the name of the adult with legal or actual charge or control of the student, the address where the student is residing, and the telephone number and address where the adult may generally be reached during the school day. If the student is homeless or if the adult does not have a telephone number and address where he or she may generally be reached during the school day, those parts of the form may be left blank and a box may be marked acknowledging that these are the reasons these parts of the form were left blank. The adult with legal or actual charge or control of the student shall also sign the form.

(14) The department may adopt and promulgate rules and regulations to carry out the department's responsibilities under this section.

NOTE: Statute current as of effective date of this Chapter. Check statutes for subsequent revisions. Statute may be found on the Internet at:

<http://nebraskalegislature.gov/laws/statutes.php?statute=79-215&print=true>

### VISA INFORMATION

#### **Description of selected visa classifications:**

B-1: Temporary visitor for business.

B-2: Temporary visitor for pleasure (a tourist).

F-1: Student.

F-2: Spouse or unmarried child of an F-1 student.

J-1: Exchange visitor (“foreign exchange student”).

J-2: Spouse or unmarried child of a J-1 exchange visitor.

M-1: Vocational student or other nonacademic student.

M-2: Spouse or unmarried child of an M-2 vocational or other nonacademic student.

#### **General Information about Student Visas**

**Note:** The following general information and links to U.S. Government websites are provided as a starting point for school district officials and other individuals to obtain more detailed information regarding foreign student visas issued by the U. S. Government. This material is not intended as legal advice for school districts or for foreign students with visas or for their families. Provisions regarding student visas may be subject to change by the U. S. Government at any time, and the Nebraska Department of education does not provide legal advice to school districts or to individuals regarding visa issues. School districts should consult with their own legal counsels if they have questions regarding foreign exchange students or students with other types of visas.

Among the more common student visas that school districts may encounter are J and F visas. A discussion of those visas is provided at the following U. S. State Department website:

[www.travel.state.gov/content/visas/en/study-exchange.html](http://www.travel.state.gov/content/visas/en/study-exchange.html)

The following U. S. State Department web site currently also provides a chart listing, and providing links to, numerous types of visas:

[www.travel.state.gov/content/visas/en.html](http://www.travel.state.gov/content/visas/en.html)

Secondary school visitor exchange student J-1 visas are discussed at:

[www.j1visa.state.gov/programs](http://www.j1visa.state.gov/programs)

The federal regulations for the Secondary School Student Exchange programs are located at Title 22, Code of Federal Regulations, Part 62, which can be accessed at the website listed above.

The U. S. Department of State also has the following information about the Student and Exchange Visitor Information System (SEVIS) at:

[www.j1visa.state.gov/sponsors/current/sevis](http://www.j1visa.state.gov/sponsors/current/sevis)

The SEVIS website is located at:

<https://www.ice.gov/sevis>

**79-241. Transportation; fee authorized; reimbursement; when; free transportation; when.**

(1) Except as otherwise provided in this section, section 79-611 does not apply to the transportation of an option student. The parent or legal guardian of the option student shall be responsible for required transportation. A school district may, upon mutual agreement with the parent or legal guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The school district may charge the parents of each option student transported a fee sufficient to recover the additional costs of such transportation.

(2) Option students who qualify for free lunches shall be eligible for either free transportation or transportation reimbursement as described in section 79-611 from the option school district pursuant to policies established by the school district in compliance with this section, except that they shall be reimbursed at the rate of one hundred forty-two and one-half percent of the mandatorily established mileage rate provided in section 81-1176 for each mile actually and necessarily traveled on each day of attendance by which the distance traveled one way from the residence of such student to the schoolhouse exceeds three miles.

(3) For open enrollment option students who received free transportation for school year 2016-17 pursuant to subsection (2) of section 79-611, the school board of the option school district shall continue to provide free transportation for the duration of the student's status as an open enrollment option student or for the duration of the student's enrollment in a pathway pursuant to subsection (3) of section 79-2110 unless the student relocates to a school district that would have prevented the student from qualifying for free transportation for the 2016-17 school year pursuant to subsection (2) of section 79-611.

(4) For option students verified as having a disability as defined in section 79-1118.01, the transportation services set forth in section 79-1129 shall be provided by the resident school district. The State Department of Education shall reimburse the resident school district for the cost of transportation in accordance with section 79-1144.

**Source:** Laws 1989, LB 183, § 10; Laws 1990, LB 843, § 10; Laws 1991, LB 207, § 7; Laws 1992, LB 1001, § 40; Laws 1993, LB 838, § 2; Laws 1993, LB 348, § 69; R.S.1943, (1994), § 79-3410; Laws 1996, LB 900, § 45; Laws 1997,

[Print on School District Letterhead]

[Date]

[Insert Name of Parent/Guardian]  
[Insert Street Address]  
[Insert City], NE [Insert Zip Code]

RE: Option Enrollment; [Insert Name of Student]

Dear [Name of Parent/Guardian]:

I am writing to notify you of the rejection of your:

\_\_\_ option enrollment application  
\_\_\_ request for a release approval.

Reason for Rejection: The reason for the rejection is that your application or request does not meet the conditions for approval that are set forth in the District's option enrollment policy and/or state law. Additional reasons for the rejection are set forth in the completed application form, which is enclosed.

Appeal Process: The parent or legal guardian may appeal a rejection of an application or of a request to release. The appeal is to be filed with the State Board of Education within thirty days after the date the notification of rejection is received. A sample petition form for an appeal can be found in Appendix A of the Nebraska Department of Education's Rule 61 (<http://www.nde.state.ne.us/LEGAL/RULE61.html>).

Sincerely,

[Name] Public Schools

[Name of Superintendent], Superintendent

Enclosure: Completed Option Enrollment Application

Sent via certified mail

**DISTRICT OR-1  
OPTION ENROLLMENT RESOLUTION  
updated July 10, 2023**

**WHEREAS**, the School Board is required by law to adopt by resolution policies and specific standards for acceptance or rejection of option enrollment applications by October 15th for the following school year; and,

**WHEREAS**, the School Board has received and reviewed evidence and information submitted by the administration and other sources and made determinations thereon with respect to standards for acceptance or rejection and with respect to the capacity of this school district to accept option enrollment students based upon available staff, available facilities, projected enrollment, and availability of special education programs for the following school year; and,

**WHEREAS**, the School Board has determined that the educational interests of this school district would be best served by adoption of the resolutions, and the policies and specific standards herein contained.

**NOW, THEREFORE, BE IT RESOLVED** that the Option Enrollment Policy presented to the School Board as Policy 5006, and Appendix "1" to such Policy 5006, should be and the same are hereby adopted, and any previous policy or interpretation or application of the option enrollment program which is or has been inconsistent with the Policy 5006, and Appendix "1" to such Policy 5006, are repealed effective on the date of the passage of this resolution,

**BE IT FURTHER RESOLVED** that all paragraphs, subparagraphs, and portions of words of this Resolution, of Policy 5006, and Appendix "1" to such Policy 5006 are severable and that in the event any of the same are determined to be invalid for any reason, such determination shall not affect the validity of any of the remainder of the same.

**BE IT FURTHER RESOLVED** that policies and specific standards for acceptance or rejection of option enrollment applications should be and are hereby adopted, for applications filed after adoption of this resolution, and are hereinafter set forth:

The above Resolution, having been read in its entirety, member \_\_\_\_\_ moved for its passage and adoption, member \_\_\_\_\_ seconded the same. After discussion and on roll call vote, the following members voted in favor of passage and adoption of the above Resolution: \_\_\_\_\_.

The following members voted against the same: \_\_\_\_\_.

The following members were absent or not voting: \_\_\_\_\_.

The Resolution having been consented to and approved by a majority of the members of the School Board, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

**DATED** this 10th day of July, 2023.

**District OR-1 PUBLIC SCHOOLS**

Attest: \_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
President

## District OR-1 Appendix “1” to Option Enrollment Policy

**Updated July 10.2023**

The following is Appendix “1” to Policy #5006 for the current school year. The Board of Education hereby sets forth the maximum number of option students for the current school year in any program, class, grade level or school building or in any special education programs operated by this school district, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Any program, class, grade level, or school building which has “0” as the No. of Option Students is hereby declared unavailable to option students due to lack of capacity.

PROGRAM / GRADE LEVEL	PROGRAM CAPACITY	PROJECTED ENROLLMENT	NO. OF OPTION STUDENTS
Kindergarten	54	60	0
First	54	53	1
Second	60	60	0 *Grade level at capacity
Third	60	57	3
Fourth	60	68	0- *Grade level at capacity
Fifth	60	57	3
Building Capacity (K-5) Bennet Elementary	348	355	7
Level I Elementary Special Education (Resource)	35	35	0- *Program at Capacity
Level II and Level III Elementary Special Education (Life Skills, Autism, BD)	5	6	0- *Program at Capacity
Sixth	50	50	0- *Program at Capacity
Seventh	50	52	0- *Program at Capacity
Eighth	50	49	1
Level Middle School Special Education Program	28	28	0- *Program at Capacity
Level II and Level III Middle School Special Education (Life Skills, Autism, BD, etc.)	3	3	0- *Program at Capacity
Building Capacity, Middle School Attendance Center	150	151	1
Ninth	50	50	0- *Grade level at capacity
Tenth	50	50	0- *Grade level at capacity
Eleventh	50	42	8
Twelfth	50	42	8
Level 1 High School Special Education Program	23	23	0- *Program at Capacity
Level II and Level III Middle School Special Education (Life Skills, Autism, BD, Aspire Academy)	5	5	0- *Program at Capacity
Building Capacity, Sr. High School Attendance Center	200	184	16

**\* Special education capacity will be determined on a “case-by-case” basis in accordance with state law and the available resources as determined by the District’s Director of Special Education or designee.**



**District OR-1 Public Schools**  
**2023 Board of Education: Committee Assignments:**

*Updated: January 16, 2023*

- **Negotiations Committee:**
  - **Purpose:** Policy # 8152
  - **Meetings:** Several meetings in November -January
  - **Members:** Jaimi Calfee, Dean Busch, and Josh Penterman
- **Curriculum, Committee on American Civics:**
  - **Purpose:** Policy #8153
  - **Meetings:** At least twice a year -- one where public testimony is accepted:
  - **Members:** Jaimi Calfee, Dean Busch, and Dee Moore
- **Transportation/Facilities Committee:**
  - **Purpose:** Discuss and analyze the transportation and facility needs of the district, as well as vehicle replacements and maintenance proposals.
  - **Meetings:** At least quarterly; more frequently when needed:
  - **Members:** Dean Busch and Tim Cheney
- **Finance/Budget Committee:**
  - **Purpose:** Studies financial documents of the district, as well as finance and facilities proposals.
  - **Meetings:** At least quarterly; more frequently when needed
  - **Members:** Josh Penterman and Tim Cheney
- **Policy and Government Relations Committee:**
  - **Purpose:** Reviews proposed policy revisions and adoptions and make recommendations to the full Board. Participates in government relations activities, such as NASB legislative meetings, visiting with senators, and testifying before the legislature if needed.
  - **Meetings:** As needed and potentially more frequent during legislative session
  - **Members:** Brandon Desh, Josh Penterman, and Dee Moore
- **Strategic Planning Committee:**
  - **Purpose:** Serve on the district strategic planning committee (when in the SP process) and report meeting progress back to the full board.
  - **Meetings:** As needed during the strategic planning process
  - **Members:** Brandon Desh, Tim Cheney, and Dee Moore
- **School Improvement Steering Committee:**
  - **Purpose:** *Assist in the SIP goal-setting process.*
  - **Meetings:** *As needed during the school accreditation and goal setting process.*
  - **Members:** Jaimi Calfee and Dee Moore
- **Administration Review Committee:**
  - **Purpose:** Completes the annual evaluation of the Superintendent, with input from the Board as a whole.
  - **Meetings:** 1-3 times prior to the Superintendent's evaluation.
  - **Member:** Board President
- **Foundation for Knowledge:**
  - **Purpose:** Serves as the BOE representative on the *Foundation for Knowledge* Board.
  - **Meetings:** As needed
  - **Member:** Jaimi Calfee
- **Proposed Adjunct Committees:** As needed

James B. Gessford  
Daniel F. Kaplan  
Gregory H. Perry  
Joseph F. Bachmann\*  
R. J. Shortridge\*  
Joshua J. Schauer\*  
Derek A. Aldridge\*\*  
Justin J. Knight\*\*\*  
Charles Kaplan  
Haleigh B. Carlson  
Sara J. Tonjes



PERRY, GUTHERY, HAASE & GESSFORD, P.C., L.L.O.

Of Counsel  
Thomas M. Haase

\*Also admitted in Iowa  
\*\* Also admitted in Kansas  
\*\*\*Also admitted in Colorado

Ernest B. Perry (1876-1962)  
Arthur E. Perry (1910-1982)  
R.R. Perry (1917-1999)  
Edwin C. Perry (1931-2012)

## MEMORANDUM

To: Gregg Robke, ESU 4 Administrator  
From: Perry Law Firm  
Date: June 5, 2023  
RE: School District Annual Policy Service Update

---

### A. REQUIRED POLICY UPDATES

1. **Policy 1101 - Use of School Facilities: Student Groups**– LB 805 was amended into Section 126 of LB 705. LB 805 requires schools to allow designated youth organizations the opportunity to provide information to students at school. The update to Policy 1101 incorporates these new requirements.

2. **Policy 5004 – Full-time and Part-time Enrollment & Policy 5103 – Extracurricular Activity Discipline** – LB 705 revised the part-time enrollment and extracurricular activity eligibility laws. Generally, part-time students now have more flexibility to participate in the public school district’s extracurricular activity program. The updates to 5004 and 5103 incorporate these new changes.

3. **Policy 5006, Resolution, and Sample Letter** – Sections 55 through 57 of LB 705 revamp Nebraska’s option enrollment laws for special education students. Under these new laws, a District generally cannot declare its entire special education program to be at capacity. Instead, a District must review and assess an option student’s needs on a case-by-case basis and make an individualized determination of whether the District has the capacity to provide the needed services or accommodations to that student. The updates to Policy 5006, the Capacity Resolution, and Sample Letter reflect these updates. Boards should plan to include these new changes when reviewing and approving the capacity resolutions for option students. LB 705 requires the Resolution be adopted by October 15th of each school year. In addition, two main areas of Policy 5006 are highlighted to draw attention to optional parts of the Policy. If your Board wants to keep or alter one (or neither) optional provision, you can remove or alter the other (or both) optional provisions.

**4. Policy 5101 – Student Discipline** – LB 705 includes a number of significant changes to Nebraska’s Student Discipline Act, including:

- A. No pre-kindergarten through second grade student may be suspended from school, unless they bring a deadly weapon to school, in a school vehicle, or to a school activity;
- B. Students cannot be compelled to attend an alternative education program to complete homework or coursework;
- C. Shorter timeframes for the administration’s investigation of alleged student misconduct; and
- D. Significant changes to the expulsion/long-term appeal process (which does not need to be in formal board policy but will require administrators to learn these new rules for the 2023-2024 school year).

**5. Policy 5102 – Alternative Education** – LB 705 revised the alternative education requirements for expelled students. The update to Policy 5102 incorporates these new changes.

**6. Policy 5205 – Graduation** – Prior to this session, the Legislature enacted LB 452 and LB 1112 that required financial literacy coursework prior to a student’s graduation. These requirements become effective during the 2023-2024 school year, so Policy 5025 has been updated to reflect the new financial literacy requirement.

**7. Policy 6212 – Assessments—Academic Content Standards** – The State Board of Education has updated Language Arts and Mathematics content standards. The updated Policy reflects the accurate dates of the new content standards.

**8. Policy 6215 – Collection of Information Relating to Dyslexia**– This session, LB 298 was signed into law. LB 298 requires public school districts to submit information about student dyslexia to NDE. NDE will collect that data and provide a report to the Legislature about dyslexia in public schools. This data must be provided to NDE by July 1st each year. To ensure that the Board complies with this new reporting requirement, we have added Policy 5602.

**9. Policy 6284 - Initiations, Hazing, Secret Clubs and Outside Organizations** – LB 705 (via LB 805) repealed Neb. Rev. Stat. § 79-2,103. This statutory reference has been removed from Policy 6284.

**10. Policy 6600 – Special Education** – There are several updates to the general special education policy to conform with recent developments and interpretations about special education law and a public school’s obligations.

**11. Policy 6700 – Firearm Policy** – LB 77 was one of the first bills signed into law this session. LB 77 expanded conceal carry rights but still prohibits concealed firearms on school grounds. The update to Policy 6700 clarifies that concealed firearms cannot lawfully be possessed on school grounds, with limited exceptions. Schools may (but are not legally required to) also choose to post notices at school to alert members of the public that concealed firearms are not permitted on school property.

**12. Policy 6921 – Seizure Safe Schools** – Last year, LB 639 required schools to develop plans for students with seizure disorders. This past 2022-2023 school year has resulted in confusion about who needs to be trained and how staff need to comply with the law. To ensure the Board is in compliance with the Seizure Safe Schools Act, we recommend adopting Policy 6921.

**13. Policy 6930 – Behavioral Points of Contact** – Last year, LB 852 passed to require schools to designate behavioral points of contact. To ensure compliance with this law, Policy 6930 confirms the District’s obligations in policy. In addition, Section 4 of LB 705 from this session slightly modifies these requirements. Note that LB 705 also requires behavioral awareness points of contact are required to be listed on the school’s website and in the student handbook.

**14. Policy 8130 – Annual Organizational Meeting** – Neb. Rev. Stat. §§ 576, 577, and 578 require the Board to appoint a secretary. These statutes also identify the secretary’s duties and responsibilities. In some districts, the appointment of the board secretary has differed from the appointment of the recording secretary (the person who takes notes). To avoid this confusion, we have clarified this potential distinction in Policy 8130.

## **B. OPTIONAL POLICY AND/OR HANDBOOK UPDATES**

**1. Policy 4171 – Resignation of Certificated Employees** – With the ongoing teacher shortage, more and more school boards look to hold teachers to their contracts. Under state statute, a certificated employee cannot simultaneously be under multiple contracts with different districts. State law also allows a district to impose a deadline for certificated employees to indicate their intent to return to work for the district. However, not all districts have been as diligent as they should about establishing these deadlines or clearly articulating the process for certificated employees to request a release from their contract. As a result, to better clarify the district’s position on requests for releases, we recommend adopting Policy 4171.

**2. Policy 5602 – Naloxone** – Some schools have begun storing Naloxone (Narcan) in their school buildings. A sample policy is provided if your Board would like to formally approve allowing Naloxone in schools.

**3. Policy 6288 – Artificial Intelligence** – The use of artificial intelligence (like ChatGPT) is certainly on the rise. School boards have the option to adopt a policy to specifically address how students may incorporate artificial intelligence without violating the District’s plagiarism rules.

**4. Telehealth Appointments at School.** This past year, a number of school districts fielded requests from parents to allow their student to be excused from class to participate in a private telehealth/teletherapy appointment at school. In these situations, schools have the discretion to allow (or not) these appointments at school during the school day. On the one hand, these appointments may allow similar to doctor visits where a student would be excused. On the other hand, questions about supervision, parent involvement, and other privacy concerns may disfavor allowing these private sessions at school. There is no legal requirement that a school have a policy on this issue, but it is worth thinking through how your district will respond to and handle these requests. At a minimum, if your district plans to allow these private appointments at school, you should secure a written consent form from the student's parents or guardians.

**5. Name, Image, and Likeness Rulings.** Effective February 27, 2023, the NSAA implemented Approved Rulings to outline NSAA's NIL rules for Nebraska student-athletes. Given how fluid the NIL landscape continues to be, and the fact that NSAA Approved Rulings are traditionally not included in School Board Policy, we have not added a NIL Policy to our policy updates. Nonetheless, Activities Directors, Coaches, and students should be aware of these Rulings to ensure compliance with these NIL requirements.

**6. Banning Cell Phones in Classrooms.** Multiple school districts have reached out to inquire about any handbook or policy language to ban cellphones in classrooms. To be clear: prohibiting cell phones in classrooms is a lawful option for schools to consider. However, there have been practical issues in some districts in defining a "cell phone." For instance, are smartwatches covered? Are all cell phones prohibited or just smartphones? Will tablets or other gaming devices also be banned? It can be difficult for administrators to make these determinations without clear direction in the student handbook or policy. We are happy to work with your district on a "no cell phone" rule, though this type of rule generally needs to be carefully planned and crafted to address the specific goal of eliminating distractions during class time.

**7. Book Challenges.** Every District should have a Board Policy to address challenges to (1) materials in the curriculum; and (2) materials in the library. In light of the increasing book challenges, boards should review their policies this summer to ensure that they are comfortable with their processes during this upcoming school year. In particular, the District needs to follow its policy when considering the removal of a challenged book to avoid future legal troubles. This continues to be difficult issue for school boards, who, on the one hand, have been sued for refusing to remove books and, on the other hand, have been publicly admonished by the Office of Civil Rights for removing books.<sup>1</sup> In the end, the best approach is to ensure that Board Policy outlines a prudent approach to book challenges and to follow that Policy carefully.

---

<sup>1</sup> "U.S. Department of Education's Office for Civil Rights Resolves Investigation of the Removal of Library Books in Forsyth County Schools in Georgia," <https://www.ed.gov/news/press-releases/us-department-educations-office-civil-rights-resolves-investigation-removal-library-books-forsyth-county-schools-georgia>

**8. Flags and Displays in Classrooms.** School districts in other parts of the country received increased notoriety for situations involving teachers displaying controversial flags or other displays in their classrooms. As a general rule, staff do not have a First Amendment right to express their personal political opinions as a school employee. However, if the school allows one political viewpoint in the classroom, then the school must usually allow the other “side” of the issue. This came to a head in a different state, where one teacher displayed a “Blue Lives Matter” flag in protest of other teachers hanging “Black Lives Matter” flags in their classrooms. If your district would rather avoid flags or political displays entirely, you could adopt a policy or staff handbook rule that limits displays to specified criteria, such as those directly related to the curriculum, the American Flag, and so forth.

**9. Coffee Act Policy.** Neb. Rev. Stat. § 13-2203 allows school boards to expend public funds for “plaques, certificates of achievement, or items of value awarded to elected or appointed officials, employees, or volunteers, including persons serving on local government boards,” so long as the board adopts a policy that “sets a dollar limit on the value of any plaque, certificate of achievement, or item of value to be awarded.” This amount cannot be amended more than once in any twelve-month span. Most Board Policies list \$50.00 as their District’s “amount.” With inflation and the increasing cost of goods, Boards may want to consider increasing this amount as part of their policy updates. (There is no minimum or maximum amount listed in statute.)

**10. Employee Relationships.** Several unfortunate personnel matters this year involved supervisor-subordinate relationships in the workplace. In most of these cases, the relationship was not disclosed until the relationship ended and the subordinate reported harassment and/or retaliation by their supervisor. In light of these instances, it would be worth discussing whether your board should adopt a policy or provision in the staff handbook that requires supervisors to disclose relationships to the Superintendent or, in the case of the Superintendent, the Board of Education. The requirement to disclose relationships can, of course, be a very sensitive subject, especially in smaller districts.

## C. OTHER CONSIDERATIONS

**1. New FLSA and FMLA Posters.** In April 2023, the United States Department of Labor updated both the FLSA and FMLA posters. Copies of the new posters are attached. Current FLSA and FMLA posters should be replaced with these updated versions. If a copy of either poster is included in your staff handbook, you will want to update your handbook to reflect the new posters.

**2. New EEOC Poster.** Earlier this year, the EEOC updated its mandatory “Know Your Rights” poster. Schools should replace their current poster with this attached, updated version.

**3. Future Student Dress Code Changes.** LB 298 (signed into law this session) includes future changes to school dress codes. As background, the ACLU released a “report” earlier this school year criticizing school dress codes.<sup>2</sup> That “report” evidently generated interest in the Legislature about the need for schools to review and update their dress codes. In response, the Legislature, via LB 298, required NDE to prepare and, by December 1, 2024, distribute a “model” dress code and grooming policy. Every public school district then has until July 1, 2025 to adopt a dress code and grooming policy (based on NDE’s “model” policy) to be effective during the 2025-2026 school year. As a result, there is no student dress code policy update at this time, but there will be in the coming years. Boards may still want to review their dress code to see if it needs updating before the 2023-2024 school year.

**4. LB 705.** LB 705 passed this session as the Education Committee’s “Christmas Tree” bill because LB 705 incorporated roughly 24 other bills. Governor Pillen signed LB 705 into law on June 1, 2023. LB 705 includes several required policy updates (as noted above) this year and will require future policy updates. Other legal considerations from LB 705 include the following:

A. Beginning in the 2026-2027 school year, each administrator, teacher, paraprofessional, school nurse, and counselor must receive “behavioral awareness training” at least once every three years. (LB 705, § 3).

B. By January 15th of each school fiscal year, school districts may apply for a larger reimbursement from the State for special education expenses. (LB 705, § 41)

C. School districts are “encouraged” to adopt “policies incentivizing teacher recruitment and retention” similar to the new Teacher Recruitment and Retention Act. It is not clear what those policies would look like, and any such policy would need to be tailored to avoid violating the applicable negotiated agreement. (LB 705, § 47).

D. Create a competitive grant program to help schools fund security-related infrastructure projects, such as surveillance equipment, door-locking systems, and double-entry doors for school buildings. (LB 705, § 124).

E. The computer science and technology requirements were delayed, and additional flexibility was granted to schools to structure this requirement. (LB 705, § 101).

F. Additional flexibility for individuals to obtain a temporary teaching certificate. (LB 705, § 88).

G. Beginning in the 2024-2025 school year, all students must complete the FAFSA to graduate high school, with several exceptions. (LB 705, § 79).

---

<sup>2</sup> <https://www.aclunebraska.org/en/grading-nebraskas-dress-codes>.

H. A repeal of the textbook loan program for school districts. Instead, beginning July 1, 2024, NDE will take over this program. (LB 705, § 80).

I. By August 1, 2025, each school district must adopt a policy relating to behavioral intervention, behavioral management, classroom management, and removal of a student from a classroom. (LB 705, § 78).

J. During the 2023-2024 school year, every school employee who interacts with students must receive at least one hour of “behavioral and mental health training with a focus on suicide awareness and prevention training each year.” (LB 705, § 77).

**5. Title IX Regulations.** The United States Department of Education previously anticipated releasing new, proposed Title IX regulations this spring. However, the Department recently announced that the proposed regulations would not become public until this fall. As a result, no changes to Title IX-related policies are required at this time. Depending on the content of the new regulations, there may be updates next year.

**6. NDE Rule 23 Repeal.** In May 2023, Governor Pillen signed the official repeal of NDE Rule 23. Rule 23 generally required new teachers to pass a basic skills assessment before obtaining their teaching certificate. It does not appear that the repeal of Rule 23 will directly apply to any local school board policies, but we wanted to bring this to your attention.

**7. Written Procedures for Foster Care Students.** During recent audits, NDE has asked for written procedures for the transportation of foster care students. The Every Student Succeeds Act requires these procedures. This summer would be a good time to review your procedures to make sure they are accurate.

**8. Federal Pregnancy Laws.** The recently passed federal omnibus funding bill contains two new employment laws, including:

(A) Pregnant Workers Fairness Act. The Act requires employers to provide reasonable accommodations for pregnancy/childbirth-related limitations.

Nebraska’s nondiscrimination laws already include protections, so the PWFA does not add any significant changes for Nebraska schools. (See Nebraska law 48-1102 (“Reasonable accommodation, with respect to pregnancy, childbirth, or related medical conditions, shall include acquisition of equipment for sitting, more frequent or longer breaks, periodic rest, assistance with manual labor, job restructuring, light-duty assignments, modified work schedules, temporary transfers to less strenuous or hazardous work, time off to recover from childbirth...”).

(B) “Providing Urgent Maternal Protections for Nursing Mothers Act” (or the “PUMP for Nursing Mothers Act.”) The FLSA was amended in 2010 to require employers to provide reasonable break time as needed and a private place, other than a bathroom, for nursing mothers to express breast milk for one year following a child’s birth. 29 U.S.C. § 207. This requirement, however, applied only to non-exempt employees. The PUMP Act expands the breastfeeding accommodations to include exempt, as well as non-exempt, employees.

Nebraska law 20-170 gives mothers the right to express milk wherever they want, and Nebraska law 48-1102 requires employers to give employees "break time and appropriate facilities for breast-feeding or expressing breast milk." As a result, the PUMP Act will also not result in a significant change for Nebraska schools.

**9. Executive Order on Broadband Security.** On February 22, 2023, Governor Pillen signed an Executive Order to prohibit the State from contracting or funding any program that generally uses any equipment or services on the Federal Communications Commission’s “Covered List.” The Governor’s stated intent behind the Executive Order was to prevent the State of Nebraska and its contractors from using equipment and services under the control of the Chinese Communist Party. It would be worthwhile for school district’s technology departments to investigate this summer whether any of the school’s equipment or services falls under the Covered List, and whether those services or equipment need to be discarded or replaced under the Executive Order.

**10. LB 583.** The Governor signed LB 583 into law on May 31st. Section 10 of LB 583 requires that, beginning in the 2023-2024 school year, every school district to submit a report to NDE that includes: (1) “the amount by which the school district reduced its property tax request for such school fiscal year, if any such reduction occurred;” and (2) “other information as required by the department.” The text of LB 583 does not specify what “other information” will be required, nor does the new law specify the deadline for submitting this report.

**11. LB 644 (the “Postcard Bill”) Updates.** Last year, LB 644 became effective and caused significant confusion. Of note, the new law was not interpreted consistently across counties, there were practical issues with printing the correct information on the postcards, and practical issues arose with LB 644’s tight timing requirements. After this first year, some in the Legislature promised to address these concerns. LB 529 (merged into LB 727—another “Christmas Tree” bill) made an effort to address some of these problems. It is not clear how the new state funding model will affect the need for LB 644 hearings moving forward (especially after this first year), but Section 49 of LB 727 incorporates the following changes to the postcard hearing process:

- A. Amounts levied to pay bond payments are not included in the calculation of levy increase;
- B. At least one elected official must attend the joint public hearing. A designated representative (such as the Superintendent) may also attend and provide information.
- C. A quorum of the board attending the joint public hearing does not constitute a “meeting” under the Open Meetings Act.

**12. Open Meetings Act Poster.** There do not appear to be any changes to the Open Meetings Act this year. However, as a reminder, the Open Meetings Act requires “the current version of the Open Meetings Act” be available during board meetings. The Open Meetings Act was last updated in 2022. This would be a good time to make sure that your poster contains the current version of the Open Meetings Act.

**13. Required Annual Hearings.** One common question we receive every summer relates to the legally required hearings that the Board of Education needs to hold annually. Per the statutes identified below, a school board is required to review or hold a hearing on the following each year:

- A. Parental Involvement Policy (§ 79-533);
- B. Parental and Family Involvement Policy (Title 1) (ESSA);
- C. Bullying Policy (§ 79-2,137);
- D. Attendance Policy (§ 79-209);
- E. Multicultural Policy (§ 79-721);
- F. Student Discipline Policy (and what will be referred to the law enforcement) (§ 79-262); and
- G. Committee on American Civics (not necessarily a full board hearing, but at least two public meetings must occur annually, with at least one allowing public testimony) (§ 79-724).

The summer months are a great time to hold these required hearings.

As always, please let us know if you have any questions or concerns.

Community RelationsUse of School Facilities: Student Groups

1. Access by Youth Organizations. The District will allow, upon request, a representative of a recognized youth organization to provide: (1) oral or written information to students regarding the youth organization and how such youth organization furthers the educational interests and civic involvement of students in a manner consistent with good citizenship; and (2) services and activities to any student who is a member of such youth organization. A “recognized youth organization” is limited to those group listed in 36 U.S.C. Subtitle II, Part B. Each requesting youth organization will be permitted to provide information at school at least once during each school year. The administration will make a good faith effort to find a mutually agreeable date, time, and location for each requesting youth organization, though the administration shall have the ultimate authority to select the date, time, and location for any requesting youth organization. Under no circumstances will any requesting youth organization be permitted to provide oral information to students during instructional time, unless previously approved by the Superintendent or Superintendent’s designee. Every representative from a requesting youth organization must submit to, at the organization’s cost, a background check. The Superintendent or Superintendent’s designee may refuse to allow an individual to be on school grounds if the individual's background check discloses a prior felony conviction or if, in the Superintendent’s discretion, the background check otherwise reveals concerns about student safety. Nothing in this Paragraph preempts or undermines any provision of the District’s Parental Involvement Policy.
  
2. Equal Access to Student Groups. In the event any of the secondary schools (grades 6-12) have a limited open forum as defined in the Equal Access Act, such school(s) shall not deny equal access or a fair opportunity to, or discriminate against, any students who wish to conduct a meeting within that limited open forum on the basis of the religious, political, philosophical, or other content of the speech at such meetings. A limited open forum for this purpose exists if the secondary school grants an offering to or opportunity for one or more non-curriculum related student groups to meet on school premises during noninstructional time.

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

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

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

3. Equal Access to Outside Groups Meeting at School. If the District provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities before or after school hours, the District shall make that opportunity available to other similarly situated groups. The administration shall in all respects maintain the District in compliance with the Equal Access Act.

Legal Reference: 20 U.S.C. Section 4071-4074 (Equal Access Act)  
20 U.S.C. Sec. 7905 (Boy Scouts of America Equal Access Act) & 34  
CFR Part 108  
LB 705, § 126.

Date of Review: July 10.2023

Date of Adoption: [August 14.2023]

**Policy # 1101 Student Access**  
**Exhibit “A” – List of Approved “Youth Organizations”**  
**Updated July 10.2023**

- *District OR-1 will allow the approved “youth organizations” listed below to present information to students during non-instructional time.*
- *District OR-1 will make a good faith effort to schedule a mutually agreeable date, time, and location for each organization to present information to our students.*
- *Please note: Representatives from each approved youth organization must clear a district approved background check before presenting to students.*

**Current List of Approved “Youth Organizations”**

1. Agricultural Hall of Fame
2. Air Force Sergeants Association
3. American Academy of Arts and Letters
4. American Chemical Society
5. American Council of Learned Societies
6. American Ex-Prisoners of War
7. American GI Forum of the United States
8. American Gold Star Mothers
9. American Historical Association
10. American Hospital of Paris
11. American Legion
12. American National Theater of Academy
13. American Society of International Law
14. American Symphony Orchestra League
15. American War Mothers
16. AMVETS (American Veterans)
17. Army and Navy Union of the United States of America
18. Aviation Hall of Fame
19. Big Brothers—Big Sisters of America
20. Blinded Veterans Association
21. Blue Star Mothers of America
22. Board of Fundamental Education
23. Boy Scouts of America
24. Boys and Girls Clubs of America
25. Catholic War Veterans of the United States of America
26. Civil Air Patrol
27. Congressional Medal of Honor Society of the United States of America
28. Corporation for the Promotion of Rifle Practice and Firearms Safety
29. Daughters of Union Veterans of the Civil War 1861–1865
30. Disabled American Veterans
31. 82nd Airborne Division Association
32. Fleet Reserve Association
33. Former Members of Congress

34. Foundation of the Federal Bar Association
35. Frederick Douglas Memorial and Historical Association
36. Future Farmers of America
37. General Federation of Women's Clubs
38. Girl Scouts of the United States of America
39. Gold Star Wives of America
40. Help America Vote Foundation
41. Italian American War Veterans of the United States
42. Jewish War Veterans of the United States of America
43. Jewish War Veterans, U.S.A., National Memorial
44. Korean War Veterans Association
45. Ladies of the Grand Army of the Republic
46. Legion of Valor of the United States of America
47. Little League Baseball
48. Marine Corps League
49. The Military Chaplains Association of the United States of America
50. Military Officers Association of America
51. Military Order of the Purple Heart of the United States of America
52. Military Order of the World Wars
53. National Academy of Public Administration
54. National Academy of Sciences
55. National Conference of State Societies, Washington, District of Columbia
56. National Conference on Citizenship
57. National Council on Radiation Protection and Measurements
58. National Education Association of the United States
59. National Fallen Firefighters Foundation
60. National Federation of Music Clubs
61. National Film Preservation Foundation
62. National Fund for Medical Education
63. National Mining Hall of Fame and Museum
64. National Music Council
65. National Recording Preservation Foundation
66. National Safety Council
67. National Ski Patrol System
68. National Society, Daughters of the American Colonists
69. The National Society of the Daughters of the American Revolution
70. National Society of the Sons of the American Revolution
71. National Tropical Botanical Garden
72. National Woman's Relief Corps, Auxiliary to the Grand Army of the Republic
73. The National Yeomen
74. Naval Sea Cadet Corps
75. Navy Club of the United States of America
76. Navy Wives Clubs of America
77. Non Commissioned Officers Association of the United States of America

78. Paralyzed Veterans of America
79. Pearl Harbor Survivors Association
80. Polish Legion of American Veterans, U.S.A.
81. Reserve Officers Association of the United States
82. Retired Enlisted Association
83. Society of American Florists and Ornamental Horticulturists
84. Sons of Union Veterans of the Civil War
85. Theodore Roosevelt Association
86. 369th Veterans' Association
87. United Service Organizations
88. United States Capitol Historical Society
89. United States Olympic and Paralympic Committee
90. United States Submarine Veterans of World War II
91. Veterans of Foreign Wars of the United States
92. Veterans of World War I of the United States of America
93. Vietnam Veterans of America
94. Women's Army Corps Veterans' Association

Community RelationsTitle IX - Discrimination

District OR-1 Public Schools, in response to federal and state regulations for Title IX of the Education Amendments of 1972 - Prohibiting Sex Discrimination in Education, hereby adopts and re-affirms the following policy:

- 1) The Board of Education affirms its intent to comply with provisions of Title IX regulation implementing the Education Amendments of 1972 - Prohibiting Sex Discrimination in Education.
- 2) The publication of this statement re-affirms the District's efforts to comply with the Title IX regulations to inform citizens of non-discriminatory practices in the dissemination process.
- 3) The Board of Education hereby affirms its intent to adopt and publish grievance procedures providing for prompt and equitable resolution of written complaints. Such guidelines shall be developed as part of the administrative procedures, and such forms as needed shall be developed and made available to the public.
- 4) The Board of Education will implement specific and continuing steps to notify the public of its intent for compliance with nondiscriminatory practices. Self-evaluation and a continual assessment of the educational program will be implemented through regular administrative procedures.
- 5) Pursuant to this intent the Board of Education, as of this date, appoints the board policy committee to address these issues, as needed.

Legal Reference: Title IX

Date of Adoption: May 8, 2017

Reviewed: July 10.2023

Community Relations

Form For Filing Complaints

**Otoe County School District 66-0501**

**District OR-1 Public Schools**

425 F Street

PO Box 130

Palmyra, NE 68418-0130

Date:

Person Making Complaint:

Address:

Phone:

(1) Name of child or person who you believe to have been unlawfully harassed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

(2) Statement of facts detailing date and manner in which child or person was harassed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

(3) Names of witnesses to the harassment:

\_\_\_\_\_  
\_\_\_\_\_.

(4) Relief requested (what I want done in response to this request):

\_\_\_\_\_  
\_\_\_\_\_.

The undersigned states: I have a reasonable belief that the facts in this complaint are true and accurate, I am familiar with the School District’s Title IX and anti-discrimination grievance and complaint procedures, and I give permission for an investigation to be made into this complaint.

Received by: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Date of Adoption: May 8, 2017  
Reviewed: April 11, 2022  
Reviewed: July 10, 2023

Community RelationsTitle IX--Procedure For Informal/Formal Hearing

In accordance with Title IX, the Board of Education of District OR-1 Public Schools, hereby re-affirms the following procedures for handling complaints alleging a violation of Title IX, a federal law which prohibits sex discrimination in any educational program receiving federal financial assistance.

## Procedure:

- 1) A written complaint must be presented to the Superintendent, or the Superintendent's designated representative(s) on a form available at the school office.
- 2) The Superintendent or the designated representative(s) may request an informal conference to present information relative to the complaint, or to request further information relative to the specific nature of the complaint.
- 3) If the complaint is not resolved in the first informal conference an informal hearing will be arranged at the convenience of both parties.
- 4) The Superintendent or the designated representative(s) will plan the details of the hearing based upon the nature of the complaint and the number of persons involved. This hearing will be conducted by a Hearing Officer designated by the Superintendent or by the Board of Education.
- 5) The complainant will be notified in writing of the time and place of the hearing.
- 6) Witnesses and/or advisors may be called by either party within limits established by the Hearing Officer.
- 7) Upon completion of this hearing, the Hearing Officer will make a report in writing to the Superintendent within ten (10) school days of conclusion of the hearing, with a copy to the complainant. The Superintendent shall within five (5) school days determine whether to accept the recommended action of the Hearing Officer and notify the complainant of the Superintendent's decision. The complainant shall within five (5) school days notify the Superintendent whether the complainant accepts the decision; failure to identify any points of the decision with which the complainant does not agree shall be considered to be acceptance of the decision or the points with which the complainant has not identified disagreement.
- 8) If the above process does not resolve the complaint, an appeal may be made to the Board of Education through the Superintendent by filing a notice of appeal with the Superintendent within ten (10) school days of the Superintendent's notification.

Legal Reference: Title IX

Date of Adoption: May 8, 2017

Reviewed: July 10, 2023

Personnel - All EmployeesDrug and Substance Use and Abuse

It is the policy of the District OR-1 Public School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will ensure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

**Section 1 Drug-Free Workplace**

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The school district recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

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

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

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

**Section 2 Alcohol and Drug Testing**

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

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

**Date of Review: July 10, 2023**

Date of Adoption: [August 14, 2023]

## 4009 - APPENDIX 1

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

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

**(A) The persons designated by District OR-1 Public Schools to answer employee questions about these materials are:**

Superintendent of Schools  
Secondary Principal  
High School Activities Director

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

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

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

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

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

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

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

1. **Pre-employment testing.**  
Prior to the first time a driver performs safety-sensitive functions, the driver shall undergo testing for alcohol and controlled substances. No safety-sensitive functions are to be performed unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer indicating a verified negative test result.

**2. Post-accident testing.**

- (a) As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver:
- (1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
  - (2) Who receives a citation under State or local law for a moving traffic violation arising from the accident shall undergo a test for alcohol and controlled substances.
- (b) (1) *Alcohol tests.* Shall be administered within two hours following the accident unless such cannot reasonably be done, and not more than eight hours following the accident.
- (2) *Controlled substance tests.* Shall be administered within 32 hours following the accident.
- (c) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. The driver shall be permitted to leave the immediate scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care, but shall otherwise remain readily available for testing.

**3. Random testing.**

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

**4. Reasonable suspicion testing.**

- (a) A driver shall submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations (except for possession of alcohol).
- (b) Under federal law, notwithstanding the absence of a reasonable suspicion alcohol test, a driver is prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol and must not perform or continue to perform safety-sensitive functions, until:

- (i) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or
- (ii) Twenty-four hours have elapsed following the determination that there is reasonable suspicion to believe that the driver has violated the prohibitions concerning the use of alcohol.

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

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

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

6. **Follow-up testing.**

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

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

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

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

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

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

*Refuse to submit* (to an alcohol or controlled substances test) means that a driver (1) Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the

testing process. A failure to remain readily available for post-accident testing, or to notify the employer of the need for such testing, or to proceed to the test site immediately for random testing, may be deemed by the employer to constitute a refusal to submit.

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

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

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

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

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

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

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

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

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

Date of Review: July 10, 2023

Date of Adoption: [August 14, 2023]

Personnel - All EmployeesProfessional Boundaries Between Employees and Students**Definitions:**

Grooming means building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place;

Personal communication system means a device or software that provides for communication between two or more parties and is capable of receiving, displaying, or transmitting communication. Personal communication system includes, but is not limited to, a mobile or cellular telephone, an email service, or a social media platform;

School employee means a person nineteen years of age or older who is employed by a public, private, denominations, or parochial school approved or accredited by the State Department of Education. Neb. Rev. Stat. § 28-720. School employee also includes any person who is contracted with, or otherwise paid by the district and who has access to or interaction with students including all student teachers or interns.

Sexual contact has the same meaning as in section 28-318;

Sexual penetration has the same meaning as in section 28-318; and

Student teacher or intern has the same meaning as in section 79-875.

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of this policy or any violation of professional boundaries is misconduct and will likely result in disciplinary action.

In addition, a violation of employee and student boundaries is also a violation of standards of professional conduct which could result in the revocation of a certificated educator's certificate or permit. 92 Nebraska Administrative Code Chapter 27.

Such violations could also result in a referral to the Nebraska Department of Health and Human Services and law enforcement.

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

**Prohibited Activity:**

Engaging in any relationship that involves sexual contact or sexual penetration with a student while the student attends the school where the employee works and for one year after the student graduates or otherwise ceases enrollment.

The following is a non-exclusive list of actions that will be regarded as a violation of the professional boundaries that all employees are expected to maintain with all students. In addition, repeatedly engaging in any of these activities or a combination of these activities are examples of grooming as defined in this policy.

1. Communication with students through any method not approved or not designated by the school district including social networking apps or websites and texting, or other instant messaging, one-on-one with any students.
2. Communication with students on any matters or subjects that do not pertain to school or school-related activities. School or school related activities include student homework, in class activities, school sponsored sports or clubs or any other school-sponsored activity.
3. Engaging in any kind of behavior or communication that could be reasonably construed as a sexual advance or respond in any positive manner to a student's sexual advance.
4. Being alone with a student anywhere where all doors to such room are closed.
5. Showing a student any inappropriate or sexually suggestive material that is not part of classroom lesson or curriculum known to appropriate school authorities.
6. Telling jokes with sexual themes or subject matter.
7. Invading a student's physical privacy. One example would be walking in on a student changing in a locker room or bathroom when the employee has no duty to be there.
8. Intruding on a student's personal physical space in any manner that makes a student uncomfortable.
9. Initiating unwanted physical contact.
10. Treating one student differently from other students either by providing privileges or failing to enforce school policy or other disciplinary action.
11. Discussing an educator's private personal matters with a student and inquiring about a student's private personal matters when no basis for concern about the student's health or safety.
12. Providing rides to a student in an employee's personal vehicle without the express written permission of a student's parent or guardian and permission from an administrator unless another school employee is in the vehicle.
13. Meeting with a student outside of school for any reason other than a school sponsored activity or event.
14. Having a student in an employee's home without a student's parent or appropriate chaperone.
15. Giving or receiving gifts to or from one student. A gift to a class or the same gift to a group of students is not prohibited.
16. Consuming alcohol in the presence of any student when the student's parent or

guardian is not present or consuming illegal drugs in the presence of students at any time.

17. Providing alcohol or illegal or unauthorized drugs or medications to a student under any circumstances.
18. Any other behavior with could exploit the unique position of trust and authority between a student and employee.

Exceptions to these prohibitions may include:

1. Communicating with your own child or another student with whom there is personal relationship that exists independent of that child being a student at the same school where the employee works such as when the student is a relative, neighbor or fellow member of a group or organization outside of the school or school sponsored setting when such communications pertain to such a group or organization.
2. An emergency or concern for that student's immediate health or safety.
3. A singular chance encounter at a public place provided the encounter provided there is no additional violation of this policy

Except in the case of a true emergency, or an unplanned chance encounter, employees must obtain permission in writing from his or her administrator prior to engaging in such communication.

**Permissible methods to communicate with students outside of school:**

The Superintendent or Superintendent's designee will circulate to staff the District-approved apps or social media sites that employees may use to communicate with student regarding educationally related topics.

In addition, employees may utilize:

1. Text messages that include at least one other adult and a student. The adult may either be the student's parent or guardian or another school employee.
2. Use of social media through a district approved social media account as a coach or supervisor of a school sponsored club or activity. However, even approved social media communication must abide by the standards of professional conduct and must be professional in nature and in the best interest of the school district.
3. Use of the school district email system.

Allowing students to view an educator's social media postings is not a preferred method of communication. Educators are responsible for any social media postings that is viewed by students when such posting violates the standards of professional conduct.

**Permissible ways to engage with students when the employee has concerns about the student's well-being:**

1. Contact the guidance counselor and ensure the student's parent or guardian is aware of your concerns.
2. Contact the student's parents or guardian if the concern is not with the parent or guardian.
3. If you believe the student is in immediate danger, contact the Nebraska Department of Health and Human Services child abuse hotline or contact law enforcement.

**Reporting Violations:**

If any school employee violates this policy or has reason to believe another employee has violated this policy, the employee is required to make a report to the superintendent within 24 hours. The school employee also has an obligation to report to the Nebraska Health and Human Services and the Nebraska Department of Education.

The most serious violations shall be reported immediately. The Superintendent shall also ensure a report is made to the Nebraska Department of Education, the Nebraska child abuse and neglect hotline and law enforcement authorities as required by law and notify the school Board President. If the superintendent is the alleged violator or fails to take appropriate steps, the School Board President shall be notified by the school employee.

Students who feel his or her boundaries have been violated or know of another student whose boundaries have been violated may report to any school employee he or she is comfortable to confide in. That school employee will then have an obligation to report as identified above.

Reprisal or retaliation for good faith reports made by students or school employees is itself a violation and is prohibited.

**Records retention:**

School employees are required to maintain copies of any communication exchanged with students via a personal communications system. Such copies must be maintained pursuant to district records retention policies and schedules. The records may be kept electronically or in hard copy or any format easily retrievable by the employee upon request. Any employee who is unable to produce copies of such communications for any reason will be in violation of this policy.

**FERPA and Confidentiality:**

School employees are encouraged to consult their school's policy on confidentiality of personally identifiable student information before posting any information regarding student or student activities online.

Legal Reference: Neb. Rev. Stat. Sec. 79-879

Date of Adoption: July 12th 2021

Date of Review: July 10, 2023

## Students

### Full-time and Part-time Enrollment

#### Full-time Enrollment

Students must be enrolled in **District OR-1 Public Schools** on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an interlocal agreement or other arrangement approved by the School Board; and
6. non-public school students in accordance with the policies and procedures set forth in this policy.

#### Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as "non-public school students."

The School Board establishes the following guiding principles for enrollment of non-public school students:

- (1) The primary school for a non-public school student is the student's private, denominational, parochial or home school.
- (2) Enrollment of a non-public school student in [Name] Public Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.
- (3) Non-public school students are not to be given priority over full-time students.
- (4) Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
- (5) Enrollment of non-public school students is not to negatively affect the educational services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of non-public school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.
2. Deadline for Applications. The application must be received by August 1<sup>st</sup> preceding the school year the student wishes to enroll.
  - a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be educationally appropriate.
  - b. High School Course Exception: The application deadline for a student who desires to enroll in a second semester high school course is December 1<sup>st</sup>.
3. Action on Applications. The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.
4. Appeals. The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.
5. Annual Applications. Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that enrollment will be continued from one year to the next.

### B. Non-Public School Student Admission

1. Admission Requirements. Students must meet the normal admission requirements. This includes the requirements that the student: be a resident of the District, be of school attendance age and not have graduated or have received a GED.
2. Admission Process. Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.

### C. Non-Public School Student Enrollment Standards

1. Maximum Enrollment. Students may not enroll in more than 2 middle school or high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day.
2. Capacity Limits. Enrollment will ordinarily be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes will not ordinarily not be available for non-public school students.
3. Integrated Courses. Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.
4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determines to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.
5. Selection of Courses. Subject to Paragraphs 1 through 4 of this Paragraph C, and all other applicable provisions of this Policy, non-public school students may select their courses.

### D. Non-Public School Student Policies

1. General Standard. Non-public school students who are enrolled part-time

are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.

2. Building assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.
3. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled, including as applicable State or District-wide assessments, as full-time students.
4. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.
5. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.
6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.
7. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement, unless otherwise required by law. Full-time students will be given first consideration for parking on the high school campus.
8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive

academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.

9. Extracurricular Activities. Any student who is a resident of the District and who is enrolled in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements may participate in any of the District's extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. The District's Activities Director will coordinate with the student's parent or guardian to secure assurances of compliance with these expectations. Any student covered by this subsection must enroll in five credit hours through the District in any semester. There shall be no preference given to any student participating in any extracurricular activity based off their status as a full-time or part-time student. Part-time students will be expected to comply with the same or similar expectations as full-time students to participate in any activity, including team rules. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Legal Reference: Neb. Rev. Stat. Sec. 79-2,136 and Sec. 79-526  
LB 705, § 75  
Title 92, Nebraska Administrative Code, Chapter 10

Date of Review: July 10.2023

Date of Adoption: [August 14, 2023

StudentsAlternative Education Programs or Plans For Expelled Students

In the event action is being taken to expel a student from this school district, the Administration may offer the student an alternative school, class, or educational program (hereinafter referred to as an "alternative program"); or (2) the development of a plan of behavior modification, educational objects, and financial resources and community programs available to meet the behavioral and educational objects, and monthly reviews to assess the student's progress toward meeting the specified goals and objects. An expelled student may not be required to attend the alternative program.

## A. ALTERNATIVE EDUCATION PROGRAM:

The Superintendent or Superintendent's designee is hereby granted the authority to arrange and plan for a student's alternative educational program, based on the available resources and student's individual circumstances.

## B. EDUCATION PLAN PROGRAM:

If the administration elects not to provide an alternative education program, or if a student declines to participate in the alternative education program, the following procedures shall be followed:

(1) A conference shall be called by a school administrator and held to assist the district in the development of a plan with the participation of a parent or a legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice.

(2) The plan shall be in writing and adopted by a school administrator and presented to the student and the parent or legal guardian.

(3) The plan shall:

(a) Specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided,

(b) Identify educational objectives that must be achieved in order to receive credits toward graduation,

(c) Specify the financial resources of the community programs available to meet both the educational and behavioral objects identified, and

d) Require the student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives.

The school district shall submit such plan on the form "Section 79-266(2) Plan" attached to this policy as Appendix "1".

Legal Reference: Neb. Rev. Stat. Sec. 79-266  
NDE Rule 17

Date of Board Review: July 10, 2023

Date of Adoption: [August 14, 2023]

SECTION 79-266(2) PLAN

Student: \_\_\_\_\_

Date and Participants: \_\_\_\_\_  
(List parent or legal guardian, school representative, and community or agency representative)

(a) **Guidelines and Consequences for Behaviors**

The student has been recommended for expulsion for conduct as specified in correspondence and memoranda recently provided to the student and the student's parents or guardian. This conduct has had the effect of preventing the student from achieving the desired benefits from the educational opportunities provided. The student is expected to conform his conduct to the school rules for which he has been recommended for expulsion and all other established school rules. Further disciplinary measures, including possible future expulsions, can result from future violations of such behavioral guidelines and expectations.

(b) **Educational Objectives**

In order to graduate, the student needs to receive the credits listed in Attachment "A", subject to future modifications in graduation requirements.

(c) **Financial Resources and Community Programs Available**

The financial resources and community programs available to meet the educational and behavioral objectives identified in this plan include school resources (e.g., upon return from the recommended expulsion, counseling with the school counselor, and meetings with the school administration and teachers) and community organizations which assist young people (e.g., civic organizations, local college and university programs, and community college programs).

(d) **Monthly Reviews & Other**

During the period of the expulsion, the student shall be required to attend monthly reviews with the Principal or designee to assess the student's progress toward meeting the specified goals and objectives. The student shall be responsible for contacting the named school official to schedule the monthly meetings. (Attach separate sheet for any additional information or terms of plan).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, adopted by the school administrator after a conference held to assist the district in the development of the plan with the participation of a parent or legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved in juvenile justice, and presented to the student and parent or legal guardian at the conference prior to the student being expelled in accordance with law.

Adopted by \_\_\_\_\_  
[Administrator]

Attachments: Attachment "A" (academic credits needed to graduate or other, if applicable)

StudentsGraduation

To participate in commencement exercises or receive a [Name] Public Schools diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions. Students who graduate from [Name] Public Schools must accumulate 220 hours. The total graduation requirements must include the following core curriculum:

English	40	Semester Hours
Science	20	Semester Hours
Math	20	Semester Hours
Social Studies	30	Semester Hours
(American History and American Government and one other Social Studies course)		
Physical Education	10	Semester Hours
Speech I	5	Semester Hours
Required	125	Semester Hours
Electives	95	Semester Hours

In addition, every student must complete at least one five-credit high school course in personal finance or financial literacy prior to graduation.

Legal Reference: Neb. Rev. Stat. Sec. 79-729  
Neb. Rev. Stat. Sec. 79-3003  
NDE Rule 10

Date of Review: July 10.2023

Date of Adoption: [August 14, 2023 ]

StudentsAnti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

Legal Reference: Neb. Rev. Stat. § 79-2137  
Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296  
NDE February 2003 State Board Action; Reaffirmed December 2005  
Date of Adoption: March 13, 2017                      Date of Review: July 15, 2019  
Date of Review: July 12, 2021  
Date of Review: July 10, 2023

StudentsNaloxone in School

The Board hereby permits the storage, administration, and implementation of naloxone (also known as Narcan) in school, so long as such storage, administration, and implementation complies with all legal requirements and the best interests of student health.

The Superintendent is hereby delegated the authority to develop rules and regulations to handle and administer naloxone in the event of a suspect opioid overdose, or in other emergency situations that require prompt attention.

Legal Reference: Neb. Rev. Stat. § 28-470

Date of First Review: July 10.2023

Date of Adoption: [August 14, 2023]

InstructionAssessments—Academic Content Standards

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

- Language Arts standards that were adopted by the State Board in September, 2021;
- Mathematics standards that were approved by the State Board in September, 2022;
- Science standards that were adopted by the State Board in September, 2017; and
- Social Studies standards that were adopted by the State Board in November, 2019.

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

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

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

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

Date of Review: July 10, 2023

Date of Adoption: [August 14, 2023]

StudentsCollection of Information Relating to Dyslexia

The District will collect and maintain the following information relating to dyslexia during each school year:

- (1) Testing for a specific learning disability in the area of reading, including tests that identify characteristics of dyslexia and the results of such tests;
- (2) The number of students identified as having a reading issue, including dyslexia, pursuant to the assessment administered under the Nebraska Reading Improvement Act and Policy 6213;
- (3) The number of students identified in Paragraph (2) that have shown growth on the measure used to identify the reading issue; and
- (4) All other data required by law and/or the District's special education obligations.

By July 1st of each year, the District will provide the Nebraska State Department of Education with information collected about dyslexia, as requested by the Department.

Any student or parent/guardian with questions or concerns about dyslexia are encouraged to contact the District's Director of Special Education.

Legal Reference: LB 298 (2023)

Date of First Review: July 10, 2023

Date of Adoption: [August 14, 2023]

InstructionInitiations, Hazing, Secret Clubs and Outside Organizations

Initiations. Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

Hazing. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means 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 with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with 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, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Outside Organizations. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

Legal Reference:     Neb. Rev. Stat. Sections 79-2,101 to 79-2,102 Student Discipline Act,  
                              Neb. Rev. Stat. Sections 79-254 to 79-296  
                              Neb. Rev. Stat. Sections 28-311.06 to 28-311.07

Date of Review: July 10, 2023

Date of Adoption:    [August 14, 2023]

InstructionArtificial IntelligenceIntroduction

District OR-1 Public Schools acknowledges that artificial intelligence continues to emerge as a resource that may assist students with future technology and different ways of learning. However, artificial intelligence also poses a challenge to delineate the responsible use of artificial intelligence with student plagiarism. As a result, the Board of Education adopts this Policy to specifically address how the District will address academic honesty and integrity regarding a student's use of artificial intelligence/

Permissible Uses of Artificial Intelligence in School Assignments

Students may use artificial intelligence or related platforms when any of the following occurs:

1. The student receives advance permission from the teacher for the given assignment or project; or
2. The teacher's classroom rules or expectations established artificial intelligence as a permissible resource for students to access.

Any student with questions about the use of artificial intelligence should contact their teacher in advance of using artificial intelligence to assist with any assignment. It is the responsibility of each student to understand the permissible use (if any) of artificial intelligence in a given class or a particular assignment. Students must be fully forthright and honest about their use of artificial intelligence to assist with any school assignment.

Impermissible Uses of Artificial Intelligence in School Assignments

Unless otherwise permitted by this Policy, students may not use artificial intelligence or related platforms to assist or complete any assignment, project, test, or other school-related task. The impermissible use of artificial intelligence may subject the student to discipline in accordance with the District's plagiarism policy and academic dishonesty rules.

**First Review Reading: July 10, 2023**

Date of Adoption: [August 14, 2023]

InstructionSpecial Education

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

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

**1. Free Appropriate Public Education**

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

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

**2. Full Educational Opportunity Goal**

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

Legal Reference: 92 NAC 51-004.11A

**3. Child Find**

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

will publish an annual notice of any significant activity that is designed to identify, locate, or evaluate children to publicly notify parents, guardians, or appointed surrogates. The District's child find process will be consistent with Federal and Nebraska regulations. Legal Reference: 92 NAC 51-006.01 through 006.01A2

#### **4. Pre-Referral Interventions**

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

Legal Reference: 92 NAC 51-006.01B

#### **5. Disability Verification and Eligibility**

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

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

#### **6. Individualized Education Program (IEP)**

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

Legal Reference: 92 NAC 51-007

#### **7. Least Restrictive Environment**

To the maximum extent appropriate, children with disabilities, through the age of twenty-one, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled. Placement for a student with a disability will be based upon a completed IEP developed by a group of persons, including the parent, guardian, or appointed surrogate, knowledgeable about the child, the meaning of the evaluation data, and the placement options. Special classes, separate schooling, or other removal of children with disabilities from

the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily (the “Least Restrictive Environment Rules”). The District will ensure that a continuum of alternative placements is available to meet the needs of children with disabilities, particularly those in disproportionate groups, for special education and related services.

Legal Reference: 92 NAC 51-008.01

#### **8. Procedural Safeguards**

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

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

#### **9. Disciplinary Removal of Children with Disabilities**

School personnel may remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension as long as those removals do not constitute a change of placement. The District defines a change of placement as it is defined under 92 NAC 51-016. The school district will ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining whether a change in placement has occurred. Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the school district, the parent, and relevant members of the student’s IEP shall conduct a manifestation determination pursuant to 92 NAC 51-016. If the conduct which gave rise to the violation of the school code is determined to be a manifestation of the student’s disability, any change of placement for the student will only be made by a student’s IEP team. For disciplinary changes in placement that would exceed ten (10) consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child’s disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures that would be applied to children without disabilities.

Legal Reference: 92 NAC 51-016

#### **10. Evaluation, Identification, and Reevaluation Procedures**

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

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

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

Legal Reference: 92 NAC 51-006

#### **11. Confidentiality of Personally Identifiable Information**

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

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

#### **12. Transition of Children from Part C to Preschool Programs**

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

Legal Reference: 92 NAC 52-008

#### **13. Children in Nonpublic Schools**

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

Legal Reference: 92 NAC 51-012.08 and 015

#### **14. Personnel Standards and Personnel Development**

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and

the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

**15. Accessibility of IEP and Responsibility to Implement**

A child's IEP shall be accessible to each regular education teacher, special education teacher, related service provider, and other service provider who is responsible for the IEP's implementation. Each of the aforementioned providers shall be informed of his or her specific responsibilities related to implementing the child's IEP, and the specific accommodations, modifications, and supports that must be provided for the child in accordance with the IEP. All providers who are responsible for the implementation of a child's IEP are expected to implement the child's IEP according to its terms.

**16. Participation in and Reporting of State and District Wide Assessments**

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

**17. Suspension and Expulsion Rates**

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

Legal Reference: 92 NAC 51-004.06E

**18. Access to Instructional Materials**

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

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

Legal Reference: 92 NAC 51-004.15

**19. Over-Identification and Disproportionality**

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

provisions will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.02C

**20. Prohibition on Mandatory Medication**

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

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

**21. Transportation**

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law to access academic, related services, and nonacademic services and activities as determined by the child's IEP. Except when a parent is transporting only his or her child, the District shall require that the driver and vehicle meet the standards required by 92 NAC 91 and 92.

Legal Reference: 92 NAC 51-014.01 through 014.02

**22. Surrogates**

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

Legal Reference: 92 NAC 51-009.10

**23. Early Intervention Services – Consent**

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

Legal Reference: 92 NAC 52

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

**Board Review: July 10.2023**

Date of Adoption/ Update: [August 14, 2023]

InstructionFirearm Policy

It shall be the policy of **District OR-1 Public Schools** to undertake all reasonable efforts to prohibit the unlawful possession, the knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, or in any other way transferring the possession of a firearm to a juvenile, and to prevent the unlawful possession of a firearm, including concealed firearms, in a school, on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event.

This policy shall not apply to the issuance of firearms to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State, or reserve officers training corp, peace officers, off duty cops, or other duly authorized law enforcement officers when on duty or training or when contracted by a school to provide school security or school event contract services. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person receiving instruction, or instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by a non-student adult when the firearm is not loaded, is encased, and is either in a locked firearm rack that is on a motor vehicle or is in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied or otherwise fastened with no part of a firearm exposed.

Any unlawful use or possession of a firearm, including concealed firearms, as described in this policy and as described by statute shall as soon as is reasonably possible be reported to an appropriate peace officer. Nothing in this policy shall be construed to prevent the district from carrying out regular disciplinary procedures as have been adopted by the Board of Education or as otherwise authorized by law.

Legal Reference: Neb. Rev. Stat. Sec. 28-1204.04

Date of First Review: July 10, 2023

Date of Adoption: [August 14, 2023]

InstructionSeizure Safe Schools

Each school building will have a “seizure action plan” if the following criteria are met: (1) at least one student in that building has been identified as having a seizure disorder; and (2) that student’s parent or guardian and health care provider have worked with the school to develop a seizure action plan.

Every building with a seizure action plan will have at least one employee who has met the training requirements necessary to administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms.

In accordance with state law, except in the case of an emergency, prior to the administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms by a school employee, a student's parent or guardian must:

1. Provide the school with a written authorization to administer the medication at school;
2. Provide a written statement from the student's health care practitioner containing the following information:
  - a. The student's name;
  - b. The name and purpose of the medication;
  - c. The prescribed dosage;
  - d. The route of administration;
  - e. The frequency that the medication may be administered; and
  - f. The circumstances under which the medication may be administered.
3. Provide the medication to the school in its unopened, sealed package with the intact label affixed by the dispensing pharmacy; and
4. Collaborate with school employees to create a seizure action plan.

If permitted by the student's seizure action plan, a student shall be allowed to possess the supplies, equipment, and medication necessary to treat a seizure disorder in accordance with such seizure action plan.

Any authorization provided by a parent or guardian shall be effective only for the school year in which it is provided and shall be renewed each following school year.

Legal Reference: Neb. Statute 79-3201 to 3207

Date of First Review: July 10, 2023

Date of Adoption: [August 14, 2023]

InstructionBehavioral Points of Contact

The Superintendent is delegated the authority to designate one or more behavioral awareness and health points of contact for each school building in the District. The behavioral awareness and health point of contact may be an administrator, nurse, psychologist, or another appropriate staff member. Each behavioral awareness and health point of contact will be trained in behavioral awareness and health and have knowledge of community service providers and other resources that are available for the students and families in the District. The District will maintain or have access to a registry of local mental health and counseling resources for students and parents.

The points of contact will be listed on the District's website and in the student handbook.

The Superintendent shall report the designated behavioral awareness and health points of contact to the Nebraska State Department of Education each year when requested by the Department.

In addition, all District employees who interact with students, as determined by the Superintendent, shall receive at least one hour of behavioral and mental health training with a focus on suicide awareness and prevention training each year. The Superintendent or designee shall be responsible for coordinating this training.

Legal Reference: Neb. Rev. Stat. § 79-11,159  
LB 705, § 4 (2023)

Date of Review/ First Reading: July 10, 2023

Date of Adoption: [August 14, 2023]

**DISTRICT OR-1  
OPTION ENROLLMENT RESOLUTION  
updated July 10, 2023**

**WHEREAS**, the School Board is required by law to adopt by resolution policies and specific standards for acceptance or rejection of option enrollment applications by October 15th for the following school year; and,

**WHEREAS**, the School Board has received and reviewed evidence and information submitted by the administration and other sources and made determinations thereon with respect to standards for acceptance or rejection and with respect to the capacity of this school district to accept option enrollment students based upon available staff, available facilities, projected enrollment, and availability of special education programs for the following school year; and,

**WHEREAS**, the School Board has determined that the educational interests of this school district would be best served by adoption of the resolutions, and the policies and specific standards herein contained.

**NOW, THEREFORE, BE IT RESOLVED** that the Option Enrollment Policy presented to the School Board as Policy 5006, and Appendix "1" to such Policy 5006, should be and the same are hereby adopted, and any previous policy or interpretation or application of the option enrollment program which is or has been inconsistent with the Policy 5006, and Appendix "1" to such Policy 5006, are repealed effective on the date of the passage of this resolution,

**BE IT FURTHER RESOLVED** that all paragraphs, subparagraphs, and portions of words of this Resolution, of Policy 5006, and Appendix "1" to such Policy 5006 are severable and that in the event any of the same are determined to be invalid for any reason, such determination shall not affect the validity of any of the remainder of the same.

**BE IT FURTHER RESOLVED** that policies and specific standards for acceptance or rejection of option enrollment applications should be and are hereby adopted, for applications filed after adoption of this resolution, and are hereinafter set forth:

The above Resolution, having been read in its entirety, member \_\_\_\_\_ moved for its passage and adoption, member \_\_\_\_\_ seconded the same. After discussion and on roll call vote, the following members voted in favor of passage and adoption of the above Resolution: \_\_\_\_\_.

The following members voted against the same: \_\_\_\_\_.

The following members were absent or not voting: \_\_\_\_\_.

The Resolution having been consented to and approved by a majority of the members of the School Board, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

**DATED** this 10th day of July, 2023.

**District OR-1 PUBLIC SCHOOLS**

Attest: \_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
President

## District OR-1 Appendix “1” to Option Enrollment Policy

**Updated July 10.2023**

The following is Appendix “1” to Policy #5006 for the current school year. The Board of Education hereby sets forth the maximum number of option students for the current school year in any program, class, grade level or school building or in any special education programs operated by this school district, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Any program, class, grade level, or school building which has “0” as the No. of Option Students is hereby declared unavailable to option students due to lack of capacity.

PROGRAM / GRADE LEVEL	PROGRAM CAPACITY	PROJECTED ENROLLMENT	NO. OF OPTION STUDENTS
Kindergarten	54	60	0
First	54	53	1
Second	60	60	0 *Grade level at capacity
Third	60	57	3
Fourth	60	68	0- *Grade level at capacity
Fifth	60	57	3
Building Capacity (K-5) Bennet Elementary	384	348	7
Level I Elementary Special Education (Resource)	35	35	0- *Program at Capacity
Level II and Level III Elementary Special Education (Life Skills, Autism, BD)	5	6	0- *Program at Capacity
Sixth	50	50	0- *Program at Capacity
Seventh	50	52	0- *Program at Capacity
Eighth	50	49	1
Level Middle School Special Education Program	28	28	0- *Program at Capacity
Level II and Level III Middle School Special Education (Life Skills, Autism, BD, etc.)	3	3	0- *Program at Capacity
Building Capacity, Middle School Attendance Center	150	151	1
Ninth	50	50	0- *Grade level at capacity
Tenth	50	50	0- *Grade level at capacity
Eleventh	50	42	8
Twelfth	50	42	8
Level 1 High School Special Education Program	23	23	0- *Program at Capacity
Level II and Level III Middle School Special Education (Life Skills, Autism, BD, Aspire Academy)	5	5	0- *Program at Capacity
Building Capacity, Sr. High School Attendance Center	200	184	16

**\* Special education capacity will be determined on a “case-by-case” basis in accordance with state law and the available resources as determined by the District’s Director of Special Education or designee.**

StudentsStudent Discipline

- A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.
1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
  - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary **not to exceed 24 an additional 48 hours** following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering

For BOE Approval: Second Reading: July 10.2023

the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. *The principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.*

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

For BOE Approval: Second Reading: July 10.2023

the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. *If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.*

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

For BOE Approval: Second Reading: July 10.2023

student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

*g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.*

***h. Exception for Pre-Kindergarten through Second Grade Students.** Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.*

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

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

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

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
  2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
  3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
  4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was

necessary to protect some other person shall not constitute a violation of this subdivision.

5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and

intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.

15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
  - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.

For BOE Approval: Second Reading: July 10.2023

- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
  - c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
  - d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.
- D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.
- 1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
    - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
    - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
    - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
    - d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
    - e. Head wear including hats, caps, bandannas, and scarves.
    - f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
    - g. Clothing or jewelry that is gang related.
    - h. Visible body piercing (other than ears).

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the

For BOE Approval: Second Reading: July 10.2023

Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

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

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

## 2. Academic Integrity.

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

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

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:
  - (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
    - (a) Tests (includes tests, quizzes and other examinations or academic performances):
      - (i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test

For BOE Approval: Second Reading: July 10.2023

before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

- (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
  - (iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
  - (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
  - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- i) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
  - (ii) Re-use of One’s Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements

For BOE Approval: Second Reading: July 10.2023

- of the present course or program without notifying the instructor to whom the work is presented.
- (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
  - (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
  - (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
- (2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
  - (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
- (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at

For BOE Approval: Second Reading: July 10.2023

your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
  - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
  - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

### 3. Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
- b. Definitions.
- (1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods music devices, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery

For BOE Approval: Second Reading: July 10.2023

powered instruments which transmit voice, text, or data from one person to another.

- (2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
  - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
  - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
  - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

- (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
- (2) Students may be permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device

d. Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

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

For BOE Approval: Second Reading: July 10.2023

d. Violations

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

For BOE Approval: Second Reading: July 10.2023

- ~~(iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.~~
- (3) Penalties for Prohibited Use of Electronic Devices: Students who receive a “sexting” message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any “sexting” message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:
- (i) Students found in possession of a “sexting” message shall be subject to a one (1) day suspension from school.
  - (ii) Students who send or encourage another to send a “sexting” message shall be subject to a five (5) day suspension from school.
- (4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.
- e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was **relinquished** **brought** to the main school office. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

For BOE Approval: Second Reading: July 10.2023

- E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
1. 1st Offense: Student will be confronted and directed to cease.
  2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
  3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.
- If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.
- F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:
1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
  2. Students in the hallway during class time must have a pass with them.
  3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
  4. Students are expected to bring all books and necessary materials to class. This includes study halls.
  5. Assignments for all classes are due as assigned by the teacher.
  6. Students are not to operate the mini-blinds or the windows.
  7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
  8. Students are to be in their seats and ready for class on the tardy bell.
  9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
  10. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
  11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
  12. Snow handling is prohibited.
- G. Law Violations
1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law

For BOE Approval: Second Reading: July 10.2023

enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

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

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

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

Date of Adoption: March 13, 2017

Date of Revision: June 10, 2019

Date of Review: July 12.2021

Date of First Review: June 12, 2023

Date of Second Reading/ Approval: July 10.2023

**Appendix "1" to 2023-2024 Student Fees Policy of  
District OR-1 Public Schools  
Updated July 2023**

**Additional Specification of Required Materials and Fees**

<b>Program</b>	<b>General Description of Fee or Material</b>	<b>Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
<b>Elementary Program</b>		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	Necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists
Field Trips	Transportation and admission costs of field trips	Costs of school sponsored, class-related field trips will be paid for by the school. <u>Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip</u> to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will generally be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night (if any)	\$50 to \$200 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Fifteen cents (.15) per page when charges apply.

School Meals		Lunch (Grades K-5)--\$2.75 Adult Lunch: \$3.85 Recess/ Milk (Grades K-5)--\$ .35 Breakfast (Grades K-5)--\$2.10 Adult Breakfast: \$2.50 Prices are maximums based on one meal per day, will vary depending on the number of
Before/After School Recreation per hour		\$3.25 <b>(\$3.50)</b>
Pre-school per hour		\$2.75
Secondary Program		
Program / Class	General Description of Fee or Material	Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e., Family & Consumer Science, Industrial	Project Cost	Student pays cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment .for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Fifteen cents (.15) per page when charges apply.

School Meals		Lunch (Grades 6-12)--\$2.85 Adult Lunch: \$4.25 Adult Breakfast: \$2.75 Breakfast (Grades 6-12)--\$2.35 Milk (Grades 6-12)--\$.35 Ala Carte Entrée: \$1.25: <b>(\$1.75)</b> (HS only)
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None—Any postsecondary education costs are to be paid directly by students to the college.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$60.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$35
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	<del>Drivers education class: \$175 to \$275</del> <b>Driver's Education is now offered through a private company (Pathfinder). Information will be distributed prior to the class beginning each year.</b>
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.
Technology Insurance	Chromebooks	\$35.00 Student Electronic Device Coverage in the event loss or damages to the device.

Extracurricular Activities and Programs (High School)			
Activity Programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required	
Admission	Spectator fees for admission to events	<p><del>\$5.00</del> (\$6.00) for adults per event maximum. \$4.00 for non K-12 students or non-district students. K-12 district students are no charge.</p> <p>Students may purchase an Activity Ticket for <del>\$30.00</del> (\$40.00) per year. Season passes will be <del>\$50.00</del> (\$65.00) for singles, <del>\$125.00</del> (\$140.00) per family, and \$5.00 for senior citizens.</p> <p>For District and Conference events hosted by the School, cost to be set by NSAA. <del>but not to exceed \$20.00 per event.</del></p>	
Athletic Physicals	NSAA required athletic Physicals	Cost varies; payable directly to student's physician or clinic.	
Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional
		Football	Mouthpiece
		Golf	Golf bag & clubs
		Speech	Dress attire; copies of research
		Track	No additional
		Volleyball	Volleyball knee
		Wrestling	Wrestling head
		Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other
Travel meals	Meals	Students are responsible for their own meals while traveling.	
Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.	

Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.
Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues required. Annual dues not to exceed \$25.00 per club.
Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00. For High School Band Students and \$10.00 uniform cleaning fee is requested. For Junior High Band Students, a \$10.00 uniform cleaning fee is requested. For High School Vocal students a \$10.00 choir robe cleaning fee is requested.
Vocal Music Group	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$130.00
<b>Clubs/Organizations</b>		
Future Farmers (F-F-A)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Future Career/Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories. Not to exceed \$150.00.
All Girls Swing Choir	Attire	Students are responsible for purchasing outfits and accessories.
Student Council	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Dance Team	Uniforms	Uniforms range up to \$250.00. Camp attendance is optional.
Cheerleading	Uniforms	Uniforms range up to \$600.00. Camp attendance is optional.

<b>Social &amp; Recognition Programs</b>		
School plays, musicals and various social activities	Admission to events	\$10.00 per play or activity
School dances	Admission to prom, homecoming, etc.	Up to \$10.00 per event
Class dues		<p>Class dues of \$15.00 per year beginning in grades 7-11. These funds will be used for Prom, etc. and any leftover class funds will be used to offset graduation costs.</p> <p><del>Currently no dues are assessed.</del> Each of the six secondary classes may also assess its members an amount not to exceed \$75.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.</p>
Picture Packets	Optional - Pictures are still taken for use in school yearbook.	Students purchase packets as desired and pay directly to photo company.
Senior recognition assessment	Optional graduation Activities	<p>Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma.</p> <p>Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture.</p> <p>A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.</p>
6. Trips	Transportation, lodging, meals, admission to events, etc.	For designated extracurricular trips - Seniors' Day Out to Lincoln and Omaha, etc. students may be assessed a \$10.00 fee and will be responsible for meals. Students are responsible for costs of school sponsored trips where the

		<p>trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student.</p> <p>If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.</p>
--	--	--

Reviewed. 7.11.2022

Public Hearing Date: 7/10/2023

Reviewed / Approved: 7/10/2023

StudentsStudent Fees Policy

The Board of Education of District OR-1 Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

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

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students for the 2023-2024 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious

radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish

students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the **2023-2024** school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten

services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

## CERTIFICATION

On the **10th day of July, 2023** the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the

student fee policy for the preceding school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

---

Superintendent or Other Authorized School Official

Legal Reference: Neb. Rev. Stat. §§79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)

Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)

Neb. Rev. Stat. §79-2104 (student files or records)

Neb. Rev. Stat. §79-715 (eye-protective devices)

Neb. Rev. Stat. §79-737 (liability of students for damages to school books)

Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)

Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: March 13, 2017

Date of Revision: July 15, 2019

Date of Review / Public Hearing: July 10, 2023

InstructionParental/Community Involvement in Schools

Otoe County School District 66-0501, a/k/a District OR-1 Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

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

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

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

Date of Adoption:	February 13, 2017	Date of Review:	July 13, 2020
Date of Review:	November 8, 2021	Date of Review:	June 13, 2022
Date of Public Hearing:	July 10, 2022		

# Little Panthers Preschool Handbook 2023-2024

**Little Panthers Preschool**

Bennet Elementary  
50 Dogwood Street  
Bennet, NE 68317

**402-782-3535**

**[www.districtor1.org](http://www.districtor1.org)**

## **Little Panthers Preschool Handbook 2023-2024**

The Little Panthers Preschool is part of District OR-1 Public School. All policies set forth by the District OR-1 Board of Education in the District's Parent Handbook are in effect for Preschool.

The additional guidelines set forth in this Preschool Handbook are solely for Little Panthers Preschool and address issues that only pertain to preschool students.

### **Preschool Staff**

Mr. Michael Hart	Superintendent
Ms. Linde Walter	Principal
Miss Taylor Black	Preschool Teacher
Miss Brittany Eisenhauer	Preschool Teacher
Mrs. Emily Buddenberg	Speech/Language Pathologist
Mrs. Jiree Wilson	Speech/Language Pathologist
Mrs. Elizabeth Pohlen	Occupational Therapist

## Table Of Contents

Preschool Staff	2
Our Philosophy	4
Our Values and Goals	4
Curriculum	5
Enrollment Policy	6
Preschool Time Information	6
Home Visits	6
Fee Payment Information	7
Teacher Contact	8
Meals	8
Birthday Treats and Special Snacks	8
Drop off and Pick Up Procedure	9
Bus Transportation	10
Field Trips	10
Clothing	11
Bathrooming	11
Outdoor Learning and Play	11
Pictures and Video	11
Weather Related Information and Cancellations	12
Immunizations	13
Asthma/Anaphylaxis Protocol	13
When Should You Keep Your Child Home?	13

# Little Panther Preschool

## Our Philosophy

District OR-1 Public Schools, the parent district of Little Panthers Preschool, acknowledges and respects the uniqueness of each child. We also support the belief that a child's strong sense of self esteem comes from experiencing success within an age appropriate environment enhanced by a rich, stimulating curriculum. The curriculum engages children's learning in all developmental areas, while at the same time allowing for individual differences in learning styles and encouraging creativity through a variety of play-based experiences.

Our overall ambition for the children enrolled in Little Panthers Preschool include:

- Children will develop a strong sense of self-confidence and self-esteem.
- Learning experiences with focus on the development of the whole child with emphasis on social/emotional skills and fostering a growing sense of independence.

## Our Values and Goals

- Maintain a SAFE, supportive and stimulating environment
- Facilitate learning through PLAY as play is a child's work!
- Respect children's uniqueness; recognize and celebrate individual differences
- Create a trusting and predictable environment
- Emphasis on the "process" rather than the "product"
- Use of positive language
- Modeling of empathy and compassion
- Encourage children to take risks so they can experience new successes
- Help children learn to make choices and develop responsibility for those choices
- Provide a "child-centered program" which comes from a blend of the interests of the children together with a successfully planned and organized facility and the use of our curriculum
- Continually cultivate our curriculum, which is updated and revised to ensure a variety of developmentally appropriate experiences for children

## **Curriculum**

### **Teaching Strategies GOLD**

We will be using the Nebraska Department of Early Childhood Education Teaching Strategies GOLD Curricular Objective and Assessment System. Thirty-eight objectives that guide teaching and learning are the heart of Teaching Strategies GOLD. Based on predictors of school success and state early learning standards, these objectives help teachers focus on what matters most for children's success. Teaching Strategies GOLD is a seamless research-based system proven to be reliable and valid for teaching and assessing children. It is intended for use as a key component with any developmentally appropriate early childhood curriculum and program, Teaching Strategies GOLD is inclusive of all children, including English-language learners and children with disabilities.

### **Get Set For School - Handwriting Without Tears**

Get Set For school is a complete, developmentally appropriate Pre-K program that is expert-backed, research-based, and proven to be a success. This program helps children meet important early learning standards through purposeful play and multisensory activities. Get Set for School brings Pre-K to life through active, cross-curricular lessons, specially-designed manipulatives that challenge children's fine and gross motor skills, and developmentally appropriate technology.

### **Center Based Classroom Approach**

Little Panthers Preschool uses a Center Based Classroom approach to implement our curriculum and foster learning that has two important features. 1.) A distinct organizational structure, and 2.) a focus on specific interest areas in the classroom. These eleven interest areas provide the detailed content in the organizational structure and together they both ensure our preschool is meeting the curricular and developmental needs of all our students. The eleven areas are:

1. **Blocks:** props to accompany block play like cars, animals, people, signs, etc.
2. **Dramatic Play:** puppets, props, clothing for careers, housekeeping, tools, etc.
3. **Toys & Games:** classifying, colors, numbers, letters, patterns, counting
4. **Art:** drawing, painting, gluing, cutting, all mediums, group and individual art
5. **Library:** books in all areas, a writing center, a listening center, read aloud
6. **Discovery** science, indoors & outdoors, classroom pets, life sciences, etc.
7. **Sand & Water Play:** indoors and outdoors
8. **Music & Movement:** instruments, online resources, singing, dancing, exercise
9. **Cooking:** preparing snacks, cooking to go with units of study, baking
10. **Technology:** online resources to extend units of study, use of computers
11. **Outdoor Play:** riding toys, climbing, building, bird and squirrel feeding, games

## Enrollment Policy

Our enrollment procedure used to determine the preschool class list is based on the following list of criteria in order of priority:

1. Students on an Individualized Education Program (IEP), living in our school district will have first priority for acceptance.
  - The State of Nebraska set up the preschool program to help those children with the highest needs.
2. Those students living in our school district who will turn four by July 31<sup>st</sup>, oldest to youngest by birth month/day/year.
3. Those students living in our school district who will turn three by July 31<sup>st</sup>, oldest to youngest by birth month/day/year.
4. If there are still open spots, non-district students will be chosen based on the criteria listed above.

We do wish we could enroll every child. Being filled to capacity with a waiting list tells us there is certainly a need within the district for the youngest members of our student population. A quality early childhood program keeps the teacher/pupil ratio low and matches enrollment to the physical size of the facility. Those two factors are also a limiting factor in our enrollment numbers and have to be taken into account.

## Preschool Time Information

**Morning Preschool Session-**

8:00-11:30 Monday-Thursday

**Afternoon Preschool Session-**

12:00-3:30 Monday-Thursday

No preschool classes on Fridays.

The Little Panthers Preschool will usually follow the calendar of District OR-1, Palmyra and Bennet Schools. If not, it will be indicated on the preschool calendar or in a letter sent home to preschool parents. Preschool is not in session during half days for Elementary.

## Home Visits

Home visits are scheduled prior to the beginning of the school year. You will be asked to schedule another home visit and a conference during the school year. These visits are required by the Nebraska Department of Education and have been a wonderful way to begin building that school-home partnership. Families of Little Panthers Preschool will participate in two home visits and one parent-teacher conference each school year.

## **Fee Payment Information**

Little Panthers preschool adheres to the Rule 11 guidelines put forth by the Nebraska Department of Education and works in cooperation with the NDE to establish a fee schedule and guidelines for all preschool families. Within that framework, there are certain criteria that families may meet that can waive the fee payment for their preschool student. If a child does not meet one of the five criteria listed below, there is a \$150 per month fee for preschool. During the months of August, December, and May the fee is \$50.

**All Payments need to be made out to District OR-1 and given to the Elementary secretary by the first of every month.**

Students who meet one of the following criteria will not be charged a monthly fee:

- Children identified with a disability and who are receiving early childhood services.
- Children whose family income qualifies them for participation in the federal free and reduced lunch program.
- Children who reside in a home where English is not the primary language for communication.
- Children of parents that are younger than eighteen or have not completed high school.
- Children who were born prematurely or at low birth weight as verified by a physician.

Forms are available for verification and participation in the Federal Free and Reduced Lunch Program at both the elementary and preschool offices. Questions about this program should be directed to Lisa Phillips at 780-5327, ext: 2007.

**Pay for the whole year by August 31, 2023 in the amount of \$1100.00, your August and May are FREE! Savings of \$100.00.**

## **Teacher Contact**

If there is anything you need to know about a situation involving your child, the teacher will provide this information to you through a brief conversation at pick-up time, via a phone call, an email, Classtag personal message or a short note. This would include things like minor injury (more than a band-aid), behavior issues, concerns about a situation, etc. Please don't hesitate to let your child's teacher know of any concerns, questions, or confusion over anything. If you wish to visit with the teacher in depth, it would be best to set up a conference or call when preschool is not in session.

A classroom calendar and newsletter will be sent home for each month with the days the preschool is not in session clearly marked. This newsletter will contain classroom news, upcoming events, student photos, and helpful tips for parents. Please watch for the newsletter in your child's backpack or on Classtag.

Students who are the oldest or only child in their family will also receive a Bennet Elementary newsletter each week. District information is also available on the school website [www.districtor1.org](http://www.districtor1.org).

## **Meals**

Preschoolers receive breakfast and a snack in the morning session or lunch and a snack during the afternoon session. This cost is included in the monthly fee. The menu will be the same as the elementary for breakfast and lunch. We serve our meals "Family Style." This means preschoolers will be able to set the table, use child-sized serving utensils to serve themselves food, pass the dish to the classmate sitting next to them and pour their own beverage from a child-sized pitcher. During meal and snack time, preschoolers will have the opportunity to visit with their friends and teachers while also practicing table manners and language skills.

Do not send a meal from home with your child. A meal from home would keep your child from participating in the meal experience. Special accommodations can be made only for students who are on a special diet. If this is the case, you will need to discuss this with your child's teacher.

- Please Inform your child's teacher of any food allergies.

## **Birthday Treats and Special Snacks**

We will celebrate student birthdays during snack time at preschool. If you would like to send birthday treats to school to celebrate your child's birthday, please let the teacher know in advance. Birthday treats need to be store bought with the ingredients clearly labeled. Families may volunteer to bring a snack for the class during a special party such as Halloween, Christmas, and Valentine's Day. These special snacks also need to be store bought with the ingredients clearly labeled.

## **Drop off and Pick Up Procedure**

Preschool parents are expected to come to the exterior door of the school building each time they drop off and pick up their child. Preschool students are not allowed to walk through the parking lot or bus circle without an adult.

The arrival routine should be the same each day. These predictable routines will reduce separation anxiety and will allow your child to gain independence and practice responsibility. If your child is having trouble separating from you, signal the teacher and let them take care of it. A quick “good-bye” and exit from the parent is best. Please trust that the teacher will handle your child appropriately in an event such as this.

Each session is 3 ½ hours long. Prompt arrival and pick-up is important to helping us stay on schedule and also for helping your child settle into the daily routine. **Do not arrive before 8:00 or 12:00.** Arriving promptly for pick-up time is very important, especially for the morning session. There is only 30 minutes between the sessions and the teacher will need this time to set up for the afternoon class. **If you arrive after 8:10/12:10, please check in at the office before bringing your child to the classroom.**

**If your child is going to be absent, please call the Elementary office at 782-3535 or notify the classroom teacher by Classtag.**

You will be required to provide a listing of the people you authorize the school to release your child to. Your child will never be released to someone not on the list unless we receive a note or phone call from you with permission. If the staff does not know the person, he or she will be asked to show identification. **Please notify your child’s teacher if there will be any changes made to your child’s daily drop-off or pick-up routine.**

## **Bus Transportation**

The district provides limited bus services between the morning and afternoon preschool sessions. The bus service will drop off morning students at daycares while at the same time picking up afternoon students from these daycares. These daycare locations are pre-arranged.

When the bus leaves the daycare locations, it will proceed to the Palmyra High School to drop off and pick up students. It will be the parents' responsibility to wait with their child to be picked up. It is also the parents responsibility to be there when the bus arrives to drop off their child.

There will be two adults on the preschool bus at all times, the driver and a supervisor. The bus will have a detailed list of all the students riding, locations of drop off and pick up and parent or babysitter contact information.

The students riding the bus will be using specialized built in booster seats at all times. In compliance with the district policy regarding bus riding and bus behavior, it is important that the students riding the bus are safe. Therefore, if a student is not able to adhere to the safety standards and rules and if that student becomes a distraction for the driver, or is a danger to the other students, parents will be notified and they will need to make other arrangements for their preschool student's transportation.

- **There will be no bus transportation before the morning session.**
- **There will be no bus transportation after the afternoon session.**

## **Field Trips**

We will try to take the preschool students on field trips during the school year. If so, a slip with trip information will be sent home in advance. The purpose of these field trips is to broaden the students' educational experiences. Occasionally students may be asked to bring money or pay admission to an attraction. Parents will be invited to help with supervision on these trips as needed. It is the policy of Little Panthers Preschool that no younger siblings accompany the parent on a field trip. Your help with the preschool students is needed. If a younger child is present, you are not free to help supervise.

## **Clothing**

Your child will spend a great deal of each day on the floor inside, playing outside, and just being very active. Please dress your child for this type of activity each day. Please label all your child's clothing that can be removed such as: hats, mittens, boots, sweatshirts, coats, etc. We will play outside each day unless there is precipitation falling, or the temperature is dangerously cold. Your child will need snow boots, shoes to change back into, warm clothing, hats, and mittens when winter arrives. We ask that you send some type of jacket each day in the fall and spring so your child is prepared for outside time.

## **Bathrooming**

**Your child must be toilet trained when they begin class. Pull-up pants are not appropriate.** The only exception is if a child is receiving district services with an IEP/504 and has been communicated to preschool staff. We know accidents happen. Your child will NOT be made to feel bad if he/she has an accident; a staff member will handle it in a matter of fact fashion. With this in mind, we ask that you include an extra pair of underwear, pants/shorts, and a shirt in your child's backpack at all times. Your child may also need to change clothing if a beverage is spilled during mealtime. Wet clothing will be sent home.

## **Outdoor Learning and Play**

With our wonderful outdoor classroom, your child will get dirty. You may want to keep that in mind when dressing for preschool. Appropriate clothing for hot and cold weather is very important. We will be outside each day unless there is active precipitation or an uncomfortable wind chill factor.

We encourage you to apply sunscreen in the warmer months. Please do this before your child comes to school. Students will be encouraged to drink plenty of water during warm weather.

## **Pictures and Video**

Pictures and video of our students, activities, and classroom will be taken and used for various learning opportunities. These same pictures are positive additions to articles posted on the district website, in the classroom newsletter, or submitted to the local paper.

There is a permission form allowing your child's picture to be taken and to be used as a part of an article either online, in the local paper, or within the classroom for class books and other activities. Please return this form to your child's teacher with the rest of the enrollment paperwork.

## **Weather Related Information and Cancellations**

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. Parents and Patrons will also be alerted via phone call by our automated calling system. Please make sure that you are a part of the calling database in order to receive calls via this system. Contact school if you are not sure or have changed your phone numbers since last year.

A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, an announcement will be made to the news media when schools will be closed. In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Announcements about other Nebraska school closings are included in Lincoln radio and television broadcasts. Students and parents will want to pay special attention to which public school district is being closed.

Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media and parents should have a plan in place to accommodate these circumstances. **If inclement weather forces an early dismissal, afternoon preschool will not take place. If inclement weather forces a late start, morning preschool will not take place.**

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

## **Immunizations**

State laws require that students ages 2 through 5 years enrolled in a school based program not licensed as child care provider have the following immunizations prior to attending:

- 4 does of Dtap, DTP, or DT vaccine,
- 3 does of Polio vaccine,
- 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age,
- 3 doses of pediatric Hepatitis B vaccine,
- 1 dose of MMR or MMRV given on or after 12 months of age,
- 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age.
- 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age.

You must show proof of immunizations upon enrollment in school. Any student who does not comply with the immunization requirements will not be allowed to continue in school. Students with medical conditions or personal beliefs that do not allow immunizations may complete a waiver statement which is held in the elementary school office.

## **Asthma/Anaphylaxis Protocol**

Information on this topic is available if your child has been diagnosed with one or both of these conditions. Please inquire with your child's teacher or elementary office if this applies to your child.

## **When Should You Keep Your Child Home?**

Please do not send your child to school if they appear to be sick. Please do not send your child to school for 24 hours after he/she has had a fever. If they return to school too soon, they may still be contagious and their defenses will be down. Keep students home if they have any of the following:

- Temperature greater than 100 degrees F
- Vomiting and/or diarrhea
- Unexplained rashes
- Discharge from eyes and/or ears, or severe nasal drainage
- Sore throat and/or severe cough
- Head lice

In the case of a contagious disease, please contact the school. If your child contracts any of the following notification is necessary: strep throat, influenza, COVID or any easily transmitted childhood sickness. If your child is injured, all we can do at school is to clean and bandage scrapes or apply ice packs to bruises and sprains. If the injury requires further medical attention, you will be called. If your child is well enough to return to school, he or she is well enough to participate in all activities-indoors and outdoors.

# **Bennet Elementary School Handbook for Students, Parents & Guardians 2023-2024**

We are pleased to welcome all of you, both new and returning students, to Bennet Elementary School. As a student, you will have the responsibility to maintain and help build a fine tradition of scholarship, citizenship, and that particular kind of spirit and pride that we want to become a trademark of our school.

As a citizen of this school, you are expected to follow the rules that have been established for the welfare of all. Sometimes you may feel that the rules are too strict, but they are made in the best interest of each student. Following the rules will help all students to become better school citizens.

Be proud of your school! We have a wonderful facility! It is evident that it has been treated with excellent care in the past. This property belongs to District OR-1. You, as a citizen of this community are part owners of this property. It is up to you to help protect and preserve it! Let's have a great school year!

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about District OR-1, Bennet Elementary School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

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

Ms. Linde Walter  
Elementary Principal

## Contents

Bennet Elementary Faculty & Staff	4
General Information	6
Activities Attendance	6
After School Arrangements	6
Alcohol, Tobacco & Drug Usage	7
Announcements/Posters	10
Asbestos Notice	10
Arson	10
Attendance, Leaving School, Excessive Absenteeism, Activity, Attendance...	10
Before and After School Recreation Program	14
Birth Certificates	14
Bullying Prevention	15
Bus Rules and Behavior	15
Cell Phones and Personal Electronic Devices	18
Ceremonies and Holiday Observances	19
Child Abuse/Neglect	19
Closed Campus	19
Clothing & School Supplies	19
Computer Network, Internet and Computer Use	20
Damage & Loss of School Property	24
Dating Violence	24
Discipline and School Rules, Suspension and Expulsion	24
Dress Code	28
Drills - Fire & Tornado	28
Dual Enrollment	30
Field Trips	30
Forms	30
Grades & Reporting to Parents	31
Head Lice	31
Immunizations	33
Illness & Injury at School	34
Kindergarten Enrollment	34
Lost & Found	34
Lunch/Milk/Breakfast	34
Make-Up Work	35
Medication and Asthma/Allergic Reaction Plan and Self-Medication Guidelines	36
Money	37
Multicultural Policy	38
Newsletter	38
Parent Visitations	38
Pets	38
Physical Exams	39
Preschool Program	39

Programs & Services	39
Promotion & Retention	40
Recess/Playground Rules	40
Return to Learn	41
School Day Schedule	41
School Wellness Policy	42
Smoke Free Environment	43
Student Activity Fees	43
Student Questioning/Apprehension by Legal Authorities	52
Student Searches	52
Telephone Use	53
Testing	53
Video Surveillance	54
Vandalism	54
Visitors	54
Weapons	55
School Cancellations	55
Appendix A-Federal and State Programs	56
Medication Forms	93
Computer and Network Form	94
Parent/Guardian Receipt Form	95

## Bennet Elementary Faculty & Staff

Ms. Walter	Principal
Mr. Lahmon	Guidance Counselor
Ms. Norman	Elementary Principal's Secretary
Mrs. Linke	School Psychologist
Ms. Black	Preschool
Ms. Eisenhauer	Preschool
Mrs. Craig	Preschool Paraeducator
Mrs. Georges	Preschool Paraeducator
Mrs. Hartwick	PreSchool Paraeducator
Mrs. King	PreSchool Paraeducator
Mrs. Dvorak	Kindergarten
Mrs. Nitzsche	Kindergarten
Mrs. Wusk	Kindergarten
Ms. Bohling	First Grade
Mrs. Field	First Grade
Mrs. Petska	First Grade
Mrs. Christensen	Second Grade
Ms. Suhr	Second Grade
Ms. Peterson	Second Grade
Mrs. Anderson	Third Grade
Ms. Christensen	Third Grade
Mrs. Reed	Third Grade
Mrs. Dowding	Fourth Grade
Mr. Maibaum	Fourth Grade
Mrs. Sullivan	Fourth Grade
Mr. McChristian	Fifth Grade
Mrs. Borg	Fifth Grade
Mr. Pester	Fifth Grade
Ms. A. Swartzendruber	Title I
Mr. Smidt	Media Coordinator
Mrs. McCrieght	Vocal Music
Mr. Furrow	Vocal Music/Inst. Music
Mr. Wemhoff	Physical Education
Mrs. Garris	Art
Mrs. Eastep	Resource
Mrs. Lahmon	Resource
Ms. Redd	Resource
Mrs. Hohensee	B-3 Services/Elementary Resource
Mrs. Dowding	Aspire Academy
Mr. Brown	Technology Coordinator
Mrs. Hanger	Tech. Teacher
Mrs. Wilson	Speech/Language Pathologist
Mrs. Buchanan	Speech/Language Pathologist
Mrs. Buddenberg	Speech/Language Pathologist
Mrs. Pohlen	Occupational Therapist
Mr. Hart	Superintendent

Mrs. Phillips	Superintendent's Secretary
Mrs. Wemhoff	Superintendent's Secretary
Mrs. Jones	Paraeducator
Ms. Calfee	Paraeducator
Mrs. Hiatt	Paraeducator
Ms. Rae	Paraeducator
Ms. Stephens	Paraeducator
Mrs. Stedman	Paraeducator
Mrs. Tyndall	Paraeducator
Mrs. Watson	Paraeducator
	Paraeducator
	Paraeducator
Mrs. Purvis	Sign Language Interpreter
Mr. Willeford	Head Custodian
Mrs. Lemprecht	Elementary Food Manager
Mrs. Wilson	School Nurse

## General Information

### Superintendent of District OR 1

Mr. Michael Hart

### Members of the Board Of Education

Jaimi Calfee  
Dean Busch  
Cheney  
Brandon Desh  
Dee Moore  
Joshua Penterman

### Mission Statement

Our mission statement is one of ideals, which focuses on the role District OR1 Schools will play in the shaping of the future of our students. This is the reason our school exists and the function we perform. District OR1 has adopted the following mission statement:

**“Together, we prepare our students to successfully meet the challenges of the future.”**

### Governing Principles

Governing principles are fundamental guidelines and desirable rules of conduct, integrity and ethical behavior which guide us to do the right thing for the right reason. They direct our personal, professional and organizational behavior. The following governing principles were selected by District OR1 Schools based upon the mission statement above:

District OR1 will:

- model and reinforce a sense of self-respect for others;
- provide equal opportunity for each student to develop to his/her potential;
- seek and integrate educationally sound innovations into the curriculum;
- seek to develop a sense of individual responsibility and integrity; and,
- provide a safe, positive learning environment

### Activities Attendance:

When your child attends athletic contests or other school events, we request that they sit with their parents or another responsible adult. We also ask that they remain seated during the contests or events. This is for their safety and for the enjoyment of the other spectators. Trips across a gym floor can be distracting and dangerous.

### After School Arrangements

Arrangements for one student to go home with another after school should be made by the parents prior to the visit. The school and bus drivers, if applicable, should be notified of the plans in writing or by phone before 2:30 PM. **Students will not be allowed to use the phone during the school day to make these arrangements.**

## **Alcohol, Drugs and Tobacco:**

### **Drug-Free Schools**

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

## **Education and Prevention:**

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

## **Drug and Alcohol Use and Prevention:**

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations.

All students are provided age appropriate, developmentally based drug and alcohol education and prevention programs for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

## **Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs.**

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school

personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

### Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities.

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school-sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of tobacco on school premises or as a part of any of the school's activities.
4. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.
5. Use of any illicit drug.
6. Distribution of any illicit drug.
7. Use of any drug in an unlawful fashion.
8. Distribution of any drug or controlled substance when such distribution is unlawful.
9. The possession, use, or distribution of alcohol.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

### **Drugs and Alcohol Prohibited – Standards of Conduct for Students and Employed Staff:**

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or

during an educational function, or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

#### Authorized Use:

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide a signed permission by parent and/or physician. **A copy of this form is attached to the back of this handbook.**

#### Disciplinary Sanctions:

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardians will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/ Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

#### Intervention:

The OR-1 School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

#### Administration:

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

#### Safe and Drug-Free Schools–Parental Notice

NOTICE TO PARENTS: Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of

information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

### **Announcements/Posters:**

Announcements and posters advertising school sponsored activities or other activities within the communities must first be submitted to the principal's office. It will be the responsibility of the principal to determine if it is appropriate to display these items.

### **Asbestos Notice:**

The District OR1 Schools have been inspected by a qualified inspector concerning asbestos abatement. It has been determined by this inspector that the school buildings in Palmyra and Bennet contain asbestos. The Environmental Protection Agency requires schools to notify parents regarding asbestos in the schools. This notice is included as a part of our compliance with EPA regulations. Please direct questions or concerns you may have about the contents of this notice to Superintendent Michael Hart (780-5327).

### **Arson:**

The intentional burning of property at school is forbidden. Violation of this rule will result in appropriate disciplinary action being taken, which could include suspension, expulsion, referral to authorities and/or required counseling to take place if need is determined.

## **Regular Attendance**

### **Attendance Policy:**

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

### **A. Attendance and Absences.**

1. Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
  - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:

- (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.
  - (2) Other absences as determined by the principal or the principal's designee.
- b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
  - (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
  - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.
- 2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 days allowed to make up work.

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

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

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not

to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

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

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in District OR-1 Public Schools or resides in the District OR-1 Public School's district and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

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

4. Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."
5. Excessive Absenteeism. Students who accumulate one (1) unexcused absence in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:
  - a. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
  - b. One or more meetings between the school (a school attendance officer, a school administrator or his or her designee, and/or a social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance.

The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:

- (i) Illness related to physical or behavioral health of the child.
- (ii) Educational counseling;
- (iii) Educational evaluation;
- (iv) Referral to community agencies for economic services;
- (v) Family or individual counseling; and
- (vi) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such a meeting, the principal shall place documentation of such refusal in the child's attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than five (5) absences per quarter, ten (10) absences per semester, or twenty (20) absences per year. This process can be initiated at any time during the school year if any absences are determined to be school unexcused. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

**Before and After School Recreation Program:**

Bennet Elementary offers a before and after school recreation program for students attending Bennet Elementary School. The times for the before and after school recreation program will be from 7:00 – 8:20 a.m. and 3:20 – 5:30 p.m. There will be NO drop in after school services for students. The cost of the program will be \$3.50/hr per each child. A registration and enrollment fee of \$25.00 per family will be assessed at the beginning of the school year. Adult supervisors will supervise students. Students will take part in a number of activities during the before and after school activities program and will also receive a snack during the afternoon session. If you are interested in taking part in this program, please contact the school office for more information.

**Birth Certificate Requirements:**

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Bennet Elementary School for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee for certificate applications.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

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

### **Bullying Prevention:**

Bennet Elementary recognizes the negative impact that bullying has on student health, welfare, safety, and the school's learning environment and prohibits such behavior. Bullying is defined as any ongoing pattern of physical, verbal or electronic abuse on school grounds, in a vehicle owned, leased or contracted by the 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.

Bullying may constitute grounds for long-term suspension, expulsion or mandatory reassignment, subject to state and federal statutes and our student discipline and due process procedures.

Suspected incidences of bullying should be reported to a staff member or the school principal. See Appendix A at the end of the handbook for the policy.

### **Bus/Transportation Code of Conduct:**

## **Bus Transportation**

Students are assigned to buses and bus stops. No change in either bus or stop is permitted without the Transportation Director's approval. Failure to ride the assigned bus to/from the assigned bus stop may jeopardize the safety of students and may result in disciplinary action.

- Bus transportation schedules will be drafted and provided by the Transportation Director for parents prior to the opening of school.
- All transportation schedules and bus stops are determined by the Transportation Director and school Administration.
- Students will not be dropped off at other than approved bus stops.

### **Requests to Ride a Different Bus**

- A written request from a parent/guardian is required in order for a student to ride a different bus or get off at a different stop or deviate from riding the assigned bus.
- The request must include student name, parent/guardian, and telephone number of parent/guardian.
- Any request that cannot be verified will be denied.
- All requests must be approved by a school administrator or transportation official.
- If a student does not have a Bus Pass/Request; he/she cannot ride home on a different bus or get off at a different stop.

## **Transporting of school related/non-school related items on the bus.**

- No materials, including guns, loaded or unloaded; flammable materials, empty or full; animals or any other objects of dangerous or objectionable nature are transported in the school bus when children are being transported.
- Balloons, helium balloons, and glass vases are prohibited.
- Bottles with water will be allowed due to health considerations.
- Cell phone use on the bus is discouraged. Use of personal electronic devices (P.E.D.'s) such as ipods, ipads, etc is acceptable. This privilege will be revoked if it becomes a nuisance or safety concern.
- Skate shoes, skate boards, or roller blades will not be allowed in the bus unless enclosed in an athletic-type canvas bag or are otherwise inaccessible.
- Band instruments will be allowed on the bus. Students are asked to work with the driver in order to board with large instruments.

## **PreK/Kindergarten**

- A parent, guardian or person authorized by the parent of an Early Childhood Student provides safe supervision to and from the bus stop. No Early Childhood student will be left unattended at the point of delivery (Bus Stop). If no responsible party is in view, the student will not be allowed to disembark. The student will be returned to the school site where an attempt will be made to contact a responsible party.

## **School Bus Behavior Policy**

### **Students who ride the bus should:**

- Be on time.
- Arrive at their bus stop at least 5 minutes before the regular pickup time.
- Stand away from the road, not stand on the traveled portion of the roadway while waiting for the bus.
- Observe proper conduct.
- Respect the property of others.
- Wait until the bus has stopped and then walk up to the front door. Students should not run near a moving bus.
- Board the bus in an orderly fashion.
- Use the bus stop closest to their home. Walking to a friend's house to catch a bus often causes overcrowding at a given stop.

### **While riding the bus students should:**

- Obey instructions of the bus driver and/or bus attendant.
- Be seated immediately.
- Remain seated.
- Share seats equally.
- Be courteous.
- Respect property.

- Keep hands and head inside the bus.
- Keep aisles clear.
- Observe good conduct
- Remain seated until the bus comes to a full stop.
- Leave the bus in an orderly manner, students in the front seats first.
- Avoid loitering around the bus.

## **Bus Discipline**

District OR-1 follows a policy of progressive discipline such as the one illustrated below. This policy is not intended to be a complete list of infractions and consequences but rather a guide for students, parents and staff.

1. Parents will be involved with the first situation that results in a written report. A record of the violation and report will be retained by the building administrator, driver and provided to parents.
2. If a second problem resulting in a written report (of any type/level) develops, the student will be suspended from riding the bus for a minimum of three (3) days.
3. If another problem develops resulting in a written report, a suspension of one (1) week will be put in effect.
4. Further, more permanent action will be determined by the district administrations if problems persist and will result in a (3) week suspension of transportation for the student. Any future problems may result in permanent removal from transportation for the remainder of the school term.

Parents and students will be notified in written form of all bus expectations at the time bus route information for the new school year is provided.

- All bus discipline is the responsibility of the individual bus driver. Any problems or questions should be referred to the driver and then, if needed, to the Director of Transportation. Drivers will also report discipline problems to the appropriate school administrator. For all behavior infractions resulting in a written report the building administrator/transportation director will report the determined consequences to the driver and parents.

### **Examples of Level I Offenses**

- Spitting
- Excessive noise
- Horseplay/mischief
- Eating/drinking/littering on the bus
- Leaving seat/standing without permission from driver
- Use of non-water containers in any form
- Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material

### **Examples of Level II/III Offenses**

- Hanging out of window
- Throwing/shooting of any object
- Bullying and/or physical aggression against any person
- Profanity/threats directed toward driver/aide
- Possession/use of tobacco or any controlled substance
- Vandalism to bus (restitution will be required)

- Disobedient to driver/aide
- Riding unassigned bus or using unassigned bus stop
- Prohibited P.E.D. use
- Other offenses as reported by the driver
- Holding onto/or attempting to hold onto any portion of the exterior of the bus
- Lighting of matches, lighters, or any flammable object or substance
- Unauthorized entering or leaving bus through emergency door/tampering with bus equipment
- Possession of threat of weapons/explosives/flammables
- Possession/use of laser pens or pointers
- Other offenses as reported by driver

**Severity Clause:** If any incident of misconduct is deemed to be very serious and/or hazardous to the safety of any or all passengers, a Bus Rider Incident Report will be completed and submitted to the appropriate building level administrator as soon as possible. In emergency situations which threaten the health or safety of students, or when immediate removal from the bus is necessary to maintain the safety of students and proper bus conduct, the building administrator has the authority to suspend the student from the bus riding privileges for twenty-four (24) hours pending investigation of the reported incident. All attempts will be made to contact the parents as soon as possible.

**Level I Incidents.** The driver will inform the student that a Bus Rider Incident Report is being issued and tell the student the specific reasons for the report. The Transportation Director will meet with the student and building administrator to validate the information collected, administer the appropriate discipline and to inform parents/guardians about the situation. **Level I Incidents will be a warning and may include three (3) days suspension from the bus.**

**Level II Incidents.** The driver will inform the student that a Bus Rider Incident Report is being issued and tell the student the specific reasons for the report. The Transportation Director will meet with the student and building administrator to validate the information collected, administer the appropriate discipline and to inform parents/guardians about the situation. **Level II Incidents will be a final warning and may include three (3) to five (5) days suspension from the bus.**

**Level III Incidents.** The driver will inform the student that a Bus Rider Incident Report is being issued and tell the student the specific reasons for the report. The Transportation Director will meet with the student and building administrator to validate the information collected, administer the appropriate discipline and to inform parents/guardians about the situation. **Level III Incidents will include five (5) to ten (10) days suspension or even permanent removal from the bus.**

**Student Conduct and Discipline:** In addition to the School Code of Conduct, District OR-1 requires Parents/Guardians to acknowledge the **Bus Rider Behavior Contract included in this Handbook when they sign the Handbook form.** The Transportation Department developed the Bus Rider Contract with the following philosophy in mind: **“We believe all students can behave appropriately and safely while riding on a school bus. We will not tolerate any students stopping drivers from doing their job or preventing other students from having a safe and peaceful transportation experience”.** Talk to your children about safe, appropriate behavior when on board the school bus. Stress the importance of accountability for his/her actions and behavior when riding the bus. This contract applies only to transportation behavior and does not supersede the student handbook procedure for suspension or expulsion.

**Parents (or guardians) and students are required to acknowledge the receipt of this form by acknowledging receipt of the student handbook. Failure to return the receipt may result in immediate suspension of riding privileges.**  
**VIOLATIONS OF DISTRICT OR1 BUS RULES WILL RESULT IN DISCIPLINARY ACTION.**

## **CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES:**

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

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

Students may use electronic devices on the school sidewalks after school hours. Students may not have electronic devices while they are in locker rooms, classrooms or restrooms or anywhere there is an expectation of privacy. During school hours' students must keep their electronic devices in backpacks. Students may not use electronic devices while riding in a school vehicle unless they have permission to do so from the vehicle's driver.

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

By bringing personal electronic devices to school, students consent to having that phone searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

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

### **Ceremonies and Holiday Observances:**

The school district will continue school ceremonies and observances which have become a tradition and a custom of the education program. These include, but are not limited to, reciting the Pledge of Allegiance and observance of holidays, such as Christmas, Halloween and Easter, by programs and performances. Such ceremonies or observances shall have a secular purpose and shall not advocate or sponsor a particular religion.

Students who do not wish to participate in these activities may be silent during the ceremony or observance or receive permission from the principal to be excused from the ceremony for religious reasons in compliance with board policy.

September 17 shall be designated as Constitution Day. The district shall hold an educational program(s) for all students on the United States Constitution each September 17<sup>th</sup>. When September 17<sup>th</sup> falls on a Saturday, Sunday, or holiday, then Constitution Day shall be held during the preceding or following week.

### **Child Abuse/Neglect:**

Staff members of District OR1 Schools are required by law to report any suspected or known cases of child abuse or neglect to the proper authorities.

### **Closed Campus:**

Once students have arrived at school, they are to remain on the school grounds until the close of the school day or be considered truant and dealt with accordingly. Students may only be excused through the office to a parent/guardian or someone else designated by the parent/guardian.

### **Clothing & Supplies:**

Make sure that clothing articles are clearly marked with student's names. To maintain the gym floor we ask that each student have a pair of tennis shoes for indoor use. Indoor shoes are stored in student cubbies. These should be marked in some manner so the shoes can be returned to the student in the event they are lost.

A school supply list is available on the district website or in the school office. None necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost school supplies. Students are encouraged but not required to bring items from the class supply list.

### **Computer Network, Internet and Other Computer Use Rules:**

Network, E-Mail, Internet and Other Computer Use Rules:

#### Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.
- c. Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an email to a minor child or spouse; sending an email related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.
- d. This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- a. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- b. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
  1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  5. Users shall not copy, change, or transfer any software without permission from the network administrators.
  6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  7. Users shall not engage in any form of vandalism of the technology resources.
  8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- c. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
  1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  3. to engage in violations of employee ethical standards and employee standards of performance, such as sending emails that are threatening or offensive or which contain abusive language; use of end messages on emails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending emails that divulge protected confidential student information to unauthorized persons.
  4. to engage in or promote violations of student conduct rules.
  5. to engage in illegal activity, such as gambling.
  6. in a manner contrary to copyright laws.

7. in a manner contrary to software licenses.

General Rules:

The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Access for all staff and students is a privilege and not a right.

- (i) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
- (ii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
- (iii) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- (iv) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

- (v) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
- (vi) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
- (vii) Users shall not use or try to discover another user's account or password.
- (viii) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
- (ix) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.

- (x) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
- (xi) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- (xii) Users shall not use the computer to annoy, harass, or bully others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
- (xiii) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
- (xiv) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
- (xv) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without permission of the network or building administrator.

Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

- Be polite. Do not become abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
- Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
- Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
- All communications and information accessible via the network should be assumed to be private property of others.
- Do not place unlawful information on any network system.
- Keep paragraphs and messages short and to the point. Focus on one subject per message.
- Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- Other rules may be established by the network administrators or teachers from time to time

Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users.

They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

Staff, Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

### **Damage and Loss of School Property:**

Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.

Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done, replace the item or make some other appropriate form of restitution.

School-issued items that are stolen or damaged are the responsibility of the student to whom they were issued. Students may be charged replacement or repair costs for lost or damaged books. Students must pay all fines before they can receive school publications and final grades.

### **Dating Violence Prevention:**

The board prohibits behavior that has a negative impact on student health, welfare, safety, and the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school-sponsored athletic events.

Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long-term.

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

See Appendix A for policy.

### **Discipline Policy & School Rules:**

Corporal punishment of students is prohibited by the Board of Education. However, this policy does not prohibit protective activities whereby District OR1 School personnel act to protect self, others or property of or on District OR1 School premises.

District OR 1 Bennet Elementary School students are protected against arbitrary punishment under the

Constitution of the United States and Nebraska State law. All disciplinary actions at District OR 1 will be in accordance with Nebraska Law. In no case will a student be denied the procedural due process guaranteed by the Fourteenth Amendment of the United States Constitution.

While individual teachers maintain specific rules pertaining to their classrooms, these rules fall under **four** general school-wide rules for providing a learning environment. Those rules are as follows:

- 1. Be Respectful.**
- 2. Be Responsible.**
- 3. Be Safe.**
- 4. Be an Active Learner.**

District OR 1 Bennet Elementary has created a Behavior Matrix that lists specific expectations for behaviors throughout the school day. We believe that children need to learn in a caring and safe environment that is free from distraction and disruption. This environment is the right of every child and maintaining this environment is the responsibility of every child and staff member. We also believe that children are accountable for the results of their decisions and actions. One of our jobs as parents and school staff members is to help children to make good decisions and to respect the rights of others. These beliefs are the basis of our school-wide discipline plan – a plan which will help to enhance Bennet Elementary’s positive learning environment.

Consistency is a key element in this discipline plan. Children must know the rules, expectations and consequences and know they are consistent school-wide.

When one of the school or classroom rules is broken, the child’s name will be recorded/moved. At a time when the learning atmosphere is not interrupted, the teacher and the child will discuss the incident privately. During this time, teachers may use their discretion about loss of privileges in the classroom. Upon receiving the third teacher interaction/consequence, the child will go to the principal’s office with a form from the teacher in order to conference with the principal. The principal will have the child tell about the incidents leading to the visit, record the date of the visit for future reference and a phone call or note home.

Subsequent visits to the principal will yield the same steps as the third visit with additional visits including additional in-school suspension time. After this point in the plan, extenuating circumstances may require additional measures and each case will be considered on an individual basis. It should be noted that fighting, use of inappropriate language, insubordination and willfully endangering another person will result in an immediate visit to the principal and a phone call to the parents.

This plan is in compliance with District OR1 Board of Education policy and Nebraska State Statutes.

**Other possible consequences for violation of our school rules and bus rules may also include but not be limited to:**

*Detention* – A period of time before or after school for which a student must report as a result of infractions of the Bennet Elementary School rules. Detention may be assigned by any teacher within Bennet Elementary School and will be served with the assigning teacher at a time determined by the teacher or with the principal at a time determined by the principal. Before assigning a time for detention, parents will be notified by phone, a note, or in person, of the pending detention. Detention after school will last until 4:00 p.m. but, may be longer, at the discretion of the principal, if deemed appropriate.

*Loss of Recess* – Students may lose recess privileges for a period of time. They may report to their teacher or the principal’s office.

Conference – A formal conference is held between the student and one or more school officials. The conference will be recorded in the administrative log.

Parental involvement – Parent(s) or guardian(s) are notified by telephone, personal contact, letter or certified letter. A conference may be conducted between the student, parent(s), or legal guardian(s), appropriate school personnel, and any other individuals concerned. This conference will be recorded in the administrative log.

Emergency Exclusion – Exclusion of a student from attendance, if the student has a dangerous disease or the student's conduct presents a threat to the physical safety of the school community, until the circumstances justifying the exclusion have been resolved.

School/Community Service – Work required of the student at the school or within the community. This work is for the benefit of the school/community and a service provided by the students as a result of disciplinary action. School/Community Service may be assigned in conjunction with detention or In-School Suspension.

In-School Suspension – Assigned for infractions of the Bennet Elementary School rules, students will be isolated in a designated school area for a time not to exceed five (5) school days. While on In-School Suspension, students will not be counted absent and will be required to complete all classroom assignments. Students will be ineligible for all school activities during this time.

Short-Term Suspension – The exclusion of a student from Bennet Elementary School attendance and participation in all school activities for a period not to exceed (5) school days. During an out-of-school suspension, the student may receive zeros for all classes missed.

See Appendix A.

### **Procedures for Short Term Suspension and Long Term Suspension or Expulsion:**

See page 72 in Appendix.

### **Alternative Programs for Expelled Students:**

An alternative school, class, or educational program (hereinafter referred to as an alternative program) shall be made available to all expelled students as and to the extent required by law. The Superintendent or Superintendent's designee shall make known to expelled students what alternative programs are available during the expulsion period. Such information shall be made known to the expelled student on or before the date the expulsion becomes effective. An expulsion becomes effective, as to a student who has been given a written notice of a recommendation to expel, on the earliest of the following dates: (1) If the student, parent, or guardian has not requested a hearing, the sixth school day following receipt of the notice with recommendation to expel, (2) If the student has requested a hearing, the date the student, parent, or guardian, receives notice of the determination of the Superintendent or Superintendent's designee to expel the student, or (3) Such other date as shall be mutually agreed by the student, parent, or guardian and the administration.

The approved alternative programs are: (1) community based programs, (2) home based programs, (3) specialized tutorial experiences, and (4) distance learning. The Board of Education may, from time to time, approve other alternative programs and may approve specific programs and enter into contracts for the provision of such specific alternative programs. To the extent that the alternative programs are to be provided on-site, the individuals responsible for providing such on-site alternative programs shall hold a valid Nebraska Teaching or Administrative Certificate. The extent that the alternative program is to be community based or off-site, such alternative programs shall be planned in

cooperation with and monitored or supervised by a school district staff member who holds a Nebraska Teacher or Administrative Certificate. Alternative programs may be conducted at times other than the regular school day.

The Superintendent or Superintendent's designee shall determine which alternative programs shall be made available to each specific expelled student, based on a consideration of the interests of the school district and the student's educational and behavioral objectives and needs as determined in the discretion of the Superintendents or the Superintendent's designee. If a parent or guardian refuses to participate or have their expelled child participate in the alternative programs made available, the district shall have no further obligation with regard to the provision of an alternative program. The Superintendent or the Superintendent's designee shall have established a specific date or time within which the parent or guardian shall be required to state in writing an agreement to participate in the alternative program. As a condition of participation in alternative programs which involve the payment of tuition or other similar expenses, the student, parent, or guardian may be required as a condition of such alternative programs being available, to agree in writing to pay the tuition or other similar costs for such programs.

The standards of student behavior or cooperation required of students in the regular programs of this district shall also be required of expelled students, throughout the entire time period of the alternative program. Additional standards may be established in each specific program and for each specific expelled student. If the expelled student fails to meet the required standards of student behavior or cooperation, the student may be further disciplined by the disciplinary punishment up to and including expulsion for an additional period of time beyond that being served by the expelled student. Further, if the expelled student fails to meet any of the conditions of the learning program, the district may by action of the Superintendent or Superintendent's designee, terminate the alternative program for the expelled student. A due process hearing substantially in compliance with the statutory provisions for suspension and expulsion of students shall be made available unless waived by the parent or legal guardian.

Upon pre-approval by the Superintendent or Superintendent's designee, academic credit towards graduation or advancement in grade level shall be available to students participating in alternative programs for expelled students. The academic credits to be awarded may be equal to one-half of the academic credits a student would earn for completion of a similar educational program as determined in the discretion of the Superintendent or Superintendent's designee. Such academic credits shall not be earned unless the expelled student has successfully completed the conditions of the alternative program as determined by the teacher and the Superintendent or Superintendent's designee. The superintendent or Superintendent's designee shall determine whether or to what extent such academic credits should be assigned to subject area or other specific graduation or advancement requirements. The achievement (i.e. grades) assigned for such academic credits shall not be available to the advantage of the expelled student for honor roll, class rank, or other academic honors or recognition.

### **Hearing Procedures:**

See appendix A page 84.

### **Procedures for Emergency Exclusion:**

A student may be excluded from the District OR1 Schools in the following circumstances by the principal, superintendent of schools or other persons as may be from time-to-time authorized by the

superintendent of schools:

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

Such exclusion will be subject to the procedural provisions of short-term suspension, provided that, if the superintendent of schools or his designee determines that such exclusion will extend beyond five school days, the procedures set forth for long-term suspension or expulsion will be followed, and a final determination will be made by the hearing officer within ten school days after the initial date of exclusion.

An emergency exclusion will be based upon a clear factual situation warranting it, and will last no longer than necessary to avoid the dangers described in (1) and (2) above.

### **Notices Required:**

All notices and recommendations required to be sent to a student or the student's parents or guardians under the Bennet Elementary School guidelines will be considered effectively given if personally delivered to or sent by certified or registered mail to the student or the student's parents or guardian; or when the student or his or her parent or guardian have actual knowledge of the information contained in the notice

If the situation warrants, these consequences may be invoked immediately, regardless of previous steps in the discipline policy.

### **Dress Code:**

No article of dress will be worn which depicts profanity or suggestive inscriptions. Clothing may not advertise any form of tobacco, alcohol, drugs or anything pertaining to them. Also, any attire which has wording or pictures which are vulgar or sexual in interpretation will not be permitted in school or at school activities. See-through clothing is unacceptable. Hats, caps, other headgear or sunglasses will not be worn in the building during the school day unless a special dress-up day is proclaimed. Shoes or sandals must be worn at all times. Basically, any article of dress which causes a distraction in the school environment will not be allowed.

During warm weather, students are allowed to wear shorts of a reasonable length. Please make sure, however, that students are dressed appropriately for the weather conditions. We do have recess outside whenever possible. If a student is not dressed appropriately for the weather, they may be required to spend recess in the office. This is not a punishment. We are simply concerned with your child's well-being.

Generally, attire and grooming are left to the good judgment of students and parents/guardians. However, in the event that a student's attire is deemed unacceptable due to inappropriate or suggestive depictions:

1. The student may be asked to turn the garment inside out and not to wear it again, or be requested to wear clothing provided by the school office.
2. If the garment is worn for a second time, the parents will be notified and asked to bring other

- clothing to school for the child to change into.
3. Any other action deemed appropriate by the principal may be taken.

The principal reserves the right and has the responsibility to decide if a person's style of dress or appearance is in violation of these guidelines or if it is causing a distraction.

### **Drills – Fire & Tornado:**

We are required by law to have at least ten fire drills each year. Teachers visit with students about the importance of these drills and proper procedures. In the event of a fire or fire drill, signal horns will sound. Students will use the following exits:

- Preschool/Music/Art: Use classroom exit from playground
- KDG Classrooms: Use east exit (preschool doors.)
- Mrs. Petska: Use the west exit in 1st-2nd hall
- Mrs. Field/Ms. Bohling: Use the west exit in 1st-2nd hall
- Second Grade Rooms: Use the west exit in 1st-2nd hall
- Third Grade Rooms: Use the west exit in the 3rd grade hall
- Computer Lab: Use the west exit in 1st-2nd hall or preschool doors
- Speech Room and Media Center: Use the west exit in 1st-2nd hall
- Fourth Grade Rooms: Exit out of Mr. Maibaum's classroom
- Fifth Grade Rooms: Exit north doors
- Resource Rooms: Exit north doors
- Life Skills/REC Activity Room: Exit north doors
- Office, Title I and Lunchroom: Exit north doors
- Gymnasium: Use south gym exit.

Students and staff members exiting the south exits and southwest hallway are to go around the south side of the building and to the parking lot south of school. Students going out the north side of the building and the northwest hallway exit are to go around the north side of the building and proceed east to the tennis courts. Students and teachers in kindergarten through second grades are to assemble in the parking *lot* south of school. Students and teachers in third through sixth grades are to assemble on the tennis courts. These will be the designated areas for each grade. If a student is separated from his/her class, he/she should leave the building using the nearest exit and meet his/her class in the designated area. It is important that students walk calmly and quietly in a single file line and that the last student out of the exit closes the door behind them.

Tornado Procedures. We are also required to have at least two tornado drills per year. The importance of these is also stressed to the students. In the event of a tornado drill or a tornado warning, classes will proceed to the following areas: Art and Music Room.

- KDG: Mrs. Wusk's Classroom
- 1<sup>st</sup>--3<sup>rd</sup> Grade: Art Room
- 4<sup>th</sup>--6<sup>th</sup> Grade: Music Room
- Specials Classes: Music Room

If there is a **tornado watch** in effect for our area, teachers and other staff members will be notified. No action needs to be taken at that time, but classes should be ready to move to the assigned areas if the watch is upgraded to a warning. In the event of a **tornado warning** or a **tornado drill**, class bells will sound intermittently. All students should come in from outside and go to the assigned areas

immediately. Once there, they must remain quiet and listen for further instructions from staff members. Flashlights are available in all areas in case of power failure. When in the assigned areas, the students should be seated on the floor in a crouched position and protect the backs of their necks and heads. They should remain in this position until the all clear is given.

What Not to Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Emergency Conditions Bennet Elementary School has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response.

### **Dual Enrollment:**

The parent, guardian, or custodian of a student receiving instruction at a private, denominational or parochial school, or a school choosing not to meet accreditation or approval requirements may also enroll the student in the school district. The student shall be considered under dual enrollment. The parent, guardian, or custodian requesting dual enrollment for the student should notify the superintendent on a form provided by the school district. On the form, they shall indicate the academic courses and extracurricular activities in which the student is interested in participating.

A dual enrollment student is eligible to participate in the school district's academic and extracurricular activities in the same manner as other students enrolled in the school district to the extent allowed within NSAA regulations. The policies and administrative rules of the school district shall apply to the dual enrollment students in the same manner as the other students enrolled in the school district. These policies and administrative rules shall include, but not be limited to, athletic eligibility requirements, rules governing student conduct, academic eligibility requirements, and payment of the fees required for participation.

### **Field/Activity Trips:**

If the economy permits, field trips are taken from time-to-time. The purpose of these field trips is to broaden the student's educational experiences. Parents will be asked to sign a permission slip before a student can attend. Occasionally students may be asked to bring money to pay admission to an attraction. These are usually nominal amounts. Students who become discipline problems on a field trip may not be allowed to attend future field trips. Sometimes, field trips within the communities are planned. If you have ideas for field trips which pertain to the students learning, please contact your child's teacher.

Students involved in any activity away from District OR 1 (athletic contests, field trips, music events, etc.) are required to ride to and from the activity on school-provided transportation when offered. These requirements may be waived, however, under various and extreme circumstances. This may be accomplished by requesting and completing a form available in the principal's offices. This form must then be given to the Elementary Principal at least 24 hours prior to the departure time for the event. The principal will make the final determination of the request based upon the reasons given and what is in

the best interest of the individual, sponsor, group and school. Approved requests will then be forwarded to the appropriate activity sponsor.

Parents, guardians or their designee must be present when the student is released from the sponsor or when the student meets the group. If the person is unknown to the sponsor, identification must be shown and the appropriate form signed to pick up the student.

**Forms:**

A number of forms are required by the school. Some are required by state law, others are primarily for the purpose of updating our files. In some instances, these forms are required before registration. Please see that the following forms are returned and in your child's file by the end of the first week of school:

**Registration Form** – New students and kindergartners only or changes must be noted for previously registered students.

**Immunization Form** – New students, kindergartners and updates for previously registered students (required before your child may enter school).

**Birth Certificate** – Upon initial entry into our school, must have the raised state seal.

**Emergency Card** – One must be completed for each student and returned to school.

**Physical Form** – Students entering kindergarten or moving to our school from a different state.

**Computer Update Form** – This form is used to help us maintain accurate mailing and other pertinent information.

**Grades / Reporting to Parents / Power Grade:**

Report cards are sent home four times per year. Parent-Teacher Conferences are held twice per year. We believe that communication is extremely important. Conferences are a time for parents and teachers to ask questions and receive information which will help the students progress at school and at home. There is a limited amount of time for conferences. We ask that you stay within the time allotted to you. If you have not finished with your conference, please arrange another time with the teacher so the schedule can be maintained and others do not have to wait. It is a good idea to bring a list of questions you might have to the conference. Ask your child if there is anything which needs to be discussed.

If, during the course of the school year, you have questions, please do not feel you have to wait until conference time to ask. Please call your child's teacher. Many times, a problem can be rectified if everyone is aware of it at its earliest stages. Following is the grading scale used at Bennet Elementary.

<b>94-100.....</b>	<b>A</b>
<b>86-93.....</b>	<b>B</b>
<b>78-85.....</b>	<b>C</b>
<b>70-77.....</b>	<b>D</b>
<b>0-69.....</b>	<b>F</b>
<b>Incomplete.....</b>	<b>I</b>

If an incomplete is not made up within ten (10) school days after the grade has been issued, it becomes an F. The time limit may be waived or extended with the consent of the principal and the teacher involved for such circumstances as serious illness or a death in the family.

**Power Grade Parent Access:**

Parents and Guardians of students in grades K- 6 have online access to student grades through PowerSchool. If you would like to sign up for access to your student's grades, please contact the school office.

### **Head Lice:**

Head lice are considered to be a nuisance disease and are not a major public health concern. However, in order to keep infestations to a minimum, adequate screening and treatment measures must be followed. Periodic screening will take place during the school year. The purpose of screening is to identify untreated cases as soon as possible to prevent potential spread of the disease. When an individual case is identified during the course of the school year, the entire classroom or grade of students will be screened. If parents identify head lice in their children, they should notify the school immediately so screening measures can be enacted.

The following procedure will be followed when a student is identified with Head lice at school.

- i. When a student is found to have head lice, he or she shall be excluded from school for treatment. The parent/guardian shall be notified to pick up the student. The student may return to class when the parent/guardian confirms that a treatment method has been utilized and the child has no visible live lice.
- ii. The parents/guardians will be given complete and appropriate information on the subject of treatment for head lice. This information will include components on use of an appropriate chemical treatment shampoo, emphasis on nit removal, and guidelines on environmental factors in the house in regards to lose control.
- iii. Upon return to the school, the student will report to the school office for a head check. The student will not be allowed to return to class until no live lice are found. During the first occasion of infestation a student will be allowed to return to class with nits. The child will be rechecked in 7-10 days for emergence of hatching or live lice, which if found will result in exclusion and treatment be repeated.
- iv. Treatment and return to school should take place within 2 days. If the student has not returned to school within 2 days, the school will make a telephone contact with the parent to inquire about the progress of treatment and encourage that the child returns to school as soon as possible.

Once again, these measures and actions are followed to minimize and control the spread of lice within the school. If you have any questions about these measures or how to treat head lice, please feel free to contact the school.

## Immunizations:

Immunizations against the following diseases are required for every child. A summary of school immunization rules and regulations is listed in the chart below.

### Summary of the School Immunization Rules and Regulations For 2023-2024 School Year

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	<p>4 doses of DTaP, DTP, or DT vaccine</p> <p>3 doses of Polio vaccine</p> <p>3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age</p> <p>3 doses of pediatric Hepatitis B vaccine</p> <p>1 dose of MMR or MMRV given on or after 12 months of age</p> <p>1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.</p> <p>4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age</p>
Students entering school (Kindergarten or 1 <sup>st</sup> Grade depending on the school district's entering grade)	<p>3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4<sup>th</sup> birthday.</p> <p>3 doses of Polio vaccine</p> <p>3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age</p> <p>2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month</p> <p>2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.</p>
Students entering 7 <sup>th</sup> grade	<p>Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)</p>
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

Updated 1/25/2017

Students must show proof of immunization upon enrollment in school. **Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement which is available in school health offices.**

Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

**Illness & Injury at School:**

Generally, when a student becomes sick at school, they are sent to the office. Conditions requiring a student be sent home include: Temperature greater than 100.4°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child’s condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

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

If a student is injured, all we can do at school is to clean and bandage scrapes or apply ice packs to bruises and sprains. If the injury requires further medical attention, we will make every effort to contact you or someone on your emergency list.

Please do not send your child to school if they appear to be or are sick. Also, students need to be fever, vomiting, diarrhea free with no medication for 24 hours before they can return to school.

**Kindergarten Enrollment:**

Beginning in the 2013-14 school year, the beginning date for enrollment into kindergarten changed from October 15 to July 31 of the school year in which the child seeks admission. Any child who attains the age of 5 on or before July 31 will be admitted to school. A child may be admitted who will reach the age of five on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (I) the child attended kindergarten in another jurisdiction in the current school year, (ii) the family anticipates relocation to another jurisdiction that would allow admission within the current school year, or (iii) the child has demonstrated through a recognized assessment procedure approved by the board that he or she is capable of carrying out the work of kindergarten. If you have a child that falls in the late enrollment window for kindergarten, please contact the elementary school office.

**Lost & Found:**

If an item is found which does not belong to you, it can be placed on the shelves in the main entry or brought to the office. We will try to help locate items but cannot be responsible for items which students or others lose. Please add your child’s name to coats, backpacks, etc.

**Lunch/Milk/Breakfast:**

Lunch Milk and Breakfast prices are as follows:

<b>Elementary Student Hot Lunch.....</b>	<b>\$2.75</b>
<b>Adult Lunch.....</b>	<b>\$3.85</b>
<b>Recess/Cold Lunch Milk.....</b>	<b>\$.35</b>
<b>Elementary Student Breakfast.....</b>	<b>\$2.10</b>
<b>Adult Breakfast.....</b>	<b>\$2.50</b>

District OR1 participates in the federally funded free/reduced hot lunch/breakfast program. If you feel your income and family size qualifies you for free or reduced lunches, please contact the school so the necessary form may be completed. If your financial situation changes significantly, please notify us as well.

### **Payment of Lunch/Breakfast Accounts**

Our lunch accounting system is set up so that each family has a single-family account. Parents will be expected to send money to be deposited in this account similar to a bank account. Their child/children in both the elementary school and the Jr.-Sr. High School will be able to spend that money for lunches or ala carte items. Expenditures will be deducted from the balance of the family account. The accounting system records when kids eat and how much was spent. When the account gets low the school will notify parents so that they can maintain a balance in their family account. **If the family account is exhausted, students will be expected to pay for their lunches prior to consumption.**

Meals must always be provided to pre-primary and young primary (K-3) students or for any students who may be unable to take full responsibility for a meal plan.

### **Breakfast Schedule**

Breakfast will start at 7:50 a.m. for Bennet Students who do not ride the bus. Those students who ride the bus will eat at Bennet Elementary once they are dropped off at Bennet. No elementary students will eat at Palmyra High School.

Bennet town students that do not wish to eat breakfast are requested not to arrive at school until 8:00 a.m.

### **Lunch Schedule**

Lunch schedules are as follows:

<b>Kindergarten -</b>	<b>10:55-11:20</b>
<b>First Grade -</b>	<b>11:50-12:10</b>
<b>Second Grade -</b>	<b>11:30-11:50</b>
<b>Third Grade -</b>	<b>11:40-12:00</b>
<b>Fourth Grade -</b>	<b>12:00-12:20</b>
<b>Fifth Grade -</b>	<b>12:20-12:40</b>

Parents are always welcome to attend lunch. Please call before 9:00 a.m. or send a note with your child when you plan to attend lunch with your child. This helps us to prepare additional food, if necessary.

### **Make-Up Work:**

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to make up work. If requested, assignment sheets will be prepared for students who are ill. If parents and/or students request assignment sheets the school should be contacted by no later than 11:00 a.m.

Written make-up work may be assigned for each day missed regardless of the type of absence. If

make-up work is not completed, students **may** receive no credit for the work required. The student has the responsibility to contact teachers, initially, regarding make-up assignments.

### **Medications:**

According to Nebraska law schools must have written permission from parents/guardians to administer any type of medication to students. Medication is defined as any over-the-counter or prescription drug to treat medical conditions. This includes, but is not limited to, aspirin, cough drops, antibiotics and the like. Medicine must be in its original container and must be accompanied by a completed medication permission form, saying how much to take, when to take it, the name of the medication, how long the student will be taking the medication and the date. Permission forms are in the back of this handbook. Additional forms are available at the school office. Prescription medications and Long-term medications that will require administration on a regular basis must also have a Physicians authorization from completed and on file at the school office. These forms are available in the school office. If the child is taking a prescription drug, ask your pharmacist for an additional empty bottle with the prescription label on it as well. Send only the amount of medicine the child will need at school. Children are NOT allowed to transport medications to or from school for the safety of themselves and other children that could potentially get ahold of the medication(s). A written record of the administration of medication procedure must be kept for each child receiving any medication including the date; student's name; prescriber or person authorizing the administration; the medication and its dosage; the name, signature and title of the person administering the medication; and the time and method of administration and any unusual circumstances, actions or omissions. Administration of medication records shall be kept confidential.

### **Asthma and Allergic Reaction Protocol:**

District OR 1 Bennet Elementary has adopted the following Asthma and Allergic Reaction Protocol as required by state law. The protocol is a response that trained school officials will carry out in the case of a severe asthma or allergic reaction (anaphylactic shock) by a student in school. Parents wishing to have their children exempted from receiving this protocol may sign a waiver by contacting the school office (782-3535).

**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 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 two times back-to-back, Administer CPR, if indicated

### **Self-Administration of Medications.**

Students may be required to take medication during the school day. Elementary students are NOT allowed to carry or self administer medications. All medications shall be administered by the school nurse, a registered Medication Aide, or other school staff member meeting the minimum competency standards for the Medication Aide Act, including emergency medications.

### **Money:**

If money is sent to school, please make sure it is in an envelope with the student's name on it and a note with it describing what the money's for. Money for hot lunch and cold lunch milk is maintained by the office. The school secretary collects the money each morning. Please clearly mark if it is for lunch, REC, etc. Checks cannot be split into two accounts (Example: Rec and Lunch.)

Other money, such as that for book orders, field trips, etc. is handled by the classroom teacher as well.

Again, make sure that the money is in an envelope marked with the child's name and what the money's for.

### **Multicultural Policy:**

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans;
- challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;
- valuing multiple cultural perspectives; and
- providing all students with opportunities to “see themselves” in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within Bennet Elementary School it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

### **Newsletters:**

Each week, an elementary newsletter will be published. These newsletters will contain helpful tips for parents, news of the elementary and announcements of upcoming events. Newsletters will be sent home via e-mail if you check this option on the enrollment form. If you choose to receive the newsletter in paper form the oldest or only child will have it in their Friday folder. Please watch for these on the last day of the school week. *The newsletter is also posted weekly on the school website.*

### **Parent Visitations:**

Parents may visit their child's classroom at Bennet Elementary. Please make sure the teacher and principal have been contacted **in advance** of the visit and asked when you may visit. *Visits of less than an hour are better.* A student's attention and behavior is altered by visitors in the classroom. If a parent visits the classroom, we ask that siblings not attend with the parent as this is a distraction to the students in the classroom. Teachers are busy providing learning activities and will not be asked to supervise additional children. Students are not allowed to bring visiting friends or relatives to visit the classroom without previous permission from the Principal.

Before going into any classroom or visiting with any student or teacher, please report to the office. In this way, we can limit the number of interruptions to the regular school day.

### **Pets:**

Students may be allowed to bring pets to school for show and tell WITH permission of the principal. Arrangements must be made with the principal 48 hours prior. If permitted, parents will be asked to bring the pet and take it home with them. Pets are not allowed on the bus and are not allowed to stay the entire day. Pets which are normally passive and friendly may become aggressive when surrounded by a number of people.

### **Physical Examination:**

Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of the child into any Early Childhood Special Education classes, kindergarten and the seventh grade, or in the case of transfer from out of state to any other grade. A parent or guardian who objects may submit a written statement of refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the school health office.

### **Preschool Program:**

Bennet offers an accredited preschool for 3-4 year-old children. We offer two 3 and ½ hour class sessions on Monday – Thursday, with no classes on Friday. The morning sessions run from 8:00 – 11:30 a.m and the afternoon session runs from 12:00 – 3:30 p.m. If you are interested in having your 3-4-year-old children enrolled in the pre-school, please contact Bennet Elementary at 782-3535, so we may put you on our enrollment list.

### **Programs & Services:**

District OR-1 has many programs to help students both academically and socially.

Title I – The Title I program offers additional help to those students who are having difficulty in math or reading and who meet certain qualifications. This program, at this time, is only available to first through sixth grades.

Art – Students meet once a week with the art teacher from our high school. Basic art skills, knowledge and projects are taught in these classes.

Computer – Students meet weekly with our computer teacher. Starting in third grade students receive instruction in keyboarding, which continues through the sixth grade.

Resource/Special Education – We have a resource/special education program available for those students who have learning difficulties. In order for students to receive help, they must qualify under state guidelines. Any one interested may obtain a copy of the District OR-1 Special Education Program by contacting a building administrator. We have three full-time teachers in this program and one part time.

Physical Education – Students attend P.E. classes two times per week. Basic physical skills, sportsmanship and fundamentals of games are emphasized in these classes.

Music – Students meet once a week for vocal music instruction. Students in fourth grade spend one quarter per year learning the fundamentals of playing the recorder. Fifth and sixth grade students have the opportunity to participate in band. Individuals, small and large groups meet to learn to play instruments and to practice their musical skills. The instrumental program is a voluntary program.

Library – A half time library/media specialist is in charge of the media center and teaches library skills. Skills such as internet research, reference work, understanding the Dewey Decimal System and the like are taught to the students in the upper grades. Students are able to hear stories and check out books each week, as well.

Counselor - Students may be referred to the counselor by themselves, teachers and/or parents. If you wish to see a counselor, stop by the office and make arrangements for an appointment.

School Psychologist – Our school psychologist does psychological testing and assists us in special education identification with students who have academic or social concerns.

Health Services – We are fortunate to have the services of the E.S.U. Health Van available to us each year. During the first and second semester, the nurses conduct a health screening for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure checks.

Parents who do not wish their child to participate in the school-screening program must communicate this in writing to the school health office where their child attends at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

We also have the resources of the Lancaster County Health Department at our disposal. They are available as resources to us throughout the year.

Speech/Language – Our Speech/Language Pathologist works with students who have difficulty with speech articulation and language. In order for students to receive help, they must qualify under state guidelines.

### **Promotion & Retention:**

The professional staff at Bennet Elementary will place students at the grade level and in the courses best suited to them academically, socially and emotionally.

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff and the parents to be appropriate for the educational interests of the student and the educational program. All retention discussions will need to occur with the building principal.

### **Recess/Playground Rules:**

Recesses are provided for students. It is our philosophy that recess gives students a chance to have a break from classroom work. However, we believe it is still a learning experience for students. This is a time when students learn appropriate social behavior. They learn to share, be considerate of others, play fairly and develop friendships. There are times when students may not participate in recess activities. Examples would be to finish classroom work or to meet with faculty to discuss behavior. It should be noted that students are always supervised.

Following are rules developed to maintain safe conditions for students while playing on the playground or in the gym:

1. Teachers should send a note giving permission for students to be gone from the duty area before and after school. (Finish work, band lesson, discipline, etc.)
2. Only basic use of equipment is allowed (only go up ladders, go feet first down the slides, do not jump off the slide or slide down the support poles, etc.).
3. All students are not to be on top of the tubes and jungle gyms.
4. Do not swing around the bottom of the support poles on the slides and swing sets.
5. No ball tag.
6. Students need permission to leave the playground area. (go to the restroom, get a drink, get equipment from a cage or retrieve balls that go off of the playground.)
7. Sit on swings and swing straight. Do not jump out of the swings. Do not play Chicken or Double

swing.

8. Do not throw or kick gravel dirt or rubber mulch.
9. Do not play on the steps or slide down the rails.
10. The neighbor's properties are off limits. This includes their fences and lawns.
11. Touch football only (no tackling.)
12. Do not climb on the fence.
13. There should be no running on the bleachers.
14. Balls are not to be kicked in the gym.
15. No football games are allowed in the gym.
16. Balls, electronic games etc. brought from home, may not be used during recess or bus duty. The school will not be responsible if they are lost or damaged. No cell phones are allowed on the playground, at bus duty or in the gym.

We have to consider the safety and well being of all students on the playground and in the gym. Various disciplinary actions may take place if the above rules are not observed and followed.

Generally, by using good judgment while on the playground, students can have fun and still be safe. By following these rules, you will be helping to keep the playground and gym safe places to play.

### **Return to Learn:**

District OR1 school staff and coaches will follow all applicable state laws and LCC School Board policies on concussions. See concussion policy.

### **School Day Schedule:**

Although the individual classroom teachers will develop a schedule specific to their classroom and reflecting the special programs in which their students are involved, the school-wide schedule is printed here for your benefit. If you wish to contact a staff member, the best times to do so are between 8:00-8:15 a.m. or 3:30-4:00 p.m. Please refer to the following schedule if you have questions concerning the school day:

7:00 AM	Custodian on duty
7:00 AM	Before and After School Program Opens
7:40 AM	Bennet Bus students arrive
7:45 AM	Faculty supervision begins of bus duty only
8:00 AM	Faculty arrives
	Students who do not ride the bus or use the before school program arrive
8:20 AM	School day begins
8:30 AM	Tardy Bell Rings and Classes begin
10:55 AM-1:00 PM	Lunch (times vary from class to class)

3:20 PM	Dismissal
3:20 PM	Before and After School Program Begins
3:15 PM	Buses leave for PHS
4:00 PM	Bennet bus students depart on the bus
4:00 PM	Faculty departs
5:30 PM	Before and After School Program Closes

Bennet Bus students will play in the gym or outside if weather permits. When students arrive in the gym, the following procedures should be observed:

1. Students go from the buses directly to the cafeteria and wait for directions on where bus duty will be held. Once the decision for bus duty has been made and bus duty supervisors are present, the students will proceed to bus duty.

2. Students will be allowed to enter the building to get equipment or help from other teachers after they have secured permission from the teacher on duty.

3. Instruments and lunch containers should stay in the gym or on the playground until students are dismissed to their classes.

Bennet bus students will play in the gym or outside after school from 3:20-3:55 before being picked up by the buses.

End of School Day: Our regular school day ends at 3:20 p.m. Make-up work, special help, assignments after school, meetings, bus duty supervision, and other school activities begin at 3:20 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

### **SCHOOL WELLNESS POLICY:**

A mission of Palmyra District OR-1 Public Schools is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following School Wellness Policy.

#### ***Annual Notification of Policy***

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the District website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

#### ***Community Involvement, Outreach and Communications***

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the

wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the district's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating important school information with parents. The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

### ***School Meals***

The District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

### ***Water***

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus ("school campus" and "school day" are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

### **Smoke-Free Environment:**

The use of tobacco (including electronic nicotine delivery systems) products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of this policy, tobacco means any tobacco product (including electronic nicotine delivery systems, cigars, and chewing tobacco), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

### **Student Activity Fees:**

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. No fees, specialized or no specialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

**Student Fee Fund:**

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school.

**Appendix "1" to 2023-2024 Student Fees Policy of  
District OR-1 Public Schools**

**Additional Specification of Required Materials and Fees<sup>1</sup>**

<b>Elementary Program (Pre-school – 5<sup>th</sup> grade)</b>	<b>General Description of Fee or Material</b>	<b>Amount of Fee (Anticipated or Maximum)<sup>2</sup> or Specific Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	
Technology Insurance	ChromeBooks	\$35.00 Student Electronic Device Coverage in the event of loss or damages to the device.
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists
Field Trips	Transportation and admission costs of field	Field trips may cost up to \$5.00 per student based on the grade specific field

<sup>1</sup> This listing is a part of the current Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

<sup>2</sup> Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the current school year.

	trips	trip and location. Meals on field trips will be at the expense of the student per current school meal prices. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer Enrichment	Classes offered during the Summer during the month of June	\$75 per class.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$60.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$40.00.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Fifteen cents (.15) per page when charges apply.
School Meals		Breakfast (Grades K-5)--\$2.10 Lunch (Grades K-5)--\$2.75 Milk (Grades K-5)--\$ .35 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Before/After School Recreation per hour		\$3.50 per hour
Preschool per month		\$150.00 per month. Due on the 1st of every month.

<b>Secondary Program Grades 6-12</b>	<b>General Description of Fee or Material</b>	<b>Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and running shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes. Students pay a cost that is beyond the standard project provided by the school.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e, Family & Consumer Science, Industrial Technology	Project Cost	Students pay a cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Fifteen cents (.15) per page when charges apply.

School Meals		Breakfast (Grades 6-12)--\$2.35 Lunch (Grades 6-12)--\$2.85 Milk (Grades 6-12)--\$.35 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None—Any postsecondary education costs are to be paid directly by students to the college.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$60.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$35
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	Drivers education class is offered through a private company. Signup information is distributed during the school year.
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.
Technology Insurance	ChromeBooks	\$35.00 Student Electronic Device Coverage in the event of loss or damages to the device.

Extracurricular and other programs	General Description of Fee or Material	Amount of Fee (Anticipated or Maximum) or Specific Material Required	
<b>Athletic Programs</b>			
1. Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an Activity Ticket for \$30.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.	
2. Athletic Physicals	NSAA required athletic Physicals	Cost varies; payable directly to the student's physician or clinic.	
3. Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional costs
		Football	Mouthpiece
		Golf	Golf bag & clubs
		Speech	Dress attire; copies of research
		Track	No additional costs
		Volleyball	Volleyball knee pads
		Wrestling	Wrestling headgear
		Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories

4. Travel meals	Meals	Students are responsible for their own meals while traveling.
5. Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.
6. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.
7. Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues are required. Annual dues not to exceed \$25.00 per club.
8. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00. For High School Band Students a \$10.00 uniform cleaning fee is requested. For Junior High Band Students, a \$10.00 uniform cleaning fee is requested. For High School Vocal students a \$10.00 choir robe cleaning fee is requested.
Vocal Music Group	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$130.00
<b>Clubs/Organizations</b>		
Future Farmers (FFA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Future Career/Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Currently no dues are required. Annual dues not to exceed \$50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories. Not to exceed \$150.00.
All Girls Swing Choir	Attire	Students are responsible for purchasing outfits and accessories.
Student Council	State & national dues, meals and activities	Currently no dues are required. Annual dues not to exceed \$50.00 per club.
Dance Team	Uniforms	Uniforms range up to \$250.00. Camp attendance is optional.

Cheerleading	Uniforms	Uniforms range up to \$600.00. Camp attendance is optional.
<b>Social &amp; Recognition Activities</b>		
1. School plays, musicals and social activities	Admission to events	\$10.00 per play or activity
2. School dances	Admission to prom, homecoming, etc.	Up to \$10.00 per event
3. Class dues		Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed \$75.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Picture Packets	Optional - Pictures are still taken for use in the school yearbook.	Students purchase packets as desired and pay directly to the photo company.
5. Senior recognition assessment	Optional graduation Activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.

6. Trips	Transportation, lodging, meals, admission to events etc.	<p>For the extracurricular and options trip - Seniors' Day Out to Lincoln and Omaha, students will be assessed a \$10.00 fee and will be responsible for meals. Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student.</p> <p>If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.</p>
----------	--	--

**Student Fee Waiver:**

Students whose families meet the income guidelines for free and reduced price lunches are eligible to have expenses of certain fees, specialized equipment, specialized attire and project materials waived as provided by district policy. All information provided in connection with this application will be kept confidential. This waiver does not carry over from year-to-year and must be completed annually. Student Fee Waiver Applications are available in the Principal's Office at both schools.

Additional Specification of Fees Which May Be Charged and Materials Which May be Required Pursuant to the Student Fee Policy:

**Student Questioning/Apprehension by Legal Authorities:**

Students may be questioned in private and with full confidentiality by a police officer or sheriff's department personnel at school only in the presence of the principal or a designated staff member. This opportunity applies to all peace officers in pursuit of their duties as members of a recognized enforcement office. The parents or guardian of the student questioned will be informed of the substance of the interview as soon as possible by Bennet Elementary personnel or Legal Authorities.

If a principal or his designee releases a minor student to a police officer, the principal or the principal's designee will take immediate steps to notify the parent, guardian or responsible relative of the minor, except when the minor has been taken into custody as a victim of suspected child abuse, in which case the principal or the principal's designee will provide the police officer with the address and telephone number of the minor's parent or guardian.

The principal of a school or the principal's designee shall notify the appropriate law enforcement authorities as soon as possible after learning of a known or suspected violation of the Nebraska Criminal Code.

**Student Searches:**

Student lockers, desks, computer equipment, and other such property are owned by the school. The

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

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

- School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a rule violation. The search must be conducted in a reasonable manner under the circumstances.
- Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.
- Drug or alcohol tests may be conducted on students based on reasonable suspicion.
- Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that: a) the student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent), b) the testing actually be random, c) that the testing procedures limit any intrusion on student privacy, and provide for an appropriate level of confidentiality and accuracy, and d) that the response to positive tests take into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.
- School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.

Searches of the District's computer system may be conducted at the discretion of the administration at any time.

### **Telephone Use:**

Office phones are for school business only. School business includes calling parents when sick, procuring speakers for classes or organizations, obtaining information at the direction of an instructor, calling home for items the student has forgotten if the item is deemed absolutely necessary by school personnel, or in the case of an emergency.

School officials shall have the authority to deviate from the above guidelines should situations arise that are not covered in the regulations.

Students will not be allowed to use the phone to make after school plans to go home with another student or to have another student come home with them.

If you call for a student, we will ask to take a message. We prefer not calling students from class for telephone calls, but will give them a message and allow them to return your call during recess or lunch. If it is an emergency, please let us know and we will get the message to the student immediately or call the student to the office to speak to you.

**Testing:**

We administer Measurements of Academic Progress (MAPS) to students in kindergarten through sixth grades. These are achievement tests which measure what knowledge the students have gained. These tests are used to plan educational programs for individual students and for entire classes. Parents/Guardians will receive a sheet describing the results of their student's test. If you have questions about the test, contact your child's teacher, or principal.

Students in grades 3-6 will also take part in State Mandated NSCAS Assessments during the spring.

**Video Surveillance:**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

**Recording of Others:**

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

**Vandalism:**

Any person found willfully damaging or defacing property belonging to the school district shall be held responsible for the replacement or repair of that property and all costs shall be paid by the offender. Bennet Elementary will also refer the student to the principal or his designee for disciplinary action. If the principal or his designee determines that the student willfully or maliciously destroyed school property, the student may be referred to juvenile authorities.

**Visitors:**

All visitors must report to the office, upon entering the east entrance, to sign in, in order to receive a visitor's pass. Please sign in/out at the office upon entering/exiting the school. Visitations during the first

week of school and the last week of school will require extraordinary reasons or permission from administrators.

Student visitors from other schools are discouraged. Although we would welcome them at lunchtime, visitors in the classroom tend to cause undue distractions and disruptions. If you would like to discuss a special student visitor with the principal, please feel free to call.

### **Weapons:**

The possession of a dangerous weapon or the use of an object to inflict bodily injury to another is strictly prohibited. Offenses involving weapons are punishable by an automatic expulsion from school for up to a full school year.

See Article 11.

### **Weather and School Cancellations:**

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. **Parents and Patrons will also be alerted via phone call by our automated calling system. Please make sure that you are a part of the calling database in order to receive calls via this system. Contact school if you are not sure or have changed your phone numbers since last year.**

### **Decision to Close Schools:**

A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, an announcement will be made to the news media when schools will be closed. In some instances, schools will be open, but certain services may be canceled (bus transportation, kindergarten, student activities). Announcements about other Nebraska school closings are included in Lincoln radio and television broadcasts. Students and parents will want to pay special attention to which public school district is being closed.

### **After School Starts:**

Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given to parents. If school is closed during the day, the notice will be broadcast by the media and **parents should have a plan in place to accommodate these circumstances.**

## Parental Decisions

**Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

## State and Federal Programs

### Section 1 Notice of Nondiscrimination:

Students, parents, employees, volunteers, school patrons, applicants for student admission or employment, sources of referral of applicants for admission and employment, professional organizations holding collective bargaining or professional agreements with the Palmyra High School, and all others who interact with Palmyra High School are hereby notified that Palmyra District OR1 does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michael Hart, Superintendent, Palmyra District OR1, 425 F Street, Palmyra, NE 68418-0130, (402) 780-5327.

For Further information on notice of non-discrimination, you may contact the Office for Civil Rights, U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, or by telephone at (816) 268-0550, TDD (800) 437-0833.

### Section 2 Designation of Coordinator(s):

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: High School Principal, Palmyra High School, P. O. Box 130, Palmyra, NE 68418, (402) 780-5327.

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

### **Section 3 Anti-discrimination & Harassment Policy:**

#### **A. Elimination of Discrimination.**

The policy of District OR-1 Public Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

District OR-1 Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of District OR-1 Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

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

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

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

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

- a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual

favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

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

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

## 2. **Procedures:**

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of [Name] Public Schools.
- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

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

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

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

#### **Section 5 Notification of Rights Under FERPA:**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

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

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Kathleen Styles, Office of the Chief Privacy Officer  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202

#### **Notice Concerning Directory Information**

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in [Name] Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited

to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

#### **Section 6 Notice Concerning Disclosure of Student Recruiting Information:**

The No Child Left Behind Act of 2001 requires Palmyra High School to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Palmyra High School not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Palmyra High School will comply with any such request.

#### **Section 7 Notice Concerning Staff Qualifications:**

Parents/guardians have the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Palmyra High School will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Palmyra High School will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

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

It is the policy of Palmyra High School to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed “Definition of Surveys of Matters Deemed to be Sensitive”), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Right of Parents to Inspect Instructional Materials: Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term “instructional materials” for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and places as will not interfere with the educator’s intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: “Notification of and Right to Opt-Out of Specific Events.”

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: (1) a student or parent’s first and last name, (2) home address, (3) telephone number, and (4) social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines,

and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

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. (Note: the general practice of

the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

## **Section 9 Parental Involvement Policies:**

### **A. General - Parental/Community Involvement in Schools:**

District OR 1 School welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Palmyra High School’s policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student’s progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents’ continued attendance at such activities will be based on the students’ well-being.

7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

B. Title I Parental Involvement Policy:

District OR 1 has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of District OR 1 to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of District OR 1 that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental

- involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
  6. Involving parents in the activities of the schools served under Title I.

Policy Involvement: Each school served under the Title I program shall:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, childcare, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the

individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

**Building Capacity for Involvement:** To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents;

(10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

**Accessibility:** In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

**Use, Distribution, and Updating of this Policy:** This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs

of the parents and the school.

## **Section 10 Homeless Students Policy:**

### **A. General Policy Statement**

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

### **B. Definitions**

“School of Origin” shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

“Homeless children and youths” shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

“Unaccompanied youth” shall mean a homeless child or youth not in the physical custody of a parent or guardian.

### **C. School Stability**

1. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child’s or youth’s school of origin is in the child’s or youth’s best interest,
2. except when doing so is contrary to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.  
To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.
2. Enrollment: Once the school is selected in accordance with the child’s or youth’s best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to,

previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.

3. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

#### D. Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
2. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and
3. In a manner consistent with the Federal Education Rights and Privacy Act.

#### E. Services

The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;
2. Receive appropriate time and training in order to carry out the duties required by law and this policy;
3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;
4. Ensure that homeless children and youths:
  - a. Are enrolled in school which includes attending classes and participating fully in school activities;
  - b. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
  - c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus support.
  - d. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal

#### Student Aid.

5. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.
6. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

#### F. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information. The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.
3. Appeals: Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

#### **Section 11 Pregnant and Parenting Students**

This District recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

#### Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter

unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

#### Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework online, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative programs for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

#### Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

#### Child Care

If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

#### Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

### Other Accommodations

Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

### Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

<b>NONDISCRIMINATION STATEMENT</b>
------------------------------------

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

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

### **Article 11 Student Rights, Conduct, Rules and Regulations**

Student Conduct and Discipline Policies: The common goal of students, parents, faculty and administration of District OR 1 School is to maintain a school atmosphere conducive to learning. In order to achieve this, Bennet Elementary

School will continue to review and distribute a set of reasonable and fair rules and policies.

**VIOLATIONS OF DISTRICTOR1'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.**

## **Part 1 Forms of School Discipline**

### Short Term Suspension:

Students may be excluded by the Principal or his designee 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 District OR-1 Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short term suspensions:

1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short term suspension will be made 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 the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

### Long Term Suspension:

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

### Expulsion:

1. Meaning of Expulsion. Expulsion shall mean 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 and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on the job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by Principal or the Principal's designee.

4. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the

student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

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

## **Part 2 Student Conduct:**

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending District OR-1 all students are expected to refrain from the following conduct.

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

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

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

4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress

and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
  - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The term “dangerous weapon” includes any personal safety or security device (such as Tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student’s locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. “Firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: “The term ‘firearm’ means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

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

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such a plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.
- e. For personal safety or security devices, the student abides by the requirements set forth above.

#### 19. Student Appearance Policy:

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

- a. Clothing or jewelry that is gang related;
- b. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants);
- c. Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs;
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horseplay";
- e. Head wear including hats, caps, bandannas, and scarves;
- f. Clothing or jewelry, which exhibits nudity, makes sexual references or carries double meanings.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law.

The final decision regarding attire and grooming will be made by the Principal or Superintendent.

In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

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

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes.

Continual violations of the dress code will result in disciplinary actions under the Student Code of

Conduct above. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in discipline, up to expulsion.

#### 20. Harassment and Bullying Policy:

It is the policy of Palmyra High School that “bullying” type behavior is not to be permitted. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth on Page 56 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

(i) Step One: The first time school personnel becomes aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student.

If, in the school’s opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions, which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.

(ii) Step Two: The second time school personnel becomes aware of a harassment incident, the student’s parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.

(iii) Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.

(iv) Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

#### Harassment and Bullying Program Levels:

Purpose: All students have the right to attend Palmyra High School free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

1. Level I: The guidelines for a Level I placement are listed below.

- a. The length of the assignment will be for a minimum of two weeks.
- b. The student will report to the office no later than 8:00 a.m. each morning.
- c. The student will eat on campus at an assigned table or area.
- d. The student will report to an assigned room at the end of the day, and

remain until dismissed. This will allow all other students to leave the school grounds in safety.

2. Level II: The guidelines for this level are listed below.

- a. The length of the assignment will be for a minimum of two weeks.
- b. The student will report to the office no later than 8:00 a.m. the morning.
- c. The student will eat on campus at an assigned table.
- d. The student will report to an assigned room at the end of the day, and remain until dismissed.
- e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.

3. Level III: This is a long term assignment. The guidelines are listed below.

- a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.
- b. The length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year.

21. Public Displays of Affection:

Public Displays of affection will not be tolerated on school property or at school activities. Such conduct includes: hugging, kissing or any other types of affection that would be considered inappropriate or an undue distraction to others. Students will face the following consequences if this type of behavior occurs.

- a. 1st Offense: Student will be confronted and directed to cease.
- b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
- c. 3rd Offense: Students will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator (s) and counselor.
- d. If this type of behavior continues, the student could face long term suspension or expulsion.

22. Specific Rule Items:

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

- a. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
- b. Students in the hallway during class time must have a pass/assignment book with them.
- c. Gum, candy, seeds, etc. are not allowed in the school building or classrooms.

- d. Students are expected to bring all books and necessary materials to class. This includes study halls.
- e. Assignments for all classes are due as assigned by the teacher.
- f. Students are not to operate the mini blinds or the windows.
- g. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
- h. Students are to be in their seats and ready for class on the tardy bell.
- i. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or cleanup rules that will be explained to you by that teacher which must be followed.
- j. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
- k. Snow handling is prohibited.

### 23. Dating Violence Prevention

The board prohibits behavior that has a negative impact on student health, welfare, safety, and the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school sponsored athletic events.

Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long term.

The district will provide appropriate training to staff and incorporate within its educational program age appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

### 24. Staff Conduct With Students

The Board expects all staff members, including teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Unacceptable Conduct:

Examples of unacceptable conduct by staff members include but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment By Employees;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher student relationship;
- Associating with students in any situation or activity that includes the presence of drugs or that could be considered sexually suggestive;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- Sending students on personal errands.
- Sexual banter, allusions, jokes, or innuendos with students;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names, or otherwise in an overly familiar manner; and
- Being alone with individual students by closing a room door except when dealing with issues of health by appropriate personnel;
- Inviting or allowing students to visit the staff member's home;
- Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business);
- Exchanging personal gifts (beyond the customary student teacher gifts); and/or
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school sponsored events or except as participants in organized community activities.
- Students and/or their parents/guardians are strongly encouraged to notify the principal if they believe a teacher or other staff member may be engaging in conduct that violates this policy.
- Staff members are required to notify promptly the principal or superintendent if they become aware of a situation that may constitute a violation of this policy.
- Staff violations of this policy may result in disciplinary action up to and including dismissal.
- Violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services and/or law enforcement in accordance with the Board's policy on Child Abuse Reporting.
- This policy shall be included in future employee, student and volunteer handbooks.

25. Network, Emails, Internet and Other Computer Use Rules:

(a) General Rules:

(i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.

(ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.

(iii) Network storage areas shall be treated like school lockers for students. Network

administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.

(iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.

(v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

(b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals.

(i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.

(ii) Users shall not let other persons use their name, account, logon password, or files for any reason (except for authorized staff members).

(iii) Users shall not use or try to discover another user's account or password.

(iv) Users shall not use the computers or network for non instructional or nonadministrative purposes (e.g., games or activities for personal profit).

(v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.

(vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.

(vii) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name. (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.

(ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.

(x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

(xi) Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.

(c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other online services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

(i) Be polite. Do not become abusive in your messages to others.

(ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.

(iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.

(iv) Note that electronic mail (email) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages, which violate the rules, will result in disciplinary action.

(v) All communications and information accessible via the network should be assumed to be private property of others.

(vi) Do not place unlawful information on any network system.

(vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.

(viii) Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.

(x) The network administrators or teachers may establish other rules from time to time.

(d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services.

Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, nonrenewal or cancellation of the contract of administrators, teachers, or other school employees.

(e) Staff, Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

### **Part 3 Reporting Student Law Violations:**

(1) Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement, the police and to the student's parents or guardian as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for

law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

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

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

#### **Part 4 Due Process Procedure**

Procedures for Long Term Suspension, Expulsion or Mandatory Reassignment: The following procedures shall be followed with regard to any long term suspension, expulsion or mandatory reassignment.

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. 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, and a notice of intent to discipline the student by long term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, 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.
3. The Principal or his or her designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long term suspension or expulsion. Said 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 longterm suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
  - (b) The penalties to which the student may be subjected and the penalty which the Principal, or his or her designee has recommended in the charge.

(c) A statement explaining the student's right to a hearing upon request on the specified charges.  
(d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.

(e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.

(f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.

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. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.

6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment 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.

8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer. Hearing Procedure:

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.

2. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.

3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.

4. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.

5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the District OR1 Board of Education at any reasonable time prior to the hearing.

6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. Legal counsel may represent the student or the student's parents or guardian or both. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.

8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.

9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long term suspension, expulsion, or mandatory reassignment.

10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.

11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.

12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.

13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations, which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.

14. Final Decision of Board of Education. The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

## **Special Education Policies**

District OR 1 Public Schools adopts this special education policy with the intent that the policy maintains the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

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

revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

**1. Free Appropriate Public Education**

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

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

**2. Full Educational Opportunity Goal**

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

Legal Reference: 92 NAC 51-004.11A

**3. Child Find**

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

Legal Reference: 92 NAC 51-006.01 through 006.01A2

**4. Pre-Referral Interventions**

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

Legal Reference: 92 NAC 51-006.01B

**5. Disability Verification and Eligibility**

Eligibility for services will be determined by a multidisciplinary team based on the results of a comprehensive evaluation. The multidisciplinary team will identify whether a child is eligible for special education services based on the disability categories identified by Nebraska and Federal regulations. The multidisciplinary team will rule out the determinant factor is due to a lack of

appropriate instruction in reading or math or due to lack of English proficiency. The team will prepare a written report documenting all evaluation findings in accordance with Federal and Nebraska requirements that will be provided to the parent, guardian, or appointed surrogate. When a child is not eligible for services, the multidisciplinary team will determine if general education interventions or strategies are needed.

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

6. **Individualized Education Program (IEP)**

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

Legal Reference: 92 NAC 51-007

7. **Least Restrictive Environment**

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled. Placement for a student with a disability will be based upon a completed IEP developed by a group of persons, including the parent, guardian, or appointed surrogate, knowledgeable about the child, the meaning of the evaluation data, and the placement options. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily (the “Least Restrictive Environment Rules”). The District will ensure that a continuum of alternative placements is available to meet the needs of children with disabilities, particularly those in disproportionate groups, for special education and related services.

Legal Reference: 92 NAC 51-008.01 through 008.011

8. **Procedural Safeguards**

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

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

9. **Evaluation and Identification Procedures**

School personnel may remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension, for no more than ten (10) consecutive school days and for additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement. If a student with a disability violates a

code of student conduct, the school district will ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining whether a change in placement, as defined in Federal and Nebraska rules, is appropriate for the student. Change of placement decisions related to disciplinary removals will be consistent with Federal and Nebraska regulations. For disciplinary changes in placement that would exceed ten (10) consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child's disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures that would be applied to children without disabilities.

Legal Reference: 92 NAC 51-016

**10. Confidentiality of Personally Identifiable Information**

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

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

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

Legal Reference: 92 NAC 51-006

**11. Confidentiality of Personally Identifiable Information**

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

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

**12. Transition of Children from Part C to Preschool Programs**

Children participating in early intervention programs under Part C of the IDEA (early intervention services) will be appropriately evaluated, identified, and have services under Part B of the IDEA by age 3 in a manner consistent with 92 NAC 52-008. Children receiving early intervention services under Part

C of the IDEA may continue to receive Part C services, upon parental consent, until the August 31st following the child's third birthday. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

13. **Children in Nonpublic Schools**

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

Legal Reference: 92 NAC 51-012.08 and 015

14. **Personnel Standards and Personnel Development**

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

Legal Reference: 92 NAC 51-010

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

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

16. **Suspension and Expulsion Rates**

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

Legal Reference: 92 NAC 51-004.06E

17. **Access to Instructional Materials**

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

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

Legal Reference: 92 NAC 51-004.15

18. **Over-Identification and Disproportionality**

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

Legal Reference: 92 NAC 51-006.02C

**19. Prohibition on Mandatory Medication**

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

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

**20. Transportation**

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law to access academic, related services, and nonacademic services and activities as determined by the child's IEP. Except when a parent is transporting only his or her child, the District shall require that the driver and vehicle meet the standards required by 92 NAC 91 and 92.

Legal Reference: 92 NAC 51-014.01 through 014.02

**21. Surrogates**

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

Legal Reference: 92 NAC 51-009.10

**22. Early Intervention Services – Consent**

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

Legal Reference: 92 NAC 52



# District OR-1

Palmyra Junior-Senior High School--Bennet Elementary  
402-780-5327 www.districtor1.org

**Michael Hart**  
Superintendent

**Heath Johnson**  
Secondary Principal

**Linde Walter**  
Elementary Principal

**Aaron Hoeft**  
Activities Director

## Administration of Medication to Students

### Parent/Guardian Request for Administration of Medication by School Personnel

It is the policy of District OR1 Public Schools to administer to students only medication(s) provided by parents/guardians. This medicine should be sent in the original container labeled with the student's name and the correct dosage to be administered. Medications that are expired will not be given to students. All medications must be transported to and from school by the parent/guardian, not the student. In addition, the school and/or its personnel will NOT be held liable if the student has a reaction or any ill effects from the medication.

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

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

Medication: \_\_\_\_\_

Amount to be given: \_\_\_\_\_

Time to be given: \_\_\_\_\_

Starting date: \_\_\_\_\_ Ending date: \_\_\_\_\_

Special instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Name Printed

\_\_\_\_\_

Parent/Guardian Signature

**District OR-1**

**ACCEPTABLE USE OF COMPUTERS AND NETWORKS STUDENT’S AGREEMENT**

In order to make sure that all members of Palmyra District OR-1 community understand and agree to these rules of conduct, Palmyra District OR-1 Public Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Palmyra District OR-1, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Palmyra District OR-1 and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Palmyra District OR-1, any of its employees, or any institution providing network access to Palmyra District OR-1 responsible for the performance of the system or the content of any material accessed through it.

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

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT’S AGREEMENT**

In order to make sure that all members of Palmyra District OR-1 community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Palmyra District OR-1. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (e-mail) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Palmyra District OR-1 responsible for materials acquired or sent via the network.

I agree not to hold the Palmyra District OR-1, any of its employees, or any institution providing network access to Palmyra District OR-1 responsible for the performance of the system or the content of any material accessed through it.

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

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Your son/daughter is to return this form to the office by **Friday, August 18<sup>th</sup>**.

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

**Parent/Guardian Receipt Form**

After reading this handbook, please complete this form, detach it and return it to the school **no later than Friday, August 18<sup>th</sup>**.

We have read and reviewed this handbook and the transportation code of conduct included with our child(ren) and understand its contents

**Student (s)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Date

**District OR-1 FOOD SERVICE PRICES for 2022-2023 School Year**  
**Draft for review**

**The following food service prices shall be in effect for the 2022-2023 school year:** *Please note that adult and visitor lunch and breakfast prices will be set by NDE (Nebraska Department of Education) later in July.*

**Lunch prices:**

- **Students, grades K through 5:** **\$ 2.75**
- **Students, grades 6 through 12:** **\$ 2.85**
- **School employees:** **TBD**
- **Visitors:** **TBD**

**Breakfast prices:**

- **Students, grades K through 5:** **\$ 2.10**
- **Students, grades 6 through 12:** **\$ 2.35**
- **School employees:** **TBD**
- **Visitors:** **TBD**

**Beverages:**

- **Milk:** **\$ .35**
- **Juice:** **\$ .30**

**Board approved: June 13, 2022**

**Appendix "1" to 2023-2024 Student Fees Policy of  
District OR-1 Public Schools  
Updated July 2023**

**Additional Specification of Required Materials and Fees**

<b>Program</b>	<b>General Description of Fee or Material</b>	<b>Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>
<b>Elementary Program</b>		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	Necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists
Field Trips	Transportation and admission costs of field trips	Costs of school sponsored, class-related field trips will be paid for by the school. <u>Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip</u> to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will generally be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night (if any)	\$50 to \$200 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Fifteen cents (.15) per page when charges apply.

School Meals		Lunch (Grades K-5)--\$2.75 Adult Lunch: \$4.25 Recess/ Milk (Grades K-5)--\$ .35 Breakfast (Grades K-5)--\$2.10 Adult Breakfast: \$2.60 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and adult priced meals may be adjusted during the year according to state guidelines.
Before/After School Recreation per hour		\$3.25 <b>(\$3.50)</b>
Pre-school per hour		\$2.75
Secondary Program		
Program / Class	General Description of Fee or Material	Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e., Family & Consumer Science, Industrial	Project Cost	Student pays cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment .for their personal use.

Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Fifteen cents (.15) per page when charges apply.
School Meals		<p>Lunch (Grades 6-12)--\$2.85  Adult Lunch: \$4.25  Adult Breakfast: \$2.60  Breakfast (Grades 6-12)--\$2.35  Milk (Grades 6-12)--\$.35  Ala Carte Entrée: \$1.25: <b>(\$1.75)</b>  (HS only)</p> <p>Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and adult priced meals may be adjusted during the year according to state guidelines</p>
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None—Any postsecondary education costs are to be paid directly by students to the college.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$60.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$35
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	<del>Drivers education class: \$175 to \$275</del> <i>Driver's Education is now offered through a private company (Pathfinder). Information will be distributed prior to the class beginning each year.</i>
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.

Technology Insurance	Chromebooks	\$35.00 Student Electronic Device Coverage in the event loss or damages to the device.	
<b>Extracurricular Activities and Programs (High School)</b>			
<b>Activity Programs</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>	
Admission	Spectator fees for admission to events	<p><del>\$5.00</del> (\$6.00) for adults per event maximum. \$4.00 for non K-12 students or non-district students. K-12 district students are no charge. Students may purchase an Activity Ticket for <del>\$30.00</del> (\$40.00) per year. Season passes will be <del>\$50.00</del> (\$65.00) for singles, <del>\$125.00</del> (\$140.00) per family, and \$5.00 for senior citizens. For District and Conference events hosted by the School, cost to be set by NSAA. <del>but not to exceed \$20.00 per event.</del></p>	
Athletic Physicals	NSAA required athletic Physicals	Cost varies; payable directly to student's physician or clinic.	
Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional

	cost.	Football	Mouthpiece
		Golf	Golf bag & clubs
		Speech	Dress attire; copies of research
		Track	No additional
		Volleyball	Volleyball knee
		Wrestling	Wrestling head
		Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other
Travel meals	Meals	Students are responsible for their own meals while traveling.	
Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.	
Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.	
Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues required. Annual dues not to exceed \$25.00 per club.	
Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00. For High School Band Students and \$10.00 uniform cleaning fee is requested. For Junior High Band Students, a \$10.00 uniform cleaning fee is requested. For High School Vocal students a \$10.00 choir robe cleaning fee is requested.	
Vocal Music Group	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$130.00	
<b>Clubs/Organizations</b>			
Future Farmers (F-F-A)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	
Future Career/Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.	

National Honor Society	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories. Not to exceed \$150.00.
All Girls Swing Choir	Attire	Students are responsible for purchasing outfits and accessories.
Student Council	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Dance Team	Uniforms	Uniforms range up to \$250.00. Camp attendance is optional.
Cheerleading	Uniforms	Uniforms range up to \$600.00. Camp attendance is optional.
<b>Social &amp; Recognition Programs</b>		
School plays, musicals and various social activities	Admission to events	\$10.00 per play or activity
School dances	Admission to prom, homecoming, etc.	Up to \$10.00 per event
Class dues		Class dues of \$15.00 per year beginning in grades 7-11. These funds will be used for Prom, etc. and any leftover class funds will be used to offset graduation costs. <del>Currently no dues are assessed.</del> Each of the six secondary classes may also assess its members an amount not to exceed \$75.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
Picture Packets	Optional - Pictures are still taken for use in school yearbook.	Students purchase packets as desired and pay directly to photo company.

Senior recognition assessment	Optional graduation Activities	<p>Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma.</p> <p>Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture.</p> <p>A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.</p>
6. Trips	Transportation, lodging, meals, admission to events, etc.	<p>For designated extracurricular trips - Seniors' Day Out to Lincoln and Omaha, etc. students may be assessed a \$10.00 fee and will be responsible for meals. Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student.</p> <p>If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.</p>

Reviewed. 7.11.2022

Public Hearing Date: 7/10/2023

Reviewed / Approved: 7/10/2023

# NASB BOARD QUICKS

A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS



1,960,000 Nebraskans 324,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

To register for an NASB event, click on the 'My Membership' link, then navigate to the 'Events' dropdown and select 'Register'. If you do not have an email and password to log in or have forgotten it, please contact NASB at 800-422-4572 for assistance. All Dates & Locations Tentative & Subject to Change

Events & Networking - <https://members.nasbonline.org/events>



Your Monthly Board Agenda Update Video Links from NASB

<https://members.nasbonline.org/news-resources/video-library>



ALICAP Summer Safety Workshops - July 10 - Gering

ALICAP Summer Safety Workshops - July 11 - Kearney

ALICAP Summer Safety Workshops - July 12 - Lincoln



Area Membership Meeting - August 22 - Valentine

Area Membership Meeting - August 23 - Gering

Area Membership Meeting - August 24 - York

Area Membership Meeting - August 29 - North Platte



Continued on Page 2



Leadership

Innovation

Vision

Engagement

#liveNASB

#weLIVEhere

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

# NASB BOARD QUICKS

A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS



1,960,000 Nebraskans 324,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

PAGE 2



Area Membership Meeting - September 6 - Norfolk

Area Membership Meeting - September 13 - Kearney

Area Membership Meeting - September 19 - La Vista

Area Membership Meeting - September 20 - Fremont

Area Membership Meeting - September 27 - Nebraska City



## YOUR 2023 PLATINUM AFFILIATES




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



Leadership Innovation Vision Engagement #liveNASB #weLIVEhere

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