

NEBRASKA UNIFIED SCHOOL DISTRICT #1

**VERDIGRE PUBLIC SCHOOLS
ADVISORY BOARD HANDBOOK**

(REVISED August 2016)

2016-2017



Verdigre High School
LOCAL ACTIVITIES INFORMATION
2016-2017

Approved April 2016

Superintendent
Principal
Activities Director

Dale Martin
Chuck Kucera
Patrick Svec

High School Coaches

See coaching list

Junior High Coaches

See coaching list

Activity Sponsors

Student Council
One-Act Play/Drama
Speech
National Honor Society
Music
FFA
Letterman's/Cougar Club
National Art Honor Society
Quiz Bowl
Math Counts
SAT

Patrick Svec
Lori Pierce & Paige Randa
Lori Pierce & Kalee Michaelson
Dixie Hanefeldt
Pete Pavlik
Kevin Randa
Doug Konopasek
Cathy Barta
Regina Paesl
Emy Jones
Bev Krutz, Chuck Kucera, Emy Jones,
Dixie Hanefeldt

Class Sponsors

Grade 12
Grade 11
Grade 10
Grade 9
Grade 8
Grade 7

Karla Faenrich
Betty Jacot & Steve Jacot
Patrick Svec
Dana Konopasek
Regina Paesl
Emy Jones

Niobrara-Verdigre Cougars Varsity Coaching Assignments for 2016-2017

Approved 4-1-16

Football:	Head: Jonathan Bos	Assistants: Bill Hunt & Jeff Bauer
Volleyball: Brittany Pesek	Head: Jenny Bauer	Assistants: Jennifer Pritchett &
Cross Country:	Head: Dana Konopasek	Assistant: Nephys Justo
Wrestling:	Head: Jason Simons	Assistant: Jake MacManigal
Boys Basketball: Hunt	Head: Todd Runnels	Assistants: Rick Eisenhauer & Bill
Girls Basketball: Guenther	Head: Kim Miller	Assistants: Laurie Stout & Jamie
Boys Golf:	Head: Rick Eisenhauer	Assistant: Pat Svec
Boys Track: Mitteis	Head: Jonathan Bos	Assistants: Dana Konopasek/Kelsey
Girls Track: Janak	Head: Dana Konopasek	Assistants: Jonathan Bos/Emily

Junior High

Football:	Doug Konopasek and Jonathan Bos
Volleyball:	Kim Miller and J.J. Parks
Boys Basketball:	Doug Konopasek and Rick Eisenhauer
Girls Basketball:	Kim Miller and J.J. Parks
Wrestling:	Jason Simons and Jake MacManigal
Track:	Doug Konopasek, Paige Randa, Rick Eisenhauer, and J.J. Parks

Verdigre A.D.— Pat Svec

Niobrara A.D.— Kandi Eisenhauer

*NOTE: VHS and NHS will participate together again in a driver's ed program (w/ Ken Jensen) this summer. Classes will be in Verdigre and the Verdigre mini-van will be used.



HANDBOOK

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1000 **POLICIES RELATING TO ADVISORY BOARD OF EDUCATION**

Should any part or portion of this handbook be found to be inconsistent or in conflict with any Unified Board of Education's policy, the Unified Board of Education's policy shall take precedence.

1300 **MISSION STATEMENT**

Nebraska Unified District #1 will provide a challenging and diverse education for life-long success in a safe and positive environment through a unified commitment.

Adopted August 2016

1400 **COMMITTEE STRUCTURE**

The Verdigre Advisory Board shall adopt whatever committee structure and organization it deems appropriate to the assignment at hand. The Advisory Board shall maintain standing committees whose membership shall be appointed by the President to serve during the current year. The following committees are:

1. Americanism - (2) members
2. Building and Grounds - (2) members
3. Cooperative Advisory Board - (2) members of the Local Advisory Board - selected by Local Advisory Board

1500 **ORIENTATION OF NEW BOARD MEMBERS**

The Board and the Superintendent shall assist each new member-elect to understand the Board's functions, policies, and procedures.

1502 **CONFLICT OF INTEREST**

Except as provided by this policy, no member of the Board of Education, nor any other elected or appointed official of the school district, may be directly or indirectly interested in any contract in which the school district, or any one for its benefit, is a party. No member of the Board of Education, nor any other elected or appointed official of the district, shall be interested directly or indirectly in any contract or perform any work for, or furnish any material to, any contractor or subcontractor in conjunction with a contract between such contractor or subcontractor and the school district the Board member or other official serves.

Every member of the Board of Education, or other elected or appointed official, who may have an interest in a contract with the school district, may nevertheless retain his or have interest in the contract if he or she: (a) reveals in writing to the Board of Education the nature and extent of his or her interest prior to official consideration of the contract; (b) does not participate in the consideration or discussion of the contract, other than to reveal his or her interests; (c) does not attempt to influence employees or other officers in any way relating to the contract; (d) does not vote on the matter of granting the contract; (e) removes himself or herself during the consideration of, discussion of, and vote on the contract; and (f) does not act, directly or indirectly, for the school district which is a party to the contract as to the inspection, operation,

administration, or performance under the contract in which he or she has an interest.

No member of the Board of Education, or other elected or appointed official, may receive gifts, rewards, loans, contributions, trips, etc. from vendors in return for an accepted contract and/or purchase of equipment, materials, or supplies for school purposes.

1503 NEPOTISM

More than one family member may be an employee of Nebraska Unified District #1. It shall be within the discretion of the superintendent to allow one family member employed by the school district to supervise another family member employed by the school district subject to approval of the Unified Board of Education.

The employment of more than one individual in a family shall be on the basis of their qualifications, credentials, and records.

1601 JOB DESCRIPTIONS

1. FUNCTIONS OF THE BOARD OF EDUCATION OF THE UNIFIED DISTRICT

Powers and functions of the Unified Board of Education shall be within the legislative domain.

The following are legislative responsibilities of the board:

- a. Establish general policies
- b. Approve the school calendar
- c. Approve all budgeted expenditures included in the General Fund, Employee Benefit Fund, Contingency Fund, Depreciation Fund as required by Nebraska state law
- d. Negotiate and approve master teacher contract and attached salary schedules
- e. Elect or reject school employees upon the recommendation of the Superintendent
- f. Elect the Superintendent
- g. Evaluate the Superintendent
- h. Adopt regulations for the accounting of all school funds
- i. Set policies on graduation requirements
- j. Approve the curriculum
- k. Represent the attitude of the communities toward the educational programs and standards of the district
- l. Uphold the administrative staff before individuals and groups of citizens
- m. Protect the school against undue influence by pressure groups
- n. Set policies for use of school equipment (Each attendance center setting their own standards for gym use. The rent would to each school's activity fund)
- o. Approve Unified District School Improvement Plan
- p. Approve new member schools

2. JOB DESCRIPTION OF THE SUPERINTENDENT OF SCHOOLS

Powers and functions of the Superintendent shall be within the executive domain. The following

are executive responsibilities of the Superintendent:

- a. Assume immediate charge of the entire school system and assure the responsibility for seeing that all policies of the Board of Education are executed
- b. Recommend policies for the improvement of the system and the educational services to the Board of Education for their consideration
- c. Nominate all school employees, recommend for dismissal any employees rendering unsatisfactory service, assign, direct, and supervise the work of all employees
- d. Prepare the proposed annual budget and interpret it for the Board of Education. Administer the budget and interpret it for expenditures within its limit. Be on the alert for all possible economic considerations which do not endanger educational results and make proper financial reports to the Board. Individual items involving \$3,000 or more must have Board approval prior to purchase.
- e. Consider and suggest plans and alteration of the buildings. Be on the alert for economical and efficient methods for building care and upkeep. Oversee and propose recommendations for all budgeted categories within the Original Districts including, Building Fund, Bond Fund, Activity Fund, Hot Lunch Fund, and Hazardous Waste Fund.
- f. Be responsible for interpreting the school program and policies to the activities, finances, school improvement plan and general functioning of the school.
- g. Act in the dual-representative capacity of upholding, in a professional manner, before the school staff, the students and patrons, the policies and regulations as adopted by the Board of Education, and of presenting to the Board problems of the school staff, students, and patrons.
- h. Will be responsible for all supportive services to the overall educational program, for example: Educational Service Units, Special Education Programs and all federal and state programs for which the District might qualify.
- i. Will be responsible for overseeing, busing, custodial care, activities and hot lunch programs
- j. Will act as an Elementary Principal of the District unless specified by the Board of Education. As Elementary Principal he/she will insure that all teachers have lesson plans, properly recorded grade books and establish a pattern of fair and equal grading in a manner recommended by board policies.
- k. Will evaluate administrative staff and make recommendations for election or rejection
- l. Approve District School Improvement Plan and presented to the Unified Board

3. JOB DESCRIPTION OF THE SITE-BASED ADMINISTRATOR

Powers and functions of the Site-Based Administrator shall be within the executive domain. The following are executive responsibilities of the Site-Based Administrator:

- a. Shall be responsible for the improvement of instruction
- b. Shall be involved in the selection, retention, promotion and assignment of all personnel under his/her direction. All staff shall be responsible to the Site-Based Administrator as they perform their duties.
- c. The Site-Based Administrator will be responsible for the written evaluation of all personnel under their jurisdiction as outlined in District policy.
- d. The Site-Based Administrator will inform the central office administration as to any staff members that need improvement and provide suggestions for improvement.

Evaluation files will be maintained on each staff member.

- e. Each Site-Based Administrator will initiate disciplinary action on problem students. He/She will work to aid the teachers in establishing their procedures for discipline occurrences as outlined in board policy.
- f. Make a master schedule for the operation of all school classes, showing class enrollments and staff. Schedule and assign specific duties and responsibilities to school personnel. This schedule is to be presented to the central office administration for approval.
- g. Will assure that all curriculum guides, student handbooks, and faculty handbooks meet District Guidelines.
- h. Develop a site-based budget according to district guidelines
- i. Coordinate orders and inventories of textbooks, supplies, and equipment which are submitted to the central administrative office. Develop textbook purchasing plan district-wide
- j. Attend school sponsored events in the building and grounds held during the school day and after school hours or appoint suitable designee
- k. Will be responsible to insure an effective grading procedure. Each Building Principal will insure that all teachers have lesson plans, properly recorded grade books and establish a pattern of fair and equal grading in a manner recommended by board policies.
- l. Will be responsible for carrying out the guidelines of the Central Administration concerning the expenditure of school district funds
- m. Will assume any other duties specifically assigned by the Central Administration

4. JOB DESCRIPTION OF THE ELEMENTARY PRINCIPAL

The Elementary Principal position will be .5 FTE position with responsibilities shared between Clearwater and Orchard. The following are executive responsibilities of the Elementary Principal:

- a. Will be responsible to the Superintendent
- b. Evaluate Elementary staff and make recommendation election or rejection to the Superintendent
- c. Will work closely with 7-12 Principal and/or Guidance Counselor in scheduling classes and assigning space and instructors for the classes. Decide the general methods of instruction
- d. Shall be responsible for the improvement of instruction
- e. Shall be involved in the selection, retention, promotion and assignment of all personnel under his/her direction. All elementary staff shall be responsible to the Elementary Principal as they perform their duties.
- f. The Principal will be responsible for the written evaluation of all personnel under his/her jurisdiction as outlined in District policy.
- g. The Principal will inform the central office administration as to any staff members that need improvement and provide suggestions for improvement. Evaluation files will be maintained on each staff member.
- h. Each Principal will initiate disciplinary action on problem students. He/She will work to aid the teachers in establishing their procedures for discipline occurrences as outlined in board policy.
- i. Determines the staffing pattern and selection, and present recommendations to the

Superintendent

- j. Will assure that all elementary curriculum guides, student handbooks, and faculty handbooks meet District Guidelines.
- k. Help to coordinate curriculum
- l. Develop a site-based budget according to district guidelines
- m. Coordinate K-6 Elementary Staff Development Program and School Improvement Plan with the Superintendent
- n. Coordinate orders and inventories of textbooks, supplies, and equipment which are submitted to the central administrative office. Help develop textbook purchasing plan district-wide
- o. Attend elementary school sponsored events in the building and grounds held during the school day and after school hours or appoint suitable designee
- p. Will be responsible to insure an effective grading procedure. The Principal will insure that all teachers have lesson plans, properly recorded grade books and establish a pattern of fair and equal grading in a manner recommended by board policies.
- q. Will be responsible for carrying out the guidelines of the Central Administration concerning the expenditure of school district funds
- r. Will assume any other duties specifically assigned by the Central Administration

Adopted 6/01

5. JOB DESCRIPTION OF ELEMENTARY COORDINATOR

- a. Will work closely with 7-12 Principal and/or Guidance Counselor in scheduling classes and assigning space and instructors for the classes.
- b. Will assure that all elementary curriculum guides, student handbooks, and faculty handbooks meet District Guidelines.
- c. Help coordinate curriculum
- d. Organize regularly scheduled K-6 meetings.
- e. Will work closely with Principal and/or Guidance Counselor in scheduling elementary programs
- f. Will provide an open lines of communications among the staff and between administration and staff.
- g. Coordinate activities such as spelling bees, grandparent days, class parties, geography bees, etc.
- h. Will assume any other responsibilities specifically assigned by the Central Administration.

6. FUNCTIONS OF THE GUIDANCE COUNSELOR

The Counselor is directly responsible to the Site-Based Principal and the Central Administration.

Duties of the Counselor include:

- a. Maintenance of school records
- b. Administration, correlation, and analysis of testing
- c. Counsel with students
- d. Counsel with parents and teachers about student problems and concerns
- e. Consult with the Site-Based Principal concerning all aspects of the guidance program
- f. Help students with career planning
- g. Help student and parents, planning to attend college or technical school, with financial

- planning and obtaining scholarship information
- h. Send students transcripts at student and/or parent request
- i. Will assume any other duties specifically assigned by the Site-Based Administrator

7. JOB DESCRIPTION FOR ACTIVITY DIRECTORS

The Activity Director is directly responsible to the Site-Based Administrator and the Central Administration. Duties of the Activity Director include:

- a. Coordinate schedule of interscholastic activities and contract activities with the participating schools
- b. Adhere to all District and/or NSAA rules and regulations pertaining to activities and in all ways represent the school in a professional manner
- c. Contract officials and distribute pay to officials for duties performed
- d. Responsible for activity budget in regards to purchasing necessary equipment and supplies to operate contests in a safe manner for all students
- e. Arrange for all help at contests, including officials, line judges, scorers, announcers, PA system, clock, and other personnel deemed necessary for performance activities
- f. Coordinate schedule for ticket takers
- g. Ensure that facilities are ready for interscholastic activities
- h. Make decisions concerning the number of activities, and dates & times of contests according to the guidelines set by the Advisory Board or the Nebraska State Activities Association
- i. Complete and mail reminders to other schools and officials in regards to upcoming activities
- j. Arrange for the supervision of varsity contests and crowd control
- k. Work with the activity sponsor to develop the best possible programs for all activities
- l. Provide adequate weight room supervision during each calendar year
- m. Maintain inventory reports
- n. Assign duties to staff as necessary
- o. Work with the Site-Based-Administrator to provide a written evaluation of all activity sponsors
- p. Responsible to provide activity information to Site-Based Administrator for school calendar purposes
- q. Will assume any other duties specifically assigned by the Site-Based Administrator

8. JOB DESCRIPTION FOR COACHES

- a. Check all equipment for safety
- b. Emphasize sportsmanship and teamwork
- c. Emphasize trip behavior
- d. Emphasize academic achievement
- e. Parents meeting to explain and answer questions about training rules, team rules, and any other information deemed appropriate.
- f. Physicals, permission forms, insurance records, and similar paperwork completed prior to students being allowed to practice.
- g. Organize practice schedules
- h. Use proper channels or procedures in dealing with all areas of activities

- i. Support administrative decisions and other coaches and/or activity sponsors.
- j. Assume any other duties specifically assigned by the Activity Director or Site-Based Administrator.
- k. Maintain accurate inventory of all equipment and uniforms

Items to Cover During the Activity Season

- a. Monitor academic progress of students
- b. Coach individual participants in the skills necessary for excellent achievement in the activity.
- c. Support and work closely with other activity sponsors for the coordination of program goals, objectives, calendars, and schedules.
- d. Plan and schedule a regular program of practice in season.
- e. Adhere to and enforce district participating requirements, training rules, letter regulations, etc.
- f. Adhere to all District and/or NSAA rules and regulations pertaining to the activity, ethics, coach decorum, rules clinics, etc., and in all ways represent the school in a professional manner.
- g. Report scores, statistics, and other pertinent information and work in a positive manner with the news media.
- h. Plan for and coordinate quality video recordings of an appropriate number of contests.
- i. Work with other program coordinators to establish an appropriate overall program that takes rehabilitation into affect.
- j. Use proper channels or procedures in dealing with problems, conference proposals, or conflicts.
- k. Support administrative decisions and other coaches or sponsors.
- l. Provide input to the Activity Director concerning scheduling, purchases, inventory, etc.
- m. Be willing to do the extra things it takes to make small school activities successful.
- n. Adhere to all Concussion Policy (Refer to Advisory Policy 7202)
- o. Assume any other duties specifically assigned by the Activity Director or Site-Based Administrator.

Adopted: 6/02

8a. JOB DESCRIPTION OF COACHES AIDE

- a. Works under direct supervision of head coach.
- b. Aids in conducting practice sessions.
- c. Aids in supervising practice sessions.
- d. Aids in supervising the team at contests.
- e. In the case of injury, aide will immediately notify the head coach.
- f. Will in no instance, change or modify the program for practice as outlined by the head coach.
- g. Will not initiate new techniques, etc. at any time during practice or competition.
- h. Aide shall conduct himself in a professional manner and follow the coaches code of ethics.
- i. Help supervise locker rooms before and after practices and games.
- j. Shall not use vulgar or profane language in the presence of athletes.
- k. Encourages, critiques, and directs athletes in a positive manner.

9. **JOB DESCRIPTION FOR TEACHERS**

The professional tasks of teachers involves considerable more dedication than that devoted to actual classroom instruction. The Teacher is directly responsible to the Site-Based Administrator. Duties of the Teacher include:

- a. Organization of the classroom and utilization of available instructional materials and resources
- b. Direct and evaluate student learning experiences in a positive manner
- c. Maintain an attractive and neat room
- d. Maintain accurate and complete records and reports of student progress
- e. Prepare daily lesson plans
- f. Interpret to parents, through individual or group conferences, their child's educational progress
- g. Cooperate with the administrators in the proper administration of all approved policies, regulations and procedures of the district
- h. Participation in the responsibilities of operating an effective school
- i. Will assume any other duties specifically assigned by the administration (Site-Based-Administrator, Central Administration, Elementary Principal, Guidance Counselor)

9b. **JOB DESCRIPTION OF PARAPROFESSIONALS**

All teachers & administration shall be responsible for compliance with guidelines stipulated in the Nebraska Professional Practices Commission (pamphlet) on regulations on the proper use of Paraprofessionals. The pamphlet will be shared with each teacher who works with Paraprofessionals on a regular basis. This pamphlet will provide the necessary information that pertains to; supervision of Paras, liability for Paras' activities, employment of Paraprofessionals, ethical standards, & legal recourse for improper use of Paras.

10. **JOB DESCRIPTION FOR "ORIGINAL BOARD OF EDUCATION"** (Six Board Members)

Annually:

Discuss and set budgets for the Building Fund, Bond Fund, Activity Fund, Hot Lunch Fund, Hazardous Material Fund

Election Year: (January Meeting)

- a. Elect one newly elected board member to the Unified Board of Education
- b. Appoint vacancies to fill Unified Board of Education openings

As Needed

Determine the future of the "Original Board" membership to the Unified District

11. **JOB DESCRIPTION FOR ADVISORY BOARD OF EDUCATION** (Four Board Members)

The Original District Advisory Board of Education is directly responsible to the Site-Based Principal and the Central Administration. The line of communication is from the Advisory Board to the Site-Based Principal. (See Communication Flow Chart) Duties of the Original District Advisory Board of Education include:

- a. Officers consist of president, vice-president, secretary, and treasurer

- b. A quorum is considered as four board members present
- c. Meets with the Site-Based Principal on a monthly basis or as needed
- d. Voting members include the four Original Board members that have not been appointed to the Unified Board of Education
- e. Responsible to the Site-Based Administrator
- f. Fiscal responsibilities include making recommendations to the Original District Board of Education for budgeting purposes for the Building Fund, Bond Fund, Activity Fund, Hot Lunch Fund, Hazardous Material Fund
- g. Involvement with Original District graduation ceremonies
- h. Works with and makes recommendations to Site-Based Administrator in areas of curriculum staff development, and other general activities involving the Site-Based Attendance Center. Recommendations made by the Advisory Committee are to be reported to the Central Administration by the Site-Based- Administrator
- i. Set local guidelines for attendance center activities
- j. Provide recommendations to Site-Based Administrator concerning General Fund Budget requirements for the local attendance center
- k. Approve expenditures for local attendance centers concerning the Building Fund, Bond Fund, Activity Fund, Hot Lunch Fund, Hazardous Material Fund

Adopted: 8/99 Rev: 6/00

12. **JOB DESCRIPTION OF BUSINESS MANAGER**

Unified Data Entry Responsibilities

- a. Enter and code all receipts for the system
- b. Enter and code all disbursements for the system
- c. Compile, enter, code and maintain all purchase orders for the district

Unified Board Meeting

- a. Board minutes
- b. Treasurer's report
- c. Board publications properly placed in newspaper (budget, minutes, agenda)
- d. Provide information requested by unified board

Payroll Data Responsibilities

- a. Payroll taxes
- b. Reconciliation and reports
- c. Maintain all professional payroll and salary schedules
- d. Maintain all certified payroll and salary schedules
- e. Compile health insurance, life insurance, disability insurance and annuity invests for staff
- f. Help interpret health insurance and disability insurance coverage's for staff members
- g. Help staff members with 125K interpretation

Budget Responsibilities

- a. Attend state budget meetings

- b. Help interpret state aid form
- c. Budget document data entry
- d. Help interpret budget document for Superintendent, Advisory Boards, and Unified Board
- e. Compile budget document and correlate all budget areas including those that are the responsibility of the local districts
- f. Help superintendent determine budget needs

Staff Negotiation Responsibilities

- a. Enter salary and educational data
- b. Compile board proposals to be presented to teacher negotiation team attend negotiation meetings
- c. Provide comparability studies as needed
- d. Determine salary and fringe benefits
- e. Issue contracts

Administrative Aide

- a. Investment of funds in CD's at local banks
- b. Complete and file with Department of Education all district statistical forms including, but not limited to: personnel, state aid, special education, Title I, Title VI, and high ability learner, Accelerated Reader
- c. Assist with student assessment data as needed including data entry to be sent to Department of Education
- d. "Sounding board" for Superintendent
- e. Provide salary information to staff at opening meetings in August
- f. Assist attendance center secretaries as needed

District Audit

- a. Collect audit information (Activity Fund, Building Fund, Hazardous Material Fund, Hot Lunch Fund) from site-based secretaries
- b. Provide information needed for the auditor
- c. Interpret audit information for auditor
- d. Complete and send annual financial report to Department of Education

Secretarial

- a. Answer telephone
- b. Check and distribute mail
- c. Schedule conferences for board and administration
- d. Assists other secretaries as needed

13. MAINTENANCE PERSONNEL

Head Custodian

The head custodian is subject to the rules and regulations of the board of education, will be responsible to and is under the direct supervision of the superintendent of schools and he/she

shall be the chief administrative officer of maintenance and shall be responsible for the maintenance of all buildings and grounds and the supervision and evaluation of all custodial personnel provided by the board of education.

The Head Custodian shall:

1. Supervise and evaluate the custodial personnel hired by the board.
 - a. Work with the superintendent in the design of work schedules for custodial staff based on need and seasonal requirements and will have the authority to alter custodial schedules as seasons demand or situations may require.
 - b. Supervise and evaluate the job performance of all custodial staff and make recommendations relative to their continued employment, wages, and assignments to the Superintendent.

2. The Head Custodian shall design programs for and supervise the continued maintenance of and for:
 - a. The removal of snow and ice from walks and grounds
 - b. A systematic process to purchase and keep an ongoing inventory of all supplies and equipment including the maintenance and repair of all equipment
 - c. All professional records on maintenance and repair
 - d. All floor care in all buildings
 - e. All buildings and grounds including the football field, gymnasium, all classrooms, special services, all heating, plumbing and electrical systems, playground equipment, walks and grass of the schools and park

3. The Head Custodian will be responsible for:
 - a. The disposal and removal of all garbage
 - b. Checking and reporting all conditions of the building, equipment and grounds to the superintendent
 - c. Reporting all destruction and discipline problems to the Superintendent and will have the authority to intervene should he/she see some undesirable act being committed
 - d. All purchases with an approved purchase order
 - e. Conferring with the Superintendent if the services of outside servicemen are needed
 - f. Helping with janitorial services

4. The Head Custodian will be:
 - a. Paid the current federal rate per mile when required to drive his/her car for out of town business
 - b. Responsible for building security at night activities
 - c. Responsible to recommend his/her own competent replacement in the event he/she is not able to fulfill his/her job

5. The Head Custodian will be able to:
 - a. Do minor electrical work, install ballasts and have skills necessary to all building systems
 - b. Do minor plumbing
 - c. Do woodworking
 - d. Become proficient in the daily operation of boilers, heating systems, and do

seasonal maintenance on them as required
e. Check furnaces on a daily basis during winter months.

6. The Head Custodian will comply with all safety rules and regulations as prescribed by law and will use common sense in carrying out all duties. He/she will serve on and advise the school safety committee

Adopted: 8/99 Rev: 6/01

14. **SECRETARY**

The designated secretary, subject to the rules and regulations of the Unified Board of Education, and under the direction of the Site-based Administrator, shall supervise and coordinate the activities of the clerical help in the main office.

Adopted 6/01

15. **FOOD SERVICE PERSONNEL**

Food Service Manager/Cook

The Food Service Manager/Cook is subject to the rules and regulations of the board of education and the State Department of Education and State Department of Health, and will be responsible to and is under the direct supervision of the head administrator of the Verdigre Public School. The Food Service Manager/Cook shall be the chief administrative officer of food service and shall be responsible for the maintenance of all aspects of food service, maintenance of all equipment and supplies, and the supervision and evaluation of all food service staff personnel provided by the board of education.

The Food Service Manager/Cook shall:

1. Attend all required or needed meetings or workshops to maintain a food service program that is in compliance with all state requirements.
2. Supervise and evaluate food service personnel hired by the board.
 - a. Work with the Head Administrator in the design of work schedules for food service staff based on need and seasonal requirements and will have the authority to alter schedules as seasons demand or situations may require.
 - b. Train, supervise, and evaluate the job performance of all food service staff and make recommendations relative to their continued employment, wages and assignments to the Head Administrator.
 - c. Work with those groups that would request utilizing kitchen facilities.
3. The Food Service Manager/Cook shall:
 - a. Maintain accurate records as required by the Department of Education.
 - b. Create menus meeting guidelines established by the Department of Education.
 - c. Complete forms for meal preparation as required by the Department of Education.
 - d. Complete the ordering of commodities, food supplies, milk and juice, and general kitchen supplies and maintain their storage.

- e. The above will require computer skills.
- 4. The Food Service Manager shall:
 - a. Be required to lift up to 50 pounds of equipment or supplies.
 - b. Maintain personal hygiene and appearance presenting a safe and clean environment according to established regulations.
 - c. Supervise operation of potentially dangerous equipment.
 - d. Interact with staff and students in a positive manner, yet maintain a disciplined work and dining environment.
 - e. Supervise and help prepare meals that comply with state guidelines.
 - f. Be able to operate and assure that equipment is in working order.
Report any deficiencies to the Head Administrator.
 - g. Supervise and maintain a clean, orderly workplace.

Food Service Kitchen Staff/Cook

The Food Service Kitchen Staff/Cook is subject to the rules and regulations of the Board of Education and the State Department of Education and State Department of Health, and will be responsible to and is under the direct supervision of the Food Service Manager/Cook.

The Food Service Kitchen Staff/Cook shall:

1. Learn to operate all kitchen equipment and report any operational problems to the Food Service Manager/Cook.
2. Keep the Food Service Manager/Cook informed when supplies are needed or when supplies are running low.
3. Be able to do whatever is necessary to get a meal ready to serve on time.
4. Adhere to work schedules and be flexible if the situation demands a change due to weather or scheduling changes..
5. Be available for assisting with groups that may utilize the facility.
6. Know and maintain compliance with established rules for the safe and orderly operation of the kitchen and dining area.
7. Be required to lift up to 50 pounds of equipment or supplies.
8. Maintain personal hygiene and appearance presenting a safe and clean environment according to established regulations.
9. Interact with staff and students in a positive manner, yet maintain a disciplined work and dining environment.
10. Attend any meetings or workshops that may be required to continue employment.
11. Maintain a clean, orderly workplace.

Adopted: 7/06

An official copy of the Advisory Board of Education agenda is available for inspection in the office. Individuals wishing to be on the agenda are asked to contact the Office at least 24 hours in advance of the scheduled meeting.

1701.1 Filing School Board Vacancies

Vacancies on the School Board, including resignations and retirements, shall be filled as soon as possible by appointment by the remaining members of the Original School Board in accordance with state statute and established Board procedures.

Candidates for a vacancy on the Original School Board shall be appointed at an open meeting. A majority vote shall be required for all appointments to the Board of Nebraska Unified District #1.

The candidate appointed to the vacancy shall, pending acceptance of the appointment and filing the oath of office, be seated on the Advisory or Original Board of Nebraska Unified District #1.

Procedure:

1. Within 10 days of being informed of a vacancy on the School Board, the Board directs the Administration to publish a press release of the vacancy and to solicit letters of interest from citizens of the individual school district. All letters of interest shall be received in the Site-Based Administration Office no later than 12:00 noon, 10 business days following publication of the notice. Candidates may withdraw their letter of interest at any time during the selection/appointment process.
2. A special meeting of the Original Board will be scheduled for the purpose of interviewing candidates for the vacancy and making appointment decisions.
3. Candidates will be interviewed one at a time at the special meeting. All candidates will be interviewed in open session. Each Original Board member will ask one question of each candidate. Each Board member will ask the same question of each candidate.
4. After all candidates have been interviewed; the Original Board will rank order each candidate in order of preference assigning the highest number to their most preferred candidate and the lowest number to their least preferred candidate. The Site-Based Administrator or his/her designee will then add up the accumulated points and report them to the Board in writing.
5. If after the Original Board conducts the rank order a tie exists, a second round of questioning will take place with the candidates having the same accumulative point totals. The Original Board will rank order each candidate after the second round of questioning in order of preference assigning the highest number to their most preferred candidate and the lowest number to their least preferred candidate. The Site-Based Administrator or his/her designee will then add up the accumulated points and report them to the Original Board in writing.

6. Following the interview process, motions will be in order for filling the vacancy.
Adopted: 8/11

1800 **DUTIES OF THE PRESIDENT**

The President has the responsibility to keep discussion to the point, yet be sure all members are heard and all pertinent questions considered. It is the President's duty to:

1. Call meetings of the Board;
2. Preside at all meetings;
3. Represent the school district in certain actions;
4. Appoint all committees;
5. Participate in and vote on all actions of the Board.
6. In the absence of the President, the Vice-president shall perform the duties and have the obligations of the President.
7. The President, at the beginning of the meeting, shall announce and inform the public that a current copy of the Open Meetings Act is posted on the North wall of the meeting room. (Should be included in the minutes as LB 898 requires "public bodies shall make available at least one current copy of the Open Meetings Act.")

1802 **DUTIES OF THE SECRETARY**

It shall be the duty of the Secretary to perform the following functions:

1. Send out legal notices of meetings.
2. The Secretary's minutes are the official record of Board action.

The Secretary is required to:

- a. Keep an accurate record of all meetings;
- b. Handle official correspondence of the School Board;
- c. Act as custodian of all school district securities, documents title papers, and other records of the Board.

1802.1 **Minutes**

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

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

The minutes shall be kept in the office of the superintendent or site-based administrator and shall be public records and open to public inspection during normal business hours.

1803

DUTIES OF THE TREASURER

The Treasurer is the custodian of the School District's money. It shall be the duty of the Treasurer to:

1. Maintain classified accounts of receipts and disbursements of the Building Fund, the ADA fund, Student Activity Fund, and the School Lunch Fund.
2. Submit a monthly report to the Board reflecting the current balance in district funds, and receipts for the preceding month;

1901

ADOPTION OF POLICIES

Policies may be revised, added to, or amended at a meeting by a majority vote of the board, provided that the proposed changes were presented in writing at a regular board meeting prior to the said meeting and provided that each member has been given a notice in advance of said meeting. This policy may be waived by approval of the board of education by a 3/4 majority of the board.

1902

DEPOSITORY OF SCHOOL FUNDS

The Pinnacle Bank of Verdigre, Bank of Orchard, and Citizens State Bank of Clearwater, and Brunswick State Bank are designated as the depository of the funds of Nebraska Unified District No. 1. The Bank of Orchard will be considered the official depositor. Additional banking institutions may be added for the Depository of funds by the vote of the Unified Board
Adopted: 8/99 Rev: 5/16

1903

DEPOSITORY OF ACTIVITY FUNDS

Activity funds of the various school organizations are handled through the Site-Based Administrator's office and deposited in the Pinnacle Bank of Verdigre under the title of the Verdigre High School Activity Account. A record of each transaction is recorded and checked with the various treasurers. The records are open for inspection of auditing at any time.

A semi-annual report shall be prepared of the activities fund to be presented to the School Board.

1904

BONDING OF OFFICERS

The treasurer of the school district shall be bonded before assuming the duties of the office.

1905

REGULAR MEETINGS

The regular monthly meetings of the Verdigre Advisory Board may be held on the first Tuesday of the month in the Verdigre High School board room. Special

meetings may be held to care for special named items of business providing there is a general agreement on the part of the Board.

At least three members of the Board must be present to transact business. An agenda for the meeting, which shall be kept continually current, is readily available for public inspection at the Administrative Office during normal business hours.

(Regular meetings of the Unified Board of Education may be held on the second Monday of the month)

QUORUM

At meetings of the Advisory Board of Education, all voting shall be done by a roll call vote. All members present shall be given the opportunity to vote. Three (3) members are required for a quorum.

All motions shall be declared lost unless approved by a majority of the members present and their vote so recorded.

1905.1

SPECIAL MEETINGS

The President shall call a special meeting of the Board when requested by two members of the Board to do so. The President may call a special meeting of the Board whenever he/she considers such a meeting desirable.

Adopted: 06/09

1906

NOTIFICATION AND AGENDA OF MEETINGS

Notice will be published in the official newspaper of the community. In emergency, notification may be posted as per statute. The agenda may be viewed at the school office. All official agenda items must be listed at least 24 hours prior to the meeting. All meetings are open to the general public. The minutes of the previous meeting, the treasurer's report and the bills will be considered part of the consent agenda if previously viewed by the board of education. Closed session may be necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual as pursuant to 84-1410.

1907

PUBLIC PARTICIPATION AT BOARD MEETINGS

Public participation at Board meetings in a manner consistent with the Nebraska Open Meetings requirements the public shall have the right to attend and shall further have a right to address the

Board of Education at Board meetings, subject to reasonable rules and regulations as further set forth in the Policy. Ordinarily, the public shall have a right to speak at each meeting but for good reason the Board may, upon advanced notice to the public through its meeting agenda, forego a public comment period at certain meetings.

This Policy shall not be construed to prevent an advisory board member, administrator, or invited patron from any of three schools constituting the unification from addressing the Board of Education on any agenda item, nor shall this Policy prevent any such individual from speaking on more than one agenda item during any particular meeting, but each advisory board member, administrator, or invited patron should wait recognition by the presiding officer of the Board prior to addressing the Board.

The public shall be entitled to videotape, televise, photograph, broadcast, or record the meetings of the Board so long as such videotaping, televising, photographing, broadcasting, or recording does not interfere with the legitimate function of the Board.

No one shall be required to identify themselves as a condition of attendance at the meeting, but the Board may require any person who wishes to speak at the meeting to identify him/herself provide a home or business address, inform the Board if the speaker represents an individual or individuals other than him/herself, and provide a brief statement of the purpose for wishing to address the Board.

The Board shall ordinarily provide for the public input period to be at the commencement of the meeting once the meeting has been called to order, the presence of a quorum has been determined, and ascertainment of proper notice and placement of the public meetings law within the Board meeting area has been ascertained. The public comment period shall, unless extended by a majority vote of the Board, be for a period of fifteen minutes. If more than one speaker desires to address the Board, the Board shall as equitably as is reasonable allocate time to each known speaker.

During the public comment period, Board members or the administration may ask questions of the speaker or make comments in response to a speaker's remarks and the time expended by the Board in such activities shall not count against the time expended by the speaker.

Any speaker causing an interruption or disruption of the meeting by his/her speaking may be ruled out of order by the Board President, and the Board President shall in his/her sound discretion and with advice and consent of the Board rule a speaker out of order. Defamatory or abuse of remarks will not be tolerated and a speaker engaged in defamatory or abusive remarks will be deemed to be disorderly and inappropriate conduct.

Any written or printed material to be circulated at the Board meeting by the public shall be submitted to the Site-Based Administrator or Superintendent for dissemination to the Board members and such materials shall be received by the Wednesday immediately next preceding meeting. Such material that is transmitted to the members of the Board shall also be made available to the public at the Board meeting at which the written or printed materials may be circulated or considered by the Board.

Adopted 07/11

1908

CLOSED SESSIONS

The Board of Education may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. Closed sessions may be held for, but shall not be limited to, such reasons as: (a) strategy sessions with respect to collective bargaining, real estate purchases, or litigation; (b) discussion regarding deployment of security personnel or devices; (c) investigative proceedings regarding allegations or misconduct; or (d) evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting; provided, however a closed meeting shall never be held for the purpose of discussing the appointment or election of a new member to the Board of Education.

The vote to hold a closed session shall be taken in open session. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The Board shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken.

Any member of the Board shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reasons stated in the original motion to hold a closed session. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

The term “closed session” as used in the policies, regulations and Bylaws of the District shall include within its meaning any “executive session” or “executive meeting” authorized or prescribed by said policies, regulations and Bylaws, all of said terms being interchangeable.

Adopted: 07/06

2107

TRANSFER OF FUNDS BETWEEN CATEGORIES

Whenever it becomes apparent during the current fiscal year to the Board of

Education that there is temporarily insufficient money in a particular fund to meet the requirements of the adopted budget of expenditures for that fund, the Board of Education may, by a majority vote, unless otherwise provided by State Law, transfer money from other funds to such fund. Adopted: 8/99

2201

SALES & DISPOSAL OF BOOKS, EQUIPMENT & SUPPLIES

The Superintendent and/or Site-Based Administrator shall be authorized to dispose of obsolete equipment by selling it to the highest bidder or by other appropriate means. The board of education must declare equipment or supplies of value obsolete prior to disposal.

Adopted: 8/99

2202

SOLICITING PRICES

Bids & Quotations

The Advisory Board of Education will require bids or quotations as required by law or at the express desire of the board. At the end of the specified period of time, the bids will be opened for board inspection and selection. However, the board reserves the right to reject all bids and reserves the right not to select the lowest bid. Community suppliers will be considered.

2203

BUSINESS OPERATIONS

Records Management and Disposition

1. General Standard: Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.
2. Records Officer: The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.
3. Electronic Messages: Electronic messages are communications using an electronic system for the conduct of school district business internally, between other state and local government agencies, and with parents, students, patrons and others in the outside world. These messages may be in the form of e-mail, electronic document exchange (electronic fax), and electronic data interchange (EDI). In this policy, the terms electronic messages and e-mail are used, depending on the context, to mean the same thing. The school district's electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition is as follows:
 - a. End-User Management. End-user means anyone who creates or receives electronic messages on the school district's electronic system. Electronic messages are to be managed at the end-user's desktop rather than from a central point. Each end-user is responsible for

organizing, managing and disposing of records that are part of his/her desktop computer.

- b. Categories for Retention. Electronic messages fall within three categories: (1) transitory messages; (2) records with a less than permanent retention period; and (3) records with a permanent retention period. End-users are to organize, store, retain and dispose of electronic messages according to these three categories. This means determining which electronic messages require longterm retention, determining who is responsible for making this decision, and establishing storage and disposition requirements for electronic messages.
 - i. *Transitory messages.* Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain embryonic materials, notes or drafts,; unwanted and unneeded “junk” mail; “personal” mail for employees not related to school business; unsolicited sectarian, religious, partisan, political or commercial messages, or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions.

There is no retention requirement for transitory messages. Employees sending or receiving such communications may delete them immediately without obtaining approval.
 - ii. *Less than permanent retention records.* These records are governed by the retention period for equivalent hard copy records as specified in the approved records retention and disposition schedules. These records should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. Employees creating or receiving such communications may delete or destroy the records only according to the applicable retention schedule. Questions relating to the retention or destruction of these records should be referred to the records officer.
 - iii. *Permanent/archival retention records.* These are records scheduled for transfer to the Nebraska State Historical Society (NSHS). Decisions relating to such records should be made by the records officer in consultation with HSHS, and the State Records Administrator about either transferring the records or maintaining them in the agency of origin. If the transfer decision is made, the method, frequency and format of the transfer should be determined cooperatively by the records officer, the NSHS, and the State Records Administrator.

- c. Electronic Storage Limitations. The district's computer systems have storage limitations. E-mails are deleted by the computer system within 60 to 90 days to avoid operational problems. End-users are instructed that electronic messages that are required to be maintained past the time period should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. The retention period for the particular record is the best indicator of which storage medium or format to choose.
- d. Proper Use of Electronic Messages.
 - i. Non-Discrimination. Electronic messaging is not permitted to be used to promote discrimination on the basis of race, color, national origin, age, marital status, sex, political affiliation, religion, disability or sexual preference; promote sexual harassment; or to promote personal, political, or religious business or beliefs.
 - ii. Permissible Use. Electronic messaging is to be used only for purposes that are consistent with the mission of the school district. Electronic messaging is not permitted to be used for personal purposes except for: incidental, intermittent or occasional use which does not interfere with performance of duties as determined by the administration, use that is authorized pursuant to an individual use agreement, and use that represents a form of the employee's compensation. Electronic messaging is not permitted to be used for personal financial gain or 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. Electronic messaging is not permitted to be used for purposes of assisting a non-profit organization except when and to the extent such serves a school purpose or facilitates school district business.
 - iii. Conduct. Employees shall not read electronic messages received by another employee when there is no school purpose for doing so, send electronic messages under another employee's name without the employee's consent or administrative authorization, or change or alter any portion of a previously sent electronic message without administrative authorization.
 - iv. Other Regulations. Electronic messaging is subject to all requirements of the school district's "Acceptable Use of Computers, Network, Internet and Websites" policy and may be monitored and accessed at any time without prior notice. The school district has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all board policy and regulations, these regulations, building

guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.

4. Litigation Holds

When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue. Such action will in particular be taken when the litigation may be filed in federal court or otherwise subject to federal rules of discovery.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the records officer until the hold is released.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Adopted 6/08

5. Settlement Agreements

A public written or electronic record of all settled claims shall be maintained. A record for all such claims settled in the amount fifty thousand dollars or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

The foregoing does not apply to claims made in connection with insured or self-insured health insurance contracts.

Adopted 5/10

6. Contracting for Services

Contractual services which by their nature are not adapted to award by competitive bidding, such as contracts for the services of individuals possessing a high degree of professional skill, where the ability or fitness of the individual play an important part, are not subject to bid but are subject to approval by the Board of Education in conformity with established policy. Every contract for services to be provided to Nebraska Unified District #1 shall require that the contractor use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. Such requirement shall be deemed to be included and a part of the terms of every contract for services with the School District, including but not limited to oral contracts.

Adopted: 06/08 Rev: 06/10

2301

INVENTORIES

Equipment

An inventory of equipment shall be maintained at all times.

Supplies - Warehouse

An inventory of supplies which are warehoused shall be maintained for the instructional, cafeteria, maintenance, and operation departments. A physical inventory shall be taken annually.

Adopted: 8/99

2303

PURCHASES BY STAFF MEMBERS

Any staff member purchasing an item with his own funds or charging it to the school without first obtaining prior approval from the Site-based Administrator will be held personally responsible for all costs incurred.

2304

HIGH SCHOOL ACTIVITY ACCOUNT

All money raised by the school must be deposited in the High School Activity Fund.

Any school supervised group that deals with money through dues or other activities must deposit their money in and withdraw it by check from the Activity Fund.

The school secretary will receive deposits and issue requests for withdrawals of funds by student treasurers or faculty advisors. Checks will then be issued for payment of bills.

Forms for such deposits and requests are available in the secretary's office.

2400

USE OF SCHOOL TELEPHONE

Telephones in schools are for official use in connection with school business. School telephones shall not be used for personal purposes either by students or teachers.

Regulations for Use of Telephone

1. There will be someone in attendance to answer the telephone throughout the school day.
2. No person should be permitted to carry on a long conversation on the school telephone.
3. Teachers and students should not be called to the telephone during school hours except in cases of emergency.
4. Long distance calls may be placed by the Administrative Staff when necessary to carry out their assigned duties. All other personnel must register all calls on the telephone register before placing the call.
5. If only a message needs to be relayed, the information may be given to the office. The message will then be relayed to the student at the end of the class period or at a convenient time throughout the day.
6. Students wishing to use the office telephone should do so during a study hall or during the noon hour.

2401

BUILDINGS

Keys are available for employees to the building and to teachers' rooms.

Every effort should be made to keep keys out of the hands of the public.

Locking the Rooms

Rooms should be locked whenever they contain materials of importance. Thefts from unlocked rooms are inexcusable.

Rooms should not be locked during class session.

2403

BUS TRANSPORTATION

All transportation will be under the jurisdiction of the Superintendent. The Superintendent will work closely with a Bus Supervisor from each of the attendance centers to set annual bus routes and general transportation regulations.

Special Education Students

Transportation between home and school will be provided for all physically or mentally handicapped resident students who attend a school outside the district.

School Bus Transportation

Nebraska Unified School District #1 will abide by the Nebraska Transportation Statutes. The regular student boarding point will be considered as the junction between the resident driveway and the approved bus route. Bus routes may be reversed at the end of the first semester if possible. In specific cases, where safety of the child is in question, a school bus may be required to leave a public maintained road. A bus may also enter private property, if approved by the owner, to turn around at the end of the route. Provisions may be made for option enrollment students whose parents live outside the district. Students who are involved in activities are required to ride in school vehicles to the activity. Parents may request, in writing to the activity sponsor, that their child ride home with the parent. Exceptions may only be made by the Administration.

Passenger Conduct

Buses will be assigned to a specific bus driver who will be responsible for the operation and care of the bus. All passengers are required to cooperate with the bus driver. All bus drivers will post general bus rules, and will review them with his/her passengers on a regular basis. The Nebraska Unified School District #1 can refuse transportation to any passenger who fails to abide by the transportation rules of the district. It will be the responsibility of the person(s), who causes damages to a school district vehicle, to pay all costs for damages and expenses.

Adopted: 8/99 Rev: 6/01

3100

PRINTED MATERIALS

Clearance

All publicity concerning the Verdigre Public Schools will be cleared through the Site-based Administrator's office. We urge teachers, parents, and other interested members of the community to write up school news, but these articles must go through the Office for the following reasons:

1. Avoidance of duplication of material;
2. Maintenance of a consistent policy with regard to school publicity;
3. Compilation of a file of releases and pictures as a protection to the school.

3201

VISITORS IN THE BUILDING

All visitors must gain admission to the building through the School Office.

3202

STUDENT VISITORS TO THE SCHOOL

All students shall have the privilege of bringing visitors to school occasionally. These visitors must be cleared through the office of the Site-based Administrator one day in advance and shall be under control of the staff while in the building. All visitors creating a problem shall be sent home, and the student who brought them shall lose that privilege.

3203

LOITERING IN BUILDING OR ON SCHOOL GROUNDS

Individuals who do not regularly attend Verdigre High School are not permitted to remain in the building without a pass from the Site-based Administrator's office.

Individuals found to be loitering in the buildings or on school grounds should be reported to the main office immediately.

3204

DRUGS, TOBACCO, ALCOHOL POLICY

*No one may possess, use, or consume drugs and/or alcohol in or on school property or at a school sponsored function.

*The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

This policy will apply at all times whether school is in session or not.

Adopted: 8/99 Rev: 6/00 Rev: 6/14

3205

WELLNESS AND NUTRITION

The board shall promote and monitor a local wellness program. The program shall:

1. Include goals for nutrition education, physical activity and other school-based activities designed to promote student wellness in a manner that the board determines is appropriate;
2. Include nutrition guidelines for all foods available in each school during the school day; the objectives of the guidelines shall be to promote student health and to reduce childhood obesity;
3. Assure that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture, as those regulations and guidance apply to schools;
4. Establish a plan for measuring implementation of the local wellness policy, including designation of one or more district employees who shall be charged with operational responsibility for ensuring the wellness policy is effectively enforced; and
5. Involve parents, students, representatives of the school food authority, the school board, administrators and the public in the development of the school wellness policy.

Local Wellness Program

I. Nutrition Education Goals

A. Nutrition education topics will be included within the health education program. These topics can include:

1. The benefits of healthy eating, Food Guide Pyramid, Dietary Guidelines for Americans, understand calories, healthy breakfast, diet and disease, healthy snacks, serving sizes, essential nutrients, nutritional deficiencies, the use and misuse of dietary supplements, and safe food preparation, handling, and storage;
2. Planning a healthy meal, understanding and using food labels, and critically evaluation nutrition information and commercial food advertising;
3. Assessing the student's personal eating habits, setting goals for improvements, and establishing methods to achieve those goals.

B. Nutrition education activities should be interactive, stress the benefits of healthy eating, be age and/or developmentally appropriate, and be presented in a way so that it teaches the students the skills that they will need to adopt healthy eating behaviors.

C. The School Health Council shall assess and review the district's nutrition education program for accuracy, completeness, balance, inappropriate commercial messages, and consistency with the district's goals and standards.

D. School staff are encouraged to model healthy eating behaviors.

E. The school's food service program should be coordinated with the nutrition instruction if practicable. The school cafeteria provides an opportunity for students to apply the skills that they have learned in the classroom, so there should be coordination between the cafeteria staff and teachers.

II. Physical Activity Goals

A. Physical education classes and physical activity opportunities will be available for all students daily throughout the school year during school or after school. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

B. All elementary school students will have daily supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

C. The district will discourage extended periods (i.e. periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, making it necessary for students to remain indoors for long periods of time, students should have periodic breaks during which they should be encouraged to stand and be moderately active.

D. The district will work with the community to encourage and create ways for students to walk, bike, roller blade. Or skateboard safely to and from school.

E. The physical activity and education program should expose students to a wide variety of physical activities, teach physical skills to help maintain health and fitness, and individualize the intensity of activities as needed.

F. The district will conduct fitness assessments at least one time per year (grades K-9). Assessment results will be used to assist students to understand their level of health and fitness, to create fitness goals and plans.

III. Other School-based Activities Designed to Promote Student Wellness

A. Dining Environment

1. The school district will provide a clean, safe, enjoyable meal environment for students.
2. The school district will provide enough space and serving areas to ensure all students have access to school meals with minimum wait time.
3. The school district will have drinking fountains or other accommodations available in all schools so that students can get water at meals and throughout the day.
4. The school district will encourage all students to participate in school meal programs.
5. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
6. Students will be encouraged to wash and/or sanitize their hands before they eat meals or snacks.

B. Mealtimes

1. The school district will ensure an adequate time for students to eat meals and socialize with friends by providing at least 10 minutes after being seated to eat breakfast and 20 minutes after being seated to eat lunch.
2. Lunch should be scheduled as near to the middle of the school day as possible.
3. Tutoring and club or organizational meetings or activities should not be scheduled during mealtimes unless students may eat during such activities.
4. Reasonable time will be allowed to accommodate the tooth-brushing regimens of students with special oral health needs such as orthodontia or high tooth decay risk.

IV. Nutrition Guidelines for Food Sold On School Campus

A. The goal of the district is to provide students with foods that promote student health and reduce childhood obesity. In order to best accomplish this goal, the district shall offer food programs that, at a minimum, satisfy the nutritional requirements established by local, state, and federal statutes and regulations such as the USDA's National School Lunch and Breakfast Program and the Dietary Guidelines for Americans.

B. The district's food program shall operate in accordance with the National School Lunch Act and the Child Nutrition Act of 1996 as amended and all applicable laws and regulations of the State of Nebraska.

C. The district encourages the consumption of nutrient dense foods such as whole grains, fresh fruits, vegetables, and low-fat dairy products.

D. Foods of “minimal nutritional value” as defined by 7 CFR210.11(2) should not be served at any time anywhere a reimbursable meal is served, sold, or eaten. These foods include carbonated beverages, water ices, chewing gum, hard candies, jellies and gums, marshmallow candies, fondant, licorice, spun candy, and candy coated popcorn.

E. Foods and beverages that have one of the following listed as the first ingredient should not be sold to students on school grounds during regular school hours: sugar, corn syrup, shortening, lard, or their equivalent.

F. School Menus should be prepared with input from students parents, and school district personnel.

G. School personnel shall periodically review menus to ensure that they meet USDA guidelines.

H. The district will share information about the nutritional content of meals with parents and students upon request.

V. School Health Council

The district shall create a School Health Council to monitor and review this policy and, if necessary, make recommendations for revision to the board of education. The council also will serve as a resource for implementing this policy. School Health Council members shall be appointed by the superintendent and should include parents, students, employees of the school’s food program, members of the school board, school administrators, teachers, health professionals, and other interested members of the community.

VI. Monitoring and Policy Review

The superintendent or his or her designee shall be responsible for ensuring compliance with this program. School food service staff will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent or his or her designee.

Adopted: 6/06 Rev: 07-07

3300

ACTIVITIES ON WEDNESDAY AND SUNDAY

No activities will be scheduled on Wednesday evening and Sunday during the school year. Emergency exceptions may be approved by the Site-Based-Administrator or the Central Administration.

3302

GIFTS FROM THE BOARD OF EDUCATION

The Advisory Board may consider as appropriate the presentation of a certificate or plaque of appreciation to retiring members of the staff or Board who have rendered outstanding service for an extended period of time and who have earned the high regard of other staff members and of the community.

It is the policy of the Verdigre Public Schools that its buildings and grounds shall be made available to the community subject to such rules and regulations as may be established, provided that no use shall be permitted which, in the judgment of the board and Site-Based-Administrator is in any way prejudicial to the best interest of the district or in conflict with school programs.

The school board and head administrator reserves the right to refuse the use of school facilities when it deems it necessary in the public interest.

Priorities for Use

- A. Activities and programs of Verdigre Pubic Schools directly related to the instructional and educational program of the district.
- B. Events or activities designed to serve the youth and citizens or the individual school community which are planned and directed by school-attached groups, or connected with a community recreation program.
- C. Use by community organizations whose primary purpose is service to youth, or through the use of school facilities, is the improvement of the general welfare of the community and where no admission is charged.
- D. Use by civic and service groups whose purpose, through the use of school facilities, is to improve the general welfare of the community and where admission is charged and whose net receipts are expended for the welfare of the pupils or charitable purposes.
- E. Use by individual groups who are eligible to rent the facilities for legitimate purposes and whose net receipts are not for welfare of the pupils or charitable purposes.

The school board reserves the right to refuse use of school facilities if it is not being used in the best interest of the public.

Groups wanting to rent these facilities will vary; consequently, the following fee schedule is to be followed:

- Class I Organizations not operating for profit and devoted to community interest and child welfare. Admission, fees, and donations not solicited.
- Class II Organizations not operating for profit and devoted to community interest. Admission and/or fees charged.
- Class III Groups operating for a profit.

Cost Per Hour Listed Below:

	<u>Class I</u>	<u>Class II</u>	<u>Class III</u>
Gymnasium	\$00.00	\$10.00	\$20.00
Kitchen/Cafeteria	\$10.00	\$10.00	\$20.00
General Classroom	\$00.00	\$10.00	\$20.00
Stage	\$00.00	\$10.00	\$20.00

Verdigre Public Schools is not responsible for personal property belonging to organizations or their members. Personal property should be removed from Verdigre Public School immediately after the event, unless otherwise agreed upon beforehand. Organizations not adhering to this should be charged an extra rental of \$25.00 per day.

Any vandalism or destruction of school property attributable to the renting organization will be billed to that organization.

Administrative Procedures and Conditions Governing use of School Facilities

1. Custody

A. The custody of the school facilities is placed with the Head Administrator of the school,
subject to the supervision of the Board of Education.

2. Responsibilities

A. Head Administrator

- a. maintain proper relationships with organizations making application to use the school facilities
- b. maintain a complete schedule of use and to give first priority to the school and its related organizations
- c. process all applications for rental, provide required personnel support, insure compliance, collect the fees

B. Verdigre Public School Representative

- a. will be on duty, or on call, at all times when a school facility is used by any group
- b. the representative is responsible for opening and closing the building, and cleaning up the premises after use.

C. Using Organization

- a. sponsoring head of the group or organization using the facilities must be on duty to supervise the group. (another, responsible, adult member of the organization may assume these duties)
- b. the “Hold Harmless” contract agreement must be executed before the facility may be used
- c. any group or organization using school property shall waive the Verdigre Public Schools, Board of Education, the individual members thereof, and any school officials or employees, free and without harm, from any loss, damage liability, or expense that may arise during, or be caused in any way by, such use or occupancy of school property. In the event property loss is incurred as result of the use of the facility by an outside group, the amount of damage shall be decided by the Head Administrator.

3. Fees

A. General

- a. all fees will be based upon the Rental Schedule
- b. fees may be requested in advance
- c. the only authorized “Payee” is the Verdigre Public Schools
- d. special fees will be charged for necessary technical and supervisory service, extra preparation, utilization of kitchen facilities, stage equipment, athletic equipment, projectors, amplifying equipment, etc. which will be added to the regular fee
- e. the board reserves the right to charge a percentage of gross gate receipts for profit making rental activity which charges admission fees or display fees.

4. Equipment

A. School Equipment

- a. projectors, VCR’s, CD players, computers, amplifying equipment, musical instruments, etc. may not be loaned or rented for use outside of the school location (without permission of the Head Administrator)
- b. use of school space does not include use of school equipment unless specifically permitted
- c. if school personnel are required to operate equipment the cost will be added to the fee.

B. Organizations wishing to bring unusual equipment, material, devices, and/or animals into school buildings or onto school premises must first present, in writing, proper insurance coverage with a “Save Harmless” clause protecting the board.

5. Categories of Activities

A. General – no charge for

- a. School District Activities
- b. Teachers and Educational Activities
- c. School Committees and Councils
- d. Student Body Clubs and Associations
- e. Verdigre Booster Clubs.
- f. The sponsor shall guarantee the key will not be given to a third person for any reason. If the key is lost, the organization will reimburse the school to change and re-key locks.

B. All Other Activities

- a. shall pay the district cost recovery rate, which includes custodial wages clean-up costs, utilities costs, and special requirements costs
- b. all hourly costs are agreed upon prior to rental
- c. activities which pay the cost recovery rate are:

Activities or meetings of local charitable, philanthropic, and cultural groups, Service clubs, fine arts association, and theater groups.

Mass meetings called by public authorities.

County, state, or federal government groups.

Community service groups such as hospitals, fire departments, etc.

Public meetings of Clubs that are community-wide based in scope and membership.

Community athletic groups.

Corporations, companies, or individual enterprises that operate for profit and charge admission

and/or display fees. (A percent of the gross receipts may be added to the rental fee.)

Religious group activities.

Recitals for commercial teacher of dance, music, baton twirling, etc.

Political group activities.

C. Special Fees will be assessed as follows:

Cafeteria Cooks	\$10.00 per hour
Custodian	\$10.00 per hour
Equipment Operator	\$10.00 per hour
Projectors, CD, VCR,	\$10.00 per use
Sound Equipment, etc.	\$10.00 per use

USE BY NON-PROFIT CIVIC GROUPS:

Non-profit civic groups such as 4-H, extension clubs, etc. may use school facilities at no charge. Groups will be responsible for cleaning up and for any damages.

USE FOR PROFIT:

Individuals or groups who use school facilities and gainfully expect a profit will be charged a minimum of 5% on all profits made. Under certain circumstances, fees may be waived or raised.

All requests to use school facilities and or equipment will be made to the Site-Based-Administrator who will determine if the facility and or equipment is available and whether or not the request is to be granted. Outside organizations will sign the Verdigre Public Schools "Hold Harmless Agreement" prior to use of school facilities.

The Advisory Board of Education reserves the right to classify any request and to accept or reject any or all requests.

Adopted 12/05 Rev. 07/06

3305

PARENT INVOLVEMENT POLICY

Parental involvement is a vital part of Title I programs. The federal government requires that a district have a written policy on parental involvement for Title I programs.

The school district will involve parents in federally funded programs that affect their children's progress:

- Parents have the right to participate in developing educational programs supported through federal funds. Parents will have the opportunity to be informed about, and comment on such programs.
- Parents will be encouraged to participate in home-based activities that may affect their child's progress.
- Parents are provided opportunities for training to help them work with their children at home, to the extent possible.
- Parents are encouraged to discuss their child's progress in the school curriculum.
- Parents are provided with assistance in understanding state/federal program goals and how these relate to the No Child Left Behind Act of 2002.

School parental involvement goals are:

1. To encourage and include parental input in planning, design, and implementation of the Title I program
2. To notify parents that their child qualifies and is eligible to participate in Title I services.
3. To communicate to parents on the progress of their child.
4. to conduct an annual Parent Involvement Meeting to discuss evaluation results, eligibility requirements, program design and to provide parents with ideas and materials for working with their child.
5. to conduct other meetings or other means of communication, as necessary, to disseminate information about the Title I program and parent-student working ideas, strategies, and materials and to gather parent ideas to improve the Title I program.
6. To be available at parent-Teacher Conference times.
7. To develop and use a School-Parent-Child compact for the purpose of all involved in the child's education to make a commitment of shared responsibilities in the child's education.

It is the procedure that all parents of children in school shall be given the opportunity to provide input into the planning and implementation of the Title I Program, at any time throughout the year, and at the annual meeting held at the school their child attends.

Notice will be given to the parents informing them of the time, place, and purpose of the meeting. At the meeting the school staff shall explain: 1) the nature and purpose of the program, 2) the needs assessment procedure and results, 3) program evaluation, and 4) parental involvement programs.

At the building level, parents will be given a variety of opportunities to be involved in their child's progress and will be informed of the Title I program. The parents will be informed of the objectives of the program and the methods being used to help their child succeed in the classroom. A variety of opportunities, such as newsletters and parent visits will be available for parent so they can receive ideas, activities, and training to work at home with their children. All parents are encouraged to visit and observe their children in the Title I program activities.

A copy of the School-Parent-Child Compact is given to the parent and child to sign, agreeing to their willingness to take an active part in the education of their child.

Parents will receive a timely response to any recommendations regarding the planning, design, and implementation of the program and the involvement of their child. All parent communications will be in the language that is understandable to them.

Adopted: 08/14

3306

STAFF QUALIFICATIONS

The No Child Left Behind Act of 2001 gives parents the right to acquire information about the professional qualifications of their child's classroom teacher. Upon request, Schools will give parents the following information about their child's classroom teacher:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or provisional certificate.
- 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, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your school's

building. The information will be provided to you in a timely manner. Finally, schools will give timely notice 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 NCLB Act.

Adopted: 08/14

3400

RELATIONS WITH OTHER AGENCIES

Cooperation in Providing Programs

The Board of Education provides a basic educational and recreational program for children of school district to provide certain other agencies operating in the school district to provide services beyond its basic program.

1. Verdigre Public School will furnish the electricity for the field for the summer programs.

4300

COMPLAINTS TO BOARD OR BOARD MEMBERS

Complaints Made to Individual Board Members

Members of the Advisory Boards and Unified Board of Education have no authority or power to act on behalf of the Board or the District except when acting as a member of the entire Board at a duly called board meeting or when acting with express, specific authority granted by the Board or by law. Should any member of the Board be approached by a student, parent, patron, or staff member who has a concern or a complaint, the member shall:

1. Listen attentively to the concerns but not take any inflexible position.
2. Instruct the individual about the district's process for resolving concerns and complaints and direct the individual to the appropriate complaint or grievance procedure or to the Site-Based-Administrator for information concerning such procedures. If the concern or complaint involves a staff member, the individual should be informed to discuss the matter with the staff member first.
3. Inform the Site-based Administrator and the Superintendent of the concern. The Board and the District shall not be bound in any way by the action or statement on the part of any individual Board member or committee, except when such statement or action is taken or made in conformance with express, specific authority granted by the Board or by law.

Complaints Made to the Board

Concerns or complaints may be made to the Board of Education at a duly called Board meeting at such time as the agenda provides for public participation or comment.

In the event the complaint involves a personnel matter relating to an employee of the District, the individual raising the complaint shall be directed to first exhaust the appropriate complaint or grievance procedure. The board shall not respond or take action on such a complaint until such complaint or grievance procedure has been exhausted, unless it is determined by the Board, under the circumstances, that an immediate response or action is required.

Individuals raising concerns or complaints involving non-personnel matters which may be the subject of a complaint or grievance procedure may also be directed to first use such complaint or grievance procedure. The grievance procedure will be initiated at the Central Office.

The channel of communication is as follows:

- Staff member
- Site-Based Administrator
- Central Administration
- Unified Board of Education

(Complaint Documentation Form – see addendum)

4301

PARENT, PATRON, OR STUDENT COMPLAINT PROCEDURE

Who May Make A Complaint

Any parent, patron, or student in grades 9-12 who has a justifiable complaint may file a complaint personally or through the student's parents. For those students in the 8th grade and below, the parent or guardian must register the complaint. Staff members may use either this complaint procedure or the grievance procedure if the concern is a grievable issue but may not use both procedures for the same concern.

Complaints may also be received from persons outside the school who have no children attending, as might be the case of a local businessman.

How Complaints Are Made

All complaints must be filed in writing with the Site-Based-Administrator on a complaint form. To obtain a complaint form, call or visit the Site-Based-Administrator. Three (3) copies are needed; one for the school record, one for the complaining party ("Complainant"), and one for the Site-Based-Administrator. One copy is returned to the Complainant, one given to the person or persons about whom the Complainant has a complaint, if any (the "Respondent") and a third copy is returned to the Site-Based-Administrator after being signed by the Respondent.

How Complaints are Resolved

Given the wide variety of the types of disputes which may fall within the scope of this complaint procedure, the procedures may vary under the circumstances as

either the administration or the Board determines appropriate. Ordinarily, the following procedure shall be followed:

Step 1. The Respondent shall file a written Response to the Complaint with the Site-Based-Administrator within ten (10) days of the Respondent's receipt of the Complaint. A meeting shall then be arranged between the Complainant and the Respondent to discuss the concerns and bring about a mutually satisfactory resolution. The meeting shall be arranged by the Site-Based-Administrator or his designee within ten (10) days of the filing of the Response.

Step 2. If resolution is not achieved at Step 1, the Complainant may file a written request with the Site-Based-Administrator, within ten (10) days of Step 1 meeting to proceed to Step 2. A meeting shall then be arranged between the Complainant, Respondent, and the Respondent's immediate supervisor (e.g., if the Respondent, is an employee of the District). The meeting shall be arranged by the Site-Based-Administrator or his designee within ten (10) days of filing of the request to proceed to Step 3. The Respondent's immediate supervisor shall serve as a mediator to encourage the parties to reach a mutually satisfactory resolution. The immediate supervisor shall make no binding decision on the dispute absent mutual agreement of the parties.

Step 3. If resolution is not achieved at Step 2, the Complainant may file a written request with the Superintendent within ten (10) days of the Step 2 meeting, to proceed to Step 3. A meeting shall then be arranged between the Complainant, Respondent, and the Superintendent or the Superintendent's designee. The meeting shall be arranged by the Superintendent or the Superintendent's designee within ten (10) days of filing of the request to proceed to Step 3. The Superintendent or Superintendent's designee shall make a decision concerning resolution of the Complaint, in the event the parties do not reach a resolution on their own.

Step 4. In the event either the Complainant or Respondent is dissatisfied with the resolution at Step 3, such party may request that the matter be submitted to the Board, by filing a written request with the Superintendent, to proceed to Step 4. The matter will be submitted to the Board for resolution if it is placed on the agenda by either the Superintendent or the appropriate Board member or members. It will not be placed on the agenda if such individuals do not deem it appropriate to do so. The Board may hear the complaint in executive session to the extent allowed by the public meetings laws. The Board may make a decision on the complaint if the Board determines it appropriate to do so. The Board shall not be bound by formal due process procedures in regard to handling complaints under this policy.

The Board will refuse to hear any matters involving personnel complaints, under this complaint procedure, unless Steps 1, 2, and 3 have been exhausted. If necessary, the Board President or Presiding Chair at any Board meeting shall instruct those who desire to speak at Board meetings that the policy of the Board is to not discuss concerns regarding personnel in open forum and to inform the speaker about the Complaint procedures.

4301.1 COMPLAINT PROCESS & FORMS

MEMO TO FILE: **COMPLAINT PROCESS**

PERSON OR PERSONS
COMPLAINING: _____

PERSON OR PERSONS COMPLAINED ABOUT:

DATED: _____

DATE COMPLAINT WAS FILED: _____
REASON FOR
COMPLAINT: _____

DEADLINE DATE FOR RESPONDENT TO
RESPOND: _____

DEADLINE DATE FOR STEP 1 2 3 4 MEETING:

(CIRCLE STEP ABOVE)
COMPLAINT FORMS WERE SIGNED AND COPIES DISTRIBUTED TO ALL PARTIES
CONCERNED.

(CIRCLE ONE - YES OR NO)

DATE RESPONSE FILED FOR A STEP 1 2 3 OR 4 MEETING:

DATE MEETING WAS SCHEDULED FOR:

DATE MEETING TOOK PLACE:

NOTES ON PERSON'S ATTENDING THE MEETING:

PLEASE NOTE THE COMPLAINING PARTY HAS THESE OPTIONS AFTER A STEP 1 2
3 OR 4 CONFERENCE:

- 1) AGREE TO DROP THE COMPLAINT AS FILED
- 2) ASK THAT THE COMPLAINT BE FORWARDED TO STEP 2 3 OR 4

PLEASE COMPLETE YOUR RESPONSE TO THE ABOVE OPTIONS AND SIGN AND DATE BELOW: (THIS FORM MUST BE FILED WITHIN TEN (10) DAYS OF THE STEP ONE (1) MEETING)

I/WE THE COMPLAINING PARTY, ASK THAT:

1. THE COMPLAINT BE DROPPED
_____ DATED: _____

2. THE COMPLAINT BE FORWARDED TO STEP 2 3 OR 4
(CIRCLE STEP ABOVE) DATED: _____

THIS FORM RECEIVED BY _____ DATED: _____

**UNIFIED DISTRICT #1
COMPLAINT FORM**

Name and address of person making complaint:

Date complaint filed: _____

Date of action causing complaint: _____

Name of person(s) being complained against:

Complaint:

Supportive evidence or witnesses:

Requested relief or corrective action
desire

Signature of person making complaint
Dated
Dated

Signature of Respondent

(This form shall be submitted to the superintendent)
One copy for Complainant, one copy to Respondent

4302

GRIEVANCE PROCEDURES

A. Purpose

The purpose for which these grievance procedures are established are:

1. To reduce the potential areas of conflict among teachers, administrators and the Board of Education.
2. To provide communication through recognized channels among administrators, staff members and the Board of Education.
3. To develop improved morale and effectiveness of teachers.

B. Definition of terms:

1. "Grievance" shall mean a claim based upon an event or condition which affects the welfare and/or terms and conditions of employment of a staff member or members, and/or the interpretation, meaning, or application of any of the policies, rules, regulations, or professional negotiations contracts of the school district.
2. "Aggrieved Person" shall mean the staff member or members stating the grievance.
3. "Party in Interest" shall mean the aggrieved person, and any other person who might be required to take action, or against whom action might be taken in order to resolve the claim.

C. Procedures

1. Level I.
 - a. If a staff member believes that he/she has a grievance, he/she shall first discuss the matter with the Site-Based-Administrator in an effort to resolve the problem.
 - b. The aggrieved person may have a representative as a mediator to assist him/her in efforts to resolve the problem informally with the Site-Based-Administrator.

2. Level II

STEP ONE

- a. If an aggrieved person is not satisfied with the disposition of his/her problem, or if no decision has been rendered following five (5) school days after stating the grievance in the informal procedure, he/she may submit his/her claim as a formal grievance, in writing, to the Site-Based-Administrator.
- b. The Site-Based-Administrator shall within three (3) school days, render his decision and the reasons therefore in writing to the aggrieved person with a copy to the Central Administration.
- c. A staff member who is not directly responsible to a Site-Based-Administrator shall submit his/her formal grievance claim to the administrator to whom he/she is directly responsible.

STEP TWO

- a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Step One, or if no decision has been rendered within three (3) school days after the presentation of the grievance in writing, he/she may appeal the written grievance to the Central Administration.
- b. The Central Administration shall act for the administration at Step Two of the grievance procedure. Within ten (10) school days after receipt of the written appeal for a hearing by the Central Administration, the Central Administration shall meet with the aggrieved person for the purpose of hearing and resolving the grievance. A record of such hearing shall be kept by the Central Administration and made available to the parties involved upon request. The Central Administration shall, within three (3) school days following the hearing, render a decision and reasons therefore in writing, to the aggrieved person.

STEP THREE

- a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Step Two, or if no decision has been rendered within three (3) school days after the appeal, the grievance goes to the Unified Board of Education.
- b. Within twenty-five (25) school days after receiving the written appeal, the Unified Board of Education shall meet with the aggrieved person for the purpose of hearing and resolving the grievance. Within five (5) school days following submission of the matter, the decision of the Unified Board of Education shall be rendered in writing.

D. Rights of Staff Members to Representation

Any party in interest may be represented at all stages of the grievance procedure by a personal representative.

E. General provisions

1. If the written grievance is not filed within thirty (30) days after the staff member knew, or should have known, of the act or condition on which the grievance is based, then the grievance shall be waived.
2. A grievance may be withdrawn at any level without prejudice.
3. No reprisals of any kind shall be taken by the Unified Board of Education, or member of the administration or by the aggrieved party against any party of interest or any other participant in the grievance procedure by reason of such participation.
4. The forms appended hereto shall be used for the processing of any grievance.

4302.1

GRIEVANCE FORM A

FORMAL GRIEVANCE PRESENTATION
(Level II - Step One)

(To be completed by aggrieved person)

AGGRIEVED PERSON _____ DATE OF PRESENTATION _____

HOME ADDRESS OF AGGRIEVED PERSON _____

SCHOOL _____

PRINCIPAL _____

SUBJECT AREA OR GRADE _____

NAME OF AGGRIEVED PERSONS REPRESENTATIVE _____

STATEMENT OF GRIEVANCE:

ACTION REQUESTED:

SIGNATURE

GRIEVANCE FORM B
DECISION OF SITE-BASED PRINCIPAL

(Level II - Step One)

(To be completed by Site-based Principal within 3 days of formal grievance presentation.)

AGGRIEVED PERSON _____

DATE OF PRESENTATION _____

SCHOOL _____ PRINCIPAL _____

DECISION OF SITE-BASED PRINCIPAL(OR OTHER ADMINISTRATOR)
AND REASONS THEREFORE:

DATE OF
DECISION _____

SIGNATURE

AGGRIEVED PERSON'S RESPONSE: (To be completed by aggrieved person within 3 days of decision)

_____ I accept the above decision of Site-based Principal

_____ I hereby appeal to the Central Administration for review of the grievance.

DATE OF
RESPONSE _____

SIGNATURE

GRIEVANCE FORM C
DECISION BY CENTRAL ADMINISTRATION

(Level II - Step Two)

(To be completed by Central Administration within 3 days after hearing with Aggrieved Person; hearing to be held within 10 days after receipt of appeal.)

AGGRIEVED PERSON _____

DATE OF APPEAL RECEIVED
BY CENTRAL ADMINISTRATION _____

DATE HEARING HELD
BY CENTRAL ADMINISTRATION _____

DECISION OF CENTRAL ADMINISTRATION AND REASONS
THEREFORE:

DATE OF DECISION _____ SIGNATURE _____

_____ I accept the above decision of the Central Administration.

_____ I hereby appeal, to the Board of Education, for a review of grievance.

DATE OF RESPONSE _____ SIGNATURE _____

GRIEVANCE FORM D
REVIEW BY BOARD OF EDUCATION

(Level II - Step Three)

AGGRIEVED PERSON _____

DATE APPEAL RECEIVED
BY BOARD OF EDUCATION _____

DATE HEARING HELD BY
BOARD OF EDUCATION _____

DECISION OF BOARD OF EDUCATION AND REASONS THEREFORE:

DATE OF DECISION _____ SIGNATURE _____

4302.2

COMPLAINT AND CONSENT TO INVESTIGATE ALLEGATIONS OF SEXUAL HARASSMENT

PURSUANT TO ITS POLICY TO PROHIBIT AND PREVENT SEXUAL HARASSMENT, UNIFIED SCHOOL DISTRICT NO; 1 PROVIDES THIS FORM TO RECEIVE ALLEGATIONS OF MISCONDUCT WHICH HAVE BEEN SUFFERED BY ANY PERSON COVERED BY THE DISTRICT'S SEXUAL HARASSMENT POLICY, THE ALLEGATIONS SET FORTH IN THIS COMPLAINT FORM WILL SERVE AS THE BASIS FOR AN INVESTIGATION TO BE CARRIED OUT PROMPTLY, IN ORDER TO PROTECT A COMPLAINING PARTY'S RIGHTS OF PRIVACY AND IN ORDER TO AVOID DISCLOSURE OF FACTS WHEN SUCH DISCLOSURE IS NOT AUTHORIZED BY A COMPLAINING PARTY, THIS FORM PERMITS YOU AS A COMPLAINING PARTY TO AUTHORIZE DISCLOSURE OF THE FACTS CONTAINED IN THIS FORM AS THEY BE REQUIRED IN THE SOUND DISCRETION OF THE INVESTIGATOR, THIS FORM ALSO AUTHORIZES YOU TO WITHHOLD CERTAIN FACTS SET FORTH IN THIS COMPLAINT IN THE COURSE OF AN INVESTIGATION, YOU SHOULD BE AWARE THAT LIMITATIONS ON DISCLOSURE OF CERTAIN INFORMATION CONTAINED IN THIS COMPLAINT MAY HINDER AND IN SOME CASES PREVENT THE DISTRICT FROM FULLY CARRYING OUT ITS POLICY TO PROHIBIT AND PREVENT SEXUAL HARASSMENT. BY SIGNING FORM B WITH LIMITATIONS ON THE DISCLOSURE PERMITTED, YOU SHOULD ALSO UNDERSTAND THAT AN INVESTIGATION MAY NOT BE POSSIBLE DUE TO DUE PROCESS LIMITATIONS ON THE DISTRICT. EACH EMPLOYEE OF THE DISTRICT HAS A RIGHT TO HIS/HER GOOD REPUTATION UNLESS A FULL AND FAIR OPPORTUNITY TO CONFRONT ALLEGATIONS OF MISCONDUCT IS PROVIDED TO SUCH EMPLOYEE. YOUR SIGNATURE BELOW WILL BE DEEMED TO BE AN ACKNOWLEDGEMENT ON YOUR PART THAT YOU HAVE FULLY READ THIS COMPLAINT FORM AND THAT YOU HAVE UNDERSTOOD IT. YOUR SIGNATURE ON THIS FORM WILL FURTHER INDICATE THAT YOU HAVE SOUGHT ANY PROFESSIONAL OR COLLEGIAL ADVISE YOU HAVE DEEMED APPROPRIATE AND THAT THE ALLEGATIONS CONTAINED IN THIS FORM HAVE BEEN VOLUNTARILY GIVEN AND HAVE NEITHER BEEN ENCOURAGED NOR DISCOURAGED BY THE DISTRICT.

4302.3 SEXUAL HARASSMENT COMPLAINT FORM

NAME (COMPLAINING PARTY)

DATE(S) OF OCCURRENCE OF EVENTS COMPLAINED OF:

NATURE OF COMPLAINT. PLEASE SET FORTH, IN THE SPACE PROVIDED BELOW, WITH SPECIFICITY AND DETAIL, THE EVENT OR EVENTS OF WHICH YOU COMPLAIN.

NAME, OF WITNESSES THAT YOU ARE AWARE OF TO ANY OF THE EVENTS THAT YOU COMPLAIN OF:

COMPLAINING PARTY'S SIGNATURE:

WHERE COMPLAINING PARTY MAY BE REACHED:

TELEPHONE NUMBER(S):

DATE SUCH COMPLAINT WAS FILED: _____

**GENERAL AUTHORITY TO DISCLOSE INFORMATION
FORM A**

I UNDERSTAND THAT THE UNIFIED SCHOOL DISTRICT NO. 1 WILL BE CONDUCTING AN INVESTIGATION OF MY COMPLAINT, BY AFFIXING MY SIGNATURE TO THIS PARAGRAPH, I AUTHORIZE THE INVESTIGATOR TO DISCLOSE SUCH PORTIONS OF THE INFORMATION I HAVE SET FORTH IN MY COMPLAINT AND WHICH I MAY PROVIDE IN THE FUTURE WITH RESPECT TO THIS COMPLAINT, BY AFFIXING MY SIGNATURE TO THIS PARAGRAPH, I HOLD HARMLESS THE DISTRICT AND ITS DULY AUTHORIZED INVESTIGATOR/S FOR ANY CLAIM I MAY HAVE RESULTING FROM THE DISCLOSURE OF ANY FACTS SET FORTH IN THIS COMPLAINT WHEN SUCH DISCLOSURE OCCURS IN THE COURSE AND SCOPE OF THE INVESTIGATION. BY SIGNING THIS PARAGRAPH, I ACKNOWLEDGE THAT I HAVE READ IT FULLY AND UNDERSTAND ITS CONTENTS,

COMPLAINING PARTY'S SIGNATURE:

DATE: _____

**LIMITED AUTHORITY TO DISCLOSE
FORM B**

I UNDERSTAND THAT THE UNIFIED SCHOOL DISTRICT NO. 1 WILL BE CONDUCTING AN INVESTIGATION OF MY COMPLAINT. HOWEVER, IT IS MY WISH THAT CERTAIN FACTS SET FORTH IN THIS COMPLAINT NOT BE DISCLOSED TO OTHERS OR THAT CERTAIN FACTS BE DISCLOSED ONLY TO SUCH PERSONS AS I SPECIFICALLY DIRECT. THE INFORMATION WHICH I WISH TO BE DISCLOSED TO NO ONE DURING THE COURSE OF ANY INVESTIGATION IS AS FOLLOWS:

BELOW IS LISTED FACTUAL INFORMATION THAT I DO NOT WISH TO HAVE GENERALLY DISCLOSED. BESIDE EACH SPECIFIC FACT STATED BELOW I HAVE PROVIDED THE NAME OR NAMES OF THOSE DURING THE COURSE OF ANY

INVESTIGATION TO WHOM I SPECIFICALLY AUTHORIZE YOU TO DISCLOSE SUCH INFORMATION:

I SPECIFICALLY ACKNOWLEDGE BY SIGNING THIS PARAGRAPH, RATHER THAN THE GENERAL AUTHORITY PARAGRAPH, THAT I MAY HAVE PLACED LIMITATIONS ON THE INVESTIGATION, WHICH MAY MAKE IT DIFFICULT OR IMPOSSIBLE FOR THE DISTRICT TO FULLY, RESOLVE MY COMPLAINT.
COMPLAINING PARTY'S SIGNATURE:

DATED: _____

**UNIFIED SCHOOL DISTRICT #1
COMPLAINT RESPONSE FORM**

Date contacted about complaint: _____

Response to complaint:

Supportive evidence or witnesses:

RECOMMENDATION

_____ I recommend no record or further action be taken.

_____ I recommend a record be kept but no further action be taken regarding this complaint.

_____ I recommend the following action be taken:

Signature of Superintendent

Date

I have been informed of the complaint, have been given an opportunity to respond and have been Informed of the above recommendation.

Signature of complaining party

Date

4305

GRIEVANCE PROCEDURE FOR TITLE VI, IX, AND SEC. 504

Procedure

1. Definitions

- A. Grievance means a complaint alleging any policy, procedure, or practice which would be prohibited by Title VI, IX, and Sec. 504.
- B. Title VI of the Civil Right Act of 1964. Discrimination is prohibited based on race, color, or national origin on all programs of activities which receive Federal financial aid. Discrimination is also prohibited if a primary purpose of Federal assistance is the provision of employment. Revised guidelines adopted in 1973 by Federal agencies prohibit discriminatory employment practices in all programs if such practices cause

discrimination in services provided to program beneficiaries.

Title IX mean Title IX of the Education Amendments of 1972, the 1975 implementing regulation, and any memoranda, directives, guidelines, or subsequent legislation that may be issued or enacted. Section 504, Nondiscrimination Under Federal Grants, prohibits discrimination against qualified handicapped individuals in Federally assisted programs or activities solely on the basis of handicap. Section 504, therefore, includes all programs supported by Federal monies in areas such as employment practices, elementary, secondary, and higher education, building accessibility and provision of health and social services.

- C. Grievant: Grievant means a student or employee of Verdigre Public Schools who submits a grievance relevant to Title VI, Title IX, or Section 504 or an individual or group submitting a grievance in behalf of a student(s) or employee(s).
- D. Verdigre Public School: Any reference to Verdigre Public Schools means any school, department, subunit or program operated by Verdigre Public Schools.
- E. Title VI, IX, or Section 504 Coordinator: Title VI, IX, or Section 504 coordinate means the employee(s) designated to coordinate Verdigre Public Schools efforts to comply with and carry out its responsibilities under Title VI, IX, and Section 504 and the Title VI, IX, and Section 504 implementing regulation.
- F. Title VI, IX, and Section 504 Grievance Representative: Title VI, IX, and Section 504 grievance representative means any person designated by Verdigre Public Schools or by the Title VI, IX, or Section 504 coordinator as a person with who Title VI, IX, or Section 504 grievances may be filed. The Title VI, IX, and Section 504 grievance representative may be delegated other tasks by the Title VI, IX, and Section 504 coordinator.
- G. Respondent: Respondent means a person alleged to be responsible, or who may be responsible for the Title VI, IX, or Section 504 violation alleged in a grievance. The term may be used to designate persons with direct responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas in the grievance.
- H. Hearing Officer: Hearing officer means the representative(s) of Verdigre Public School or of its governing body who is delegated authority for hearing/resolving a grievance at a specified level of grievance processing.
- I. Grievance Answer: Grievance answer means the written statement of the respondent regarding the grievance allegation and possible corrective action.
- J. Grievance Decision: Grievance decision means the written statement of a hearing officer of her/his findings regarding the validity of the grievance allegation and the corrective action to be taken.
- K. Day: Day means a working day; the calculation of days in grievance processing shall exclude Saturdays, Sundays, and holidays.
- L. Corrective Action: Corrective action means action which is taken by Verdigre Public Schools to eliminate or modify any policy, procedure, or practice found to be in violation of Title VI, Title IX, or Section 504 or to

provide redress to any grievant injured by the identified violation.

2. Filing of Grievances

- A. Eligibility for filing: Any student or employee, or any individual or group acting in behalf of a student or employee may file any grievance with the Title VI, IX, or Section 504 coordinator or other designated Title VI, IX, or Section 504 grievance representative(s).
- B. Pre-grievance Meetings: Prior to the filing of a written grievance, the grievant(s) may request a pre-grievance meeting with the respondent alleged to be directly responsible for the Title VI, IX, or Section 504 violation and/or persons with immediate supervisory authority related to the grievance. These persons shall make reasonable efforts to meet with any student/or employee to discuss Title VI, IX, or Section 504 matters that the students or employees may wish to bring to their attention. Such a pre-grievance meeting shall be at the option of the grievant(s); it shall not be a precondition for the submission of a written grievance.
- C. Grievance Filing: Grievances filed with the Title VI, IX, or Section 504 coordinator or designated Title VI, IX, or Section 504 grievance representative shall be in writing and provide the following information: Name and address of grievant(s); nature and date of alleged violation; names of persons responsible for the alleged violation (where known); requested relief or corrective action (specification of desired relief shall be at the option of the grievant); and any background information the grievant believes to be relevant (e.g., names of other persons affected by the violation, etc.)
- D. Grievance Forms: A grievance form shall be prepared by the Title VI, IX, Section 504 Coordinator to facilitate the filing of the grievance. These forms may be obtained from the Title VI, IX, or Section 504 grievance representative. The grievant shall have the right to request assistance from the Title VI, IX, or Section 504 coordinator's office, or any of the other individual, group, or organization, to assist in the preparation of the form or in the filing of the grievance.
- E. Time Limit for Grievance Filing: A grievance must be filed within 60 days of the occurrence of the alleged Title VI, IX, or Section 504 violation.

3. Initial Processing of Grievances

- A. Notification of Respondents: Within five days of the filing of grievance, the Title VI, IX, or Section 504 coordinator or designated Title VI, IX, or Section 504 grievance representative shall notify the respondent(s) of the grievance and of his/her responsibility for submission of a written grievance answer within five days after receipt of the grievance notification.
- B. Respondent's Grievance Answer: The respondent(s) receiving a copy of a grievance shall, within five days, submit a written grievance answer to the grievant and the Title VI, IX, or Section 504 coordinator. Such answer shall 1) confirm or deny each fact alleged in the grievance; 2) indicate the extent to which the grievance has merit; and 3) indicate acceptance or rejection of any desired redress specified by the grievant, or outline an alternative proposal for redress.

- C. Referral of Grievance and Grievance Answer to Appropriate Processing Level: Within five days after receipt of the respondent's written grievance answer, the Title VI, IX, or Section 504 coordinator shall determine the appropriate level for first grievance processing and refer the grievance and the grievance answer to the appropriate hearing officer. If no grievance answer has been received on the fifth day after notification of the respondent, the Title VI, IX, or Section 504 coordinator shall send a notice of non-response to the respondent and her/his immediate supervisor. If no grievance answer has been received within five days after issuance of this notice, the Title VI, IX, or Section 504 coordinator shall refer the grievance to the appropriate hearing officer with a notice of non-response. A notice of non-response shall also be sent to the grievant.

The criteria which shall be used by the Title VI, IX, or Section 504 coordinator in determining the appropriate level for first processing of a grievance include:

Level I: Grievance involving policy, procedure of practice of single unit or subunit of Verdigre Public Schools.

Level II: Grievance involving administrative policy, procedure, or practice of entire Verdigre Public Schools.

Level III: Grievance involving policy for which governance is primarily responsible.

The hearing officer acting at each level shall be:

Level I: Administrator/Supervisor of unit of subunit of Verdigre Public School.

Level II: Chief Administrative officer of Verdigre Public Schools (or designated representative)

Level III: Governing board of Verdigre Public (or designated subunit) or hearing panel established by governing board.

If the grievance is referred to Level II or III for first processing, the Title VI, IX, or Section 504 coordinator shall briefly state the reason(s) for this decision in the referral.

4. Grievance Processing Levels

A. Level I:

1. Level I hearing officer - The hearing officer serving in all Level I grievance activities shall be the administrator or supervisor of the unit or subunit of Verdigre Public Schools in which the Title VI, IX, or Section 504 violation is alleged to have occurred, or her/his designee.

2. Written grievance decision by Level I hearing officer - When a grievance and grievance answer (or notice of non-response) are referred to Level I for first processing, the Level I hearing officer shall, within five days of referral, submit a written grievance decision to the grievant, the respondent, and the Title VI, IX, or Section 504 coordinator. The decision shall: 1) confirm or deny each fact alleged in the grievance and in the respondent's answer; 2) indicate the extent to which the grievance has merit; 3) indicate acceptance or rejection of any redress specified by the

grievant or respondent; or 4) indicate that the hearing officer will conduct an informal hearing of the grievance before rendering a decision.

3. Response to written grievance decision by grievant and respondent - request for informal Level I hearing - if the decision is not accepted by either the grievant or the respondent, she or he shall so notify the Title VI, IX, or Section 504 coordinator in writing within five days of the receipt of the grievance decision, and state her/his request for a Level I informal hearing.

If, within five days of the issuance of the written grievance decision, no written request for an informal Level I hearing has been received from either the grievant or the respondent by the Title VI, IX, or Section 504 coordinator, any corrective action specified in the decision shall be taken, and the grievance shall be considered closed.

4. Nature of a Level I informal hearing - A Level I informal hearing shall be conducted in two circumstances:

a. The Level I hearing officer determines that the information provided in the written grievance and grievance answer is sufficient to permit the rendering of a grievance decision; or

b. Either the grievant or the respondent is dissatisfied with the written grievance decision of the Level I hearing officer.

Its purpose shall be to encourage free and informal discussion of grievance issues between the grievant, the respondent, and the Level I hearing officer.

5. Scheduling of Level I informal hearing - A Level I informal hearing shall be scheduled by the Title VI, IX, or Section 504 coordinator within five days of the receipt of a request for such a hearing from the grievant, the respondent, or the Level I hearing officer. The Title VI, IX, or Section 504 coordinator (or designated representative) shall schedule the hearing at a time and place acceptable to all parties, not to exceed ten days after the receipt of a request for such a hearing.

6. Persons present at the informal hearing - Persons present at the informal hearing shall include the grievant, the respondent, any individual requested by either party to provide assistance relevant to consideration of the grievance, and the Level I hearing officer. The Title VI, IX, or Section 504 coordinator shall be present to act as moderator if requested by the Level I hearing officer.

7. Procedures governing the conduct of the Level I informal hearing - Any procedures established to govern the conduct of the Level I informal hearing shall be at the discretion of the Title VI, IX, or Section 504 coordinator.

8. Level I informal hearing decision - Within five days after the informal hearing, the Level I hearing officer shall issue a written hearing decision which includes a statement regarding the validity of the grievance allegation, and a specification of any corrective action to be taken. This decision shall specify the reasons on which the decision is based. Copies of the decision shall be sent to the grievant, the respondent, and the Title VI, IX, or Section 504 coordinator.

9. Continued discussions - In the event that the grievance cannot be adequately discussed or resolved during the course of the informal hearing, the respondent and the hearing officer may agree to continue the informal hearing at a time and place acceptable to all parties. In this event the written decision shall not be required until five days after the final informal hearing.

10. Acceptance or rejection of hearing decision by the grievant - If the grievant rejects the Level I hearing decision, she/he shall, within ten days of the receipt of the hearing decision, notify the Title VI, IX, or Section 504 coordinator within this time period, any corrective action specified in the hearing decision shall be taken, and the grievance will be recorded as closed by the Title VI, IX, or Section 504 coordinator.

11. No written decision by Level I hearing officer - In the event that no written decision is issued by the Level I hearing officer within five days after the Level I informal hearing, the Title VI, IX, or Section 504 coordinator shall, on the fifth day, send a notice of non-response to the Level I hearing officer and the her/his immediate supervisor. If no response is received by the tenth day following the Level I hearing, the grievance shall be immediately referred by the Title VI, IX, or Section 504 coordinator for processing at Level II. This referral shall consist of the scheduling of a time and place for a Level II hearing, and a notification of the grievant, the respondent, and the Level II hearing officer.

B. Level II:

1. Level II hearing officer - The officer serving in all Level II grievance activities shall be superintendent of the Verdigre Public Schools or her/his designee.

2. Nature of a Level II hearing - A level II hearing shall be conducted in three circumstances:

a) A grievant is not satisfied with the decision rendered in a Level I hearing and appeals the grievance to Level II by means of written notification to the Title VI, IX, or Section 504 coordinator within ten days of the receipt of the Level I hearing decision;

b) No written Level I hearing decision is issued by the Level I hearing, and the grievance is immediately referred by the Title VI, IX, or Section 504 coordinator for processing at Level II; or

c) The grievance involves policies, procedures, or practices which are general throughout the Verdigre Public Schools and is referred by the Title VI, IX, or Section 504 coordinator (or designated grievance representative) for first processing at Level II, with a written statement regarding the potential persuasiveness of the grievance and the numbers and roles of affected persons.

3. Scheduling of a Level II hearing; notification of participants - The Title VI, IX, or Section 504 coordinator shall arrange a date for Level II hearing and notify the grievant, the respondent, and the Level II hearing officer of the time, place, and minimum duration of the hearing. The hearing shall be held within five days after appeal/referral of the grievance to Level II. If any written materials or records relevant to the grievance are transmitted to

the Level II hearing officer by the Title notification, copies of these materials shall also be transmitted to the grievant and the respondent.

4. Persons present at the Level II hearing - Persons present at the informal hearing shall include the grievant, the respondent, any individual requested by either party to provide information relevant to the evaluation of the grievance, and the Level II hearing officer. The Title VI, IX, or Section 504 coordinator (or designated representative) shall be present to act as moderator and recorder. Hearings shall not be open to other persons unless requested or approved by the grievant.

5. Procedures governing the conduct of the Level II hearing -

a. Duration: No hearing shall be less than three hours long, unless all parties consent to a shorter hearing.

b. Time allocations: The time established for the duration of the hearing shall be allocated in equal parts to the grievant and the respondent. The Title VI, IX, and Section 504 coordinator shall moderate the usage of time. Time utilized in hearing and responding to any questions posed by the hearing officer shall not be charged against the time allocation of either party.

c. Grievance witnesses: Both the grievant and the respondent shall have the right to present such witnesses respondent shall have the right to present such witnesses as they deem necessary to develop the facts pertinent to the grievance.

d. Questioning of witnesses: Formal rules of evidence shall not be applied at the Level II grievance hearing. The grievant and respondent shall have the right to use their allocated time to ask questions of any person participating in the hearing.

6. Level II hearing decision - Within five days after the Level II hearing, the Level II hearing officer shall issue a written decision which includes a statement regarding the validity of the grievance allegation, and a specification of any corrective action to be taken. This decision shall specify the reasons on which the decision is based. Copies of the decision shall be sent to the grievant, the respondent, and the Title VI, IX, and Section 504 coordinator.

7. Acceptance or rejection of hearing decision by the grievant - if the grievant rejects the Level II hearing decision, she/he shall, within ten days of the receipt of the hearing decision, notify the Title VI, IX, or Section 504 coordinator of her/his intent to appeal the grievance to Level III. This notification shall be in writing. If no such notification is received by the Title VI, IX, or Section 504 coordinator within the time period, any corrective action specified in the Level II hearing decision shall be taken, and the grievance will be recorded as closed by the Title VI, IX, or Section 504 coordinator.

8. No written decision by Level II hearing officer - In the event that no written decision is issued by the Level II hearing officer within five days after the Level II hearing, the Title VI, IX, or Section 504 coordinator shall, on the fifth day, send a notice of non-response to the Level II hearing officer and to her/his immediate supervisor. If no response is received by

the tenth day following the Level II hearing, the grievance shall be immediately referred by the Title VI, IX, or Section 504 coordinator for processing at Level III. This referral shall consist of a formal notification of the governing board of Verdigre Public Schools or its designated representative regarding the appeal of the grievance and a request for determination by the board of the form of Level III processing to be utilized.

C. Level III:

1. Level III hearing officer(s) - The hearing officer (s) serving in all Level III activities shall be the governing board of Verdigre Public School or a representative designated by the board. For the purposes of actual grievance hearing, the governing board may delegate authority to a hearing panel established by the board for this purpose.

2. Nature of a level III hearing - A Level III hearing shall be conducted in three circumstances:

a) a grievant is not satisfied with the decision rendered in a Level II grievance hearing and appeals the grievance to Level III by means of a written notification to the Title VI, IX, or Section 504 coordinator within ten days of the receipt of the Level II hearing decision;

b) no written Level II hearing decision is issued by the Level II hearing officer within ten days after the completion of the Level II hearing, and the grievance is immediately referred by the Title VI, IX, and Section 504 coordinator for processing at Level III; or

c) the grievance involves policies, procedures, or practices for which the governing board has primary responsibility and is referred by the Title VI, IX, and Section 504 coordinator for first processing at Level III, with a written statement regarding board responsibility for the policies, procedures, or practices alleged to be in the policies, procedures, or practices alleged to be in violation of Title VI, IX, or Section 504.

3. Alternatives for Level III grievance hearings - For any grievance referred for hearing at Level III, there shall be three alternative methods for grievance processing:

a) the grievance hearing may be conducted by the governing board in its entirety;

b) the grievance hearing may be conducted by a subgroup of at least three members of the governing board; or

c) the grievance hearing may be conducted by a hearing panel established by the board for the purpose, consisting of not fewer than five persons. This method may be requested by the grievant in writing at the time of appeal/referral of the grievance to Level III processing.

The governing board shall establish and publish criteria relative to the determination of the method of processing to be used for a particular grievance.

4. Determination of method for processing at Level III - The determination of the method to be used for the processing of any particular grievance shall be made by the Title VI, IX, or Section 504 coordinator on the basis of the criteria established by the governing board, unless a request for

processing by the hearing panel is specified by the grievant in his/her grievance appeal. Such determination shall be made within five days after referral of the grievance for Level III processing, at which time the appropriate first step for the method selected shall occur.

5. Grievance hearings conducted by the governing board or its subunit: schedule of implementation activities - If it is determined that the Level III hearing shall be conducted by the governing board or its subunit, processing activities shall occur on the following schedule:

a) Scheduling of the hearing: The Title VI, IX, and Section 504 coordinator shall arrange a date for the Level III hearing and notify the grievant, the respondent, and the Level III hearing officer(s) of the time, place, and minimum duration of the hearing. This shall be accomplished no later than five days after the appeal/referral of the grievance to Level III for determination of the processing method to be used. If any written materials or records relevant to the grievance are written materials or records relevant to the grievance are transmitted to the governing board by Title VI, IX, or Section 504 coordinator at the time of notification, copies of these materials shall also be transmitted to the grievant and to the respondent.

b) Conducting the hearing: The hearing shall be scheduled for and conducted on a date not to exceed fifteen days after the appeal/referral of the grievance to Level III.

c) Issuance of final hearing decision: The board or its subunit shall issue a written decision regarding the validity of the grievance and any corrective action to be taken within five days after the Level III hearing.

6. Grievance hearings conducted by a hearing panel: schedule of implementation activities - If it is determined that the Level III hearing shall be by a hearing panel established by the governing board, processing activities shall occur on the following schedule:

a) Referral of grievance to hearing panel; submission of names of possible panel; submission of names of possible panel members to governing board for selection: The Title VI, IX, or Section 504 coordinator shall make formal notification to the board of the referral of a grievance for hearing panel processing at level III. This shall occur no later than five days after the appeal/referral of the Grievance to Level III. At the time of this notification, the Title VI, IX, or Section 504 coordinator shall submit to the board a list of names of possible hearing panel members.

b) Designation of hearing panel members by governing board; notification of grievant and respondent regarding designees by the Title VI, IX, or Section 504 coordinator. These criteria shall include such factors as representation of the various constituencies of Verdigré Public Schools, male/female and racial-ethnic representation, knowledge of the particular grievance area, etc. The governing board shall select a total of not less than ten names of potential panel members.

The grievant and the respondent shall be notified of the names of the first five designees within ten days after the referral of the grievance to Level III. The grievant and the respondent shall be permitted to challenge

not more than three of the panel members named; such challenges shall be submitted in writing to the Title VI, IX, or Section 504 coordinator within two days after notification. If such challenge is made by either party, the protested person(s) shall be replaced by the next person(s) named on the list of designees.

Before serving on the hearing panel, each member shall participate in a two-hour orientation session provided by the Title VI, IX, or Section 504 Coordinator her/his designated representative. There shall be no limitation placed on the number of times that an individual may serve as a panel member.

c) Scheduling of the hearing: The Title VI, IX, and Section 504 coordinator shall arrange a date for the Level III hearing and notify the respondent, and the designated panel members of the time, place, and minimum duration of the hearing. This shall be accomplished no later than ten days after the referral of the grievance to Level III. If any written materials or records relevant to the grievance are transmitted to the panel members by the Title VI, IX, or Section 504 coordinator at the time of notification, copies of these materials shall be submitted to the grievant and to the respondent.

If any of the first five designated panel members are unable to serve on the date scheduled for the hearing, they shall be replaced by the persons whose names appear on the original list of ten designees.

d) Conducting of the hearing: The hearing shall be scheduled for and conducted on a date not to exceed fifteen days after the appeal/referral of the grievance to Level III.

e) Submission of panel recommendations to the governing board: The hearing panel shall make written notification of its findings to the governing board or its representative within five days after the Level III hearing. These findings shall include the panel's determination regarding the validity of the grievance and determination regarding the validity of the grievance and its recommendations for any necessary corrective action as well as a statement of the reasons on which the findings have been based. Copies of the findings shall be sent to the board, the grievant, the respondent, and the Title VI, IX, or Section 504 coordinator.

All findings and recommendations of the hearing panel shall be determined by majority vote. The procedural steps to be followed during deliberations shall be determined by the hearing panel.

f) Issuance of final decision: The governing board or its authorized representative(s) shall consider the recommendations of the hearing panel and issue a final decision regarding the validity of the grievance and any corrective action to be taken within five days after the receipt of the findings of the hearing panel.

7. Persons present at the Level III hearing - persons present at the Level III hearing shall include the grievant, the respondent, and representative(s) of either the grievant or the respondent, and individual requested by either party to provide information relevant to the evaluation of the grievance, and those members of the governing board or hearing panel responsible for

hearing the grievance. The Title VI, IX, or Section 504 coordinator (or designated representative) shall be present to act as a recorder. Hearings shall not be open to other persons unless requested or approved by the grievant.

8. Procedures governing the conduct of the Level III hearing - The specification of detailed procedures for the conduct of Level III hearings shall be the option of the governing board. General procedures guiding the conduct of Level III hearings shall be, for the most part, similar to those used at Level II.

a) Duration: The governing board (or its subunit) or the designated hearing panel shall determine the duration of the hearing. No Level III grievance hearing shall be less than three hours unless all parties consent to a shorter hearing.

b) Time allocations: The time established for the duration of the hearing shall be allocated in equal parts to the grievant and the respondent. Usage of time shall be moderated by the person designated by the board or hearing panel to perform this function.

c) Grievance witnesses: Both the grievant and the respondent shall have the right to present such witnesses as they deem necessary to develop the facts pertinent to the grievance.

d) Questioning the witnesses: Formal rules of evidence shall not be applied at the Level III grievance hearing. The grievant and respondent shall have the right to use their allocated time to ask questions of any person participating in the hearing.

e) Introduction of new information: During the hearing of a grievance appealed from Level II, neither party shall be permitted to introduce information not presented at the Level II hearing, unless she/he can show cause as to why it was not introduced at Level II.

f) Moderation of Level III hearings: The governing board (or its subunit) or the panel responsible for grievance hearing shall designate a member who shall moderate the Level III hearing to ensure its compliance with all procedural requirements.

9. Level III hearing decision: The governing board of Verdigre Public Schools shall issue a written decision which includes a statement regarding the validity of the grievance allegation and a specification of any corrective action to be taken. This decision shall constitute the final decision issued pursuant to any grievance.

If the Level III hearing was conducted by the governing board itself or by its subunit, the decision shall be issued within five days after such hearing.

If the Level III hearing was conducted by a hearing panel, the decision shall be issued within five days after receipt of the findings and recommendations of the hearing panel, its decision shall include a statement of its reasons for such rejection, stated in detail.

Copies of the decision shall be sent to the grievant, the respondent, the Title VI, IX, or Section 504 coordinator, and the Superintendent of Schools.

All Level III hearing decisions shall be based on a majority vote by the governing board or its designated subunit. Any board member in disagreement with the opinion for inclusion within the final decision.

In the case of the grievance processed by a Level II hearing panel, the governing board may delegate authority for review/approval of panel recommendations to one member or representative. If a recommendation for rejection of panel recommendations is made by this member or representative, all records shall be transmitted to the governing board, which must approve the rejection by a vote of the majority.

5. Grievance Appeals

A. Grievant's Rights:

If a grievant is dissatisfied with the grievance decision received at Levels I and II, she/he may appeal the grievance to the next level. Such an appeal shall be made in writing to the Title VI, IX, or Section 504 coordinator within ten days of the receipt of the unsatisfactory decision.

B. Notification or Rights to Appeal:

Upon receipt of the grievance decision from the Level I or Level II hearing officer, the Title VI, IX, or Section 504 coordinator shall make written notification to the grievant deadline for submission of such an appeal.

6. General Provisions

A. Time Calculations and Extensions:

1. Calculation of time - Saturdays, Sundays, and holidays shall be disregarded in calculating time periods specified in this grievance procedure.

2. Extension of time - Any time limits set by this procedure may be extended by mutual consent of the grievant(s) and the respondent(s).

B. Grievant's Right to Information:

A grievant(s) may request access to information and records in the possession of the Verdigre Public Schools which may bear upon the validity of the grievance. If such requested information requires an unreasonable expenditure of resources by the Verdigre Public Schools, such request may be refused provided that the information is not submitted as evidence by the respondent(s), and that this refusal is considered during the grievance hearing. In order to protect the privacy of persons not directly involved in the grievance proceeding, the Verdigre Public Schools shall reserve the right to expunge names and any identifying information not directly relevant to the substance of the grievance from any information or records supplied to the grievance.

C. Grievant's Right to Representation and Assistance:

1. Right to representation - The grievant(s) has the right to be represented by knowledgeable persons, organizations, or groups of her/his selection at any point during the initiation, filing, or processing of the grievance. The Title VI, IX, or Section 504 coordinator shall provide help identifying such knowledgeable persons or groups.

2. Right to assistance - The Verdigre Public Schools shall provide assistance to grievants, including access to copies of the Title VI, IX, or Section 504 regulation, related guidelines, memoranda, and other relevant

materials supplied the institution by the Federal government as well as access to public grievance records. In addition, the Title VI, IX, or Section 504 coordinator and designated representatives shall provide consultation and assistance in the interpretation of such information and the use of this grievance procedure.

D. Training of Grievance Hearing Officers:

All persons designated as grievance hearing officers shall receive a minimum of two hours regarding Title VI, IX, or Section 504 regulatory requirements and nondiscrimination precedents, and the basic principles and operation of this grievance procedure. This training shall be arranged by the Title VI, IX, or Section 504 coordinator. The Title VI, IX, or Section 504 shall also provide continuing consultation to hearing officers regarding Title VI, IX, or Section 504 requirements and the implementation of this procedure.

E. Confidentiality of Grievance Handling:

1. Confidentiality of proceedings - The grievant(s) shall have the right to determine whether or not her/his grievance record shall be open or closed to the public. Should the grievant decide that the grievance record shall be open to the public, she/he shall have the additional right to have any matter which directly or indirectly identifies the grievant removed from all grievance records or documents open to the public. No record of the grievance shall be entered in the personal file of any student or employee.

F. Maintenance of Grievance Records:

1. Recording of grievance hearings -

a) Grievant's right: Any grievant may, at her/his expense, record any grievance hearing or proceeding of a tape recorder or similar device.

b) Verdigre Public Schools responsibility:

Level II and Level III grievance hearings shall be recorded on recording devices supplied by the Title VI, IX, or Section 504 coordinator. Such recordings shall be made available to the grievant(s) and the respondent(s) at their request. Such recordings shall be maintained for a period of three years after resolution of the grievance.

2. Maintenance of written grievance records -

a) Confidential grievance files: Records shall be kept of each grievance. These shall include at minimum: The name of the grievant and her/his position in Verdigre Public Schools; the date of grievance filing; the specific allegation made in the grievance and any corrective action requested; the names of respondents; the levels of processing and the resolution, date, and hearing officer(s) at each level; as summary of major points, facts, and evidence presented by each party to the grievance; and a statement of the final resolution and the nature and date of any corrective action taken. Such records shall be maintained on a confidential basis unless otherwise specified by the grievant.

b) Public grievance files: For purposes of the dissemination of grievance precedents, separate file records shall be kept which indicate only the subject matter of each grievance, the resolution of each grievance, and the date of the resolution. These records shall not refer to any specific

individuals and they shall be open to the public.

c) Duration of maintenance of written grievance records: All written grievance records shall be maintained for a minimum three years after grievance resolution.

G. Prohibition of Harassment: No person shall be subjected to discharge, suspension, discipline, harassment, or any form of discrimination for having assisted others in the utilization of the grievance process.

H. Role of the Title VI, IX, or Section 504 Coordinator: it is the primary responsibility of the Title VI, IX, or Section 504 coordinator to ensure the effective installation, maintenance, processing, record keeping and notification required by the grievance procedure.

I. Financial Responsibility for Grievance Processing: All costs involved in the administration of this grievance procedure shall be assumed by the Verdigre Public Schools.

5000

PERSONNEL

5001

FEDERAL DISCRIMINATION DISCLAIMER

The Nebraska Unified District #1, Verdigre, Orchard, and Clearwater, does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. The following person has been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Please contact: Nebraska Unified Dist. #1 Superintendent of Schools
Box 269, Orchard, Nebraska 68764
1-402-893-2068

5005

TEACHER EVALUATIONS

The primary purpose of the teacher evaluation system is to improve and enhance classroom instruction. Information that is gathered during the teacher evaluation process should be used to enhance individual teacher strengths and to assist the teacher in their professional growth. The teacher evaluation system should also provide a basis for making decisions about the retention, transfer, or dismissal of staff members. The written evaluation instrument will be used for all teaching staff on a yearly basis by a qualified person who possesses a valid Nebraska Administrative Certificate. The person shall be trained on the district's evaluation system. Evaluation criteria shall be tied to the district's instructional goals. The evaluation procedure shall be annually communicated, in writing, to those being evaluated. Teachers demonstrating a deficiency in any evaluation criteria shall receive written notice containing a statement of the deficiency, a specific means for correcting the noted deficiency, and an adequate

timeline for implementing the concrete suggestions for improvement.

Rationale:

1. Nationally less than 1/3 of the teachers rate their supervisory service as high.
2. It is not necessary to provide clinical supervision or the traditional evaluation to all Teachers.
3. Teachers have different growth needs and learning styles.
4. Non-probationary teachers will have choices in how they are evaluated.

Training for District Evaluators:

Annual training sessions for the evaluator(s) in the district shall be provided by the Superintendent or his/her designee. Training shall include, but not be limited to:

- 1) A review of Rule 34 of the Nebraska Department of Education
- 2) A review of the district's certificated staff evaluation policy
- 3) A review of the expectations for evaluation
- 4) A review of the evaluation instruments
- 5) A discussion of evaluation skills

Goals of the Evaluation System:

1. To improve student performance.
2. To stimulate professional growth in teachers.
3. To identify characteristics and qualities of excellent teaching.
4. To build upon the interest, abilities, and special skills of teachers.
5. To make decisions about retention and dismissal of staff.

Frequency of Observation:

1. Probationary Teachers will be observed for a full class period each semester.
2. Tenured Teachers will be observed for a full class period once per year.
3. All teacher observations will be completed by March 1.

Level I Evaluation:

This is the "traditional" evaluation that most teachers and administrators are familiar with. Level I evaluation uses forms and methods to evaluate probationary and non-probationary teachers.

Level II Evaluation:

This evaluation allows teachers to select an alternative to the "traditional" evaluation by completing a project with other teachers or by completing a self-directed project.

Cooperative Project: A method where teachers work together for mutual growth. It is especially useful for experienced competent teachers. Small teams of teachers should make their own determination about goals and activities, with support from the principal. The advantage of the cooperative evaluation is that teachers learn from each other.

Self-Directed Project: A teacher works independently for his or her own professional growth by developing and implementing a professional growth plan with support from the principal. The advantage of a self-directed project is that the teachers can tailor the growth plan to meet their individual desires. This method involves the teacher: 1) reflecting about where they are now, 2) doing some data collection, 3) analyzing the data, and 4) developing and implementing an action plan.

Essential Teaching Skills

A. Standard-Clarity of Presentation: The teacher explains, directs, and presents material to students clearly and accurately.

1. Explains directions and procedures
2. Is accurate in the factual use of subject matter
3. Uses grammatically correct speech and appropriate voice and tone level
4. States the objective of the activity
5. Includes visual material in the presentation
6. Summarizes the lesson

B. Standard-Planning: The teacher demonstrates evidence of planning the organization of the lesson. Objectives are apparent and within capabilities of the students.

1. Uses activities and materials consistent with learning objectives
2. Works toward stated leaning outcomes
3. Builds on concepts previously studied
4. Organizes materials so that the activities proceed smoothly
5. Has planned objectives for the lesson
6. Guides students toward course objectives
7. Follows district curriculum
8. Organizes the physical environment so that it is conducive to learning

C. Standard-Variability of Presentation: The teacher uses a variety of teaching materials and activities in instruction that are directly related to objectives. The materials and activities are suitable for the accomplishment of the learning task and accommodate learning rates and styles.

1. Provide a variety of learning activities
2. Demonstrates (models) desired learner outcomes
3. Accommodates the learning rates and styles
4. Uses multiple teaching methods
5. Uses a variety of teaching materials
6. Utilizes a variety of outside resources

7. Uses multiple media to present an idea
8. Differentiates lessons for students of different abilities

D. Standard-Task Orientation: The teacher is businesslike and time efficient so that students are productively engaged in learning activities. Student progress is monitored for immediate student feedback.

1. Makes expectations known to students
2. Efficiently uses the time available
3. Has a classroom routine known to students
4. Lets students know if their progress is appropriate
5. Provides immediate feedback to students on their performance
6. Surveys the work of students engaged in seatwork
7. Re-teaches non-mastered skills
8. Ensures student time-on-task is 70%-90%

E. Standard-Classroom Management and Environment: The teacher maintains an orderly classroom for the purpose of developing self-discipline. The teacher calm, fair, and impartial in the measures taken to supervise students.

1. Has clear classroom rules and procedures
2. Consistently applies classroom rules and procedures
3. Calmly deals with interruptions
4. Keeps students on task
5. Avoids negative comments and sarcasm
6. Maintains a physically and psychologically safe classroom
7. Avoids group punishment
8. Changes procedures to maintain control
9. Moves smoothly to new activities

F. Standard-Thinking Skills: The teacher uses a variety of questioning techniques. Materials provided to enable students to use high-level thinking skills.

1. Requires students to apply knowledge
2. Focuses beyond fact memorization
3. Assigns work to students that requires thoughtful analysis
4. Asks questions to promote greater thought
5. Asks questions requiring full responses
6. Avoids “yes-no” questions

G. Standard-Student Success: The teacher provides instruction and successful learning experiences at appropriate levels of difficulty for students

1. Provides successful learning experiences for all students
2. Seeks out students needing help
3. Plans for students with intellectual differences
4. Uses different materials for different ability levels
5. Differentiates assignments for students of different ability

H. Standard-Student Participation: The teacher provides students with opportunities for interaction, discussion, and questioning. Students actively participate in the completion of a product related to the learning activity.

1. Acknowledges student contributions
2. Engages the class in discussion
3. Uses a variety of instructional techniques that increase student participation
4. Provides opportunities for pupil interaction
5. Provides ample time for guided and independent practice
6. Uses technology to enhance student learning
7. Capitalizes on student ideas
8. Allows students to make choices
9. Allows students to help plan learning activities
10. Listens and responds to students when they speak

I. Standard-Student Relationships: The teacher is positive and supportive of students, helping them to feel secure. Personal relationships are maintained in a cooperative class environment that generates mutual acceptance between student and teacher.

1. Praises students when deserving
2. Seeks out students who need help
3. Calls on students by name
4. Encourages rather than forces cooperation
5. Uses humor
6. Accessible and is sought for help

J. Standard-Enthusiasm: The teacher demonstrates excitement for learning and for what is being taught.

1. Enhances instruction by eye contact, gestures, mobility, and expressions
2. Has personal investment in the content
3. Enhances teaching by smiles and humorous anecdotes

Essential Professional Attributes

A. Standard-Responsibility: Teacher completes tasks, reports, record, and assigned duties in an acceptable manner.

1. Completes required notification forms, records, and reports punctually and accurately.
2. Performs assigned duties responsibly and punctually.
3. Uses confidential information for professional purposes only.
4. Performs assigned adjunct duties adequately.
5. Supports school and district policies, programs, goals, and follows established procedures.

6. Participates in required job-related meetings and activities.
7. Complies with those regulations and procedures established in the staff handbook.
8. Maintains high professional growth standards
9. Is knowledgeable about current educational trends

B. Standard-Relationships: Positive relationships are maintained with peers, staff members, administrators, and parents.

1. Promotes effective communication with parents through use of conferences and written communications.
2. Maintains positive working relationships with staff members
3. Uses clerical and classroom assistance appropriately
4. Contributes to the cohesiveness of the school team.

Comments

1. Teacher will benefit from continuing with Level I evaluation for another year.
2. Teacher meets both essential teaching skills and essential professional attributes, therefore, qualifies to move to Level II of the teacher evaluation process. Please note that the principal may move a teacher from Level II to Level I at any time. *(Option only available for non-probationary teachers.)*

Teacher Signature: _____

Administrator Signature: _____

Signature does not indicate agreement, but that this document was discussed

Teacher Comments:

5100

PERMANENT EMPLOYEES

With the exception of the Superintendent, certified employees who are elected for a fourth year after having served three complete successive years in a probationary status shall be classified as tenured employees of the district.

Adopted: 8/99

5101

RELEASE OF CONTRACTS

From the date contract is offered until April 15th all resignations will be accepted.

From the date the contract is signed until May 15th of the same year, all resignations may be accepted.

From May 16th to June 15th of the year the contract was signed, resignations may be accepted only if a suitable replacement has been found.

After June 15th of the year the contract was signed, all resignations may be rejected by the unified board of education.

Adopted: 1/00, Rev 06/16

5102 **TERM OF CONTRACTS**

- a. Teachers contracts will be for a term of **185 days** of service to the district.
- b. All teacher contracts will be turned into the Site-Based Administrative Office before the Unified Board meeting in March or March 16th, whichever date is later.

Adopted: 8/99 Rev. 6/01, Rev 06/08, 08/14, 07/15

5103 **TEACHER ASSIGNMENT**

The assignment of staff members to their positions in the schools of the District shall be made by the Site-based Administrator and approved by the Superintendent.

5106 **JURY DUTIES**

- Any employee that is selected for jury duty will be under the following:
- 1. Will be released from employment without any restrictions.
 - 2. Will receive their regular compensation, but will have to forfeit the daily compensation the court allows them. (Just the daily compensation for each day, not board, room, and mileage).
 - 3. If the court compensation is greater, the employee can keep the larger amount.
 - 4. This policy is to cover all school employees.

5107 **MILITARY LEAVE RIGHTS NOTICE**

A notice about military leave rights will be posted on employee bulletin boards with other employee notices. The USERRA protection also covers those in service in the National Disaster Medical System.

5108 **SEPARATION**

Suspension and Dismissal of Employees

- 1. Any employee may be temporarily suspended by the Superintendent for reasons outlined in state statute.

2. Any employee may be permanently dismissed by action of the Unified Board as outlined in state statute.

Adopted: 8/99

5111

REDUCTION IN FORCE POLICY FOR CERTIFIED STAFF

1. Reductions-in-force of certificated staff members may be necessitated by decreasing enrollments, changes in financial support or expenditures, budget restrictions, changing programs, school district contracting, school district reorganization, or other changes in circumstances. If such changes occur and a reduction of certificated staff is necessary, the Superintendent(or his designee) shall recommend to the Board of Education those certificated employees to be reduced under the reduction-in-force provisions of the continuing contract laws; provided, however, that no permanent employee may be terminated through a reduction-in-force while a probationary employee is retained in a position to perform a service that the permanent employee is qualified by certification and endorsement to perform or, where certification is not applicable, by reason of college credits in the teaching area. Notice to the certificated employee and other procedures employed in regard to reductions in force shall comply with applicable law.

2. This policy specifically permits and allows reductions in force to occur which deal with total elimination or termination of contracts or positions, amendment of contracts or positions, reductions in force for full-time to part-time, reductions in force from part time to a lesser part time, and any other reductions in force which result in the termination or amendment of a certificated employee's contract or employment position. This policy shall not be deemed to limit the Board of Education or the administration in regard to the removal, or change in assignments, of certificated staff from positions or contracts not subject to the continuing contract statutes.

3. The selection of personnel to be reduced shall be made with consideration given to the following (not listed in order of importance): (1) programs to be offered, (2) areas of certification and endorsement, (3) state and federal regulations which may mandate certain employment practices, (4) special qualifications which may require specific training and/or experience, (5) contributions to activity programs, (6) the organizational and educational impact created by multiple part time certificated employees, and (7) length of uninterrupted service.

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

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

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

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

8. If a tie exists, the selection of personnel to be reduced is at the total discretion of the Superintendent.

5112

SUBSTITUTE TEACHERS

Substitute teachers are to be selected by the Site Based Administrator and shall hold a regular teacher's certificate or a special substitute teacher's permit. The salary of substitute teachers shall be \$100.00 per day for the first five consecutive days and \$110.00 per day for each consecutive day after five. The salary of substitute teachers shall be \$55.00 for 1/2 days.

Adopted: 8/99. Rev: 6/00. Rev: 6/01, Rev: 06/05, Rev: 06/06, Rev: 6/07
Rev: 06/08, Rev: 06/09, Rev: 06/11, Rev: 6/13, Rev. 6/16.

5113

PROFESSIONAL GROWTH

1. The Board of Education recognizes the need for continued professional growth on the part of certificated employees to meet Section 79-12,113 RRS, mandates that teachers and administrators give evidence of professional growth:

"Every six years permanent certificated employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth or, in the alternative, such other activities as are approved by the Site Based Administrator, which may include, but are not limited to, educational workshops, educational travel, professional publications, or work on educational committees."

2. Professional growth forms are available in the Site-Based Administrator's Office

Adopted: 8/99

5117

CERTIFIED PERSONNEL ABSENCE POLICY

1. Total amount of personal, sick, professional, activity and bereavement days allowed for certified staff are set by the negotiated agreement between certified staff and the district. Accumulated sick days that can be carried over to the next year are also determined by negotiated agreement.

2. Days that do not fit under the headings listed above will be recorded as "other." Site-based Administrators should include a brief description explaining each staff absence as they occur. (No person is "charged" for this day)

3. Determination of leave for certified staff and how that leave will be recorded will be the decision of the Site-based Administrator.

4. Staff absences will be kept by period, e.g. if a staff member misses 3 periods out of a day, this will be recorded as .38 of a day. (.13 per period)

5. The negotiated agreement determines the consequences of missing more than the allowed number of days. In certain cases, staff members can exceed the allowed number of days. e.g. If administration requests a staff member to attend a workshop, this may not be counted against their total number of professional days.

Adopted: 8/99. Rev: 6/16.

5118

VOLUNTEERS

The purpose of volunteers in the school is to augment the educational, support resources, and activity programs of the school through the use of diverse talents

and skills of community members.

The Board supports the use of parents, community members, and others as volunteers to assist and supplement regular District staff. A volunteer is not considered an employee of the District. The volunteer position is not a right, but rather a privilege, which is conferred by Board and the Administration. As such, any volunteer may be terminated at any time at the sole discretion of the Board and or District Administrator(s).

All services are to be performed under the direction of a District employee. They are not to administer disciplinary measures to regulate student behavior. At all times, volunteers are to perform only those duties and/or functions assigned to them by the supervising District employee.

Volunteers are expected to:

- 1 Check in at the main office
- 2 Keep confidential information in the school
- 3 To follow directions of the supervisor
- 4 Follow District policy and rules
- 5 Refrain from using tobacco, alcohol, or other controlled substances, or being under the influence of alcohol or controlled substances when they interact with students during school activities, including those that take place outside of the school building - at home or away.

VOLUNTEER COACHES

When in the opinion of the school Administrator and the Activities Director the addition of a volunteer coach will enhance the support and training which the regular coaching staff is providing to students participating in the activity, a Volunteer coach may be utilized.

The Board hereby sets forth the terms and conditions by which a Volunteer coach may be utilized during a competitive extracurricular activity and any training and practices thereof:

- 1 The Head coach must forward to the school Administrator and the Activities Director, a request for permission to use a volunteer coach. This request must include the name of the volunteer, the name of the extracurricular activity, a rationale statement, and a statement of need.
- 2 The school Administrator and the Activities Director will jointly make a decision to recommend or deny the request. The recommendation will be sent to the Advisory Board.
- 3 Permission, when granted, is for one (1) season only. The process for approval must be completed each year.
- 4 Permission to utilize a Volunteer coach may be revoked at any time by the school Administrator and/or the Activities Director.

- 5 The Head coach will assume the responsibility for the actions and training of a Volunteer coach.
- 6 A Volunteer coach, with the exception of a volunteer who is a certified and/or a Volunteer who is a school District employee shall be present during all training, practices and/or competitions to supervise the Volunteer who is not properly certified.

5125.1 PREVENTION OF & EDUCATION CONCERNING ILLICIT DRUGS FOR STUDENTS

There is no way to justify legally, socially, or for health reasons, the possession or use of illegal or illicit drugs. It will be the duty of the staff of Nebraska Unified District #1, to educate the students of the community of the dangers and risks of possession and use of these drugs. This will be accomplished through a program on all levels grade K-12.

The program in grades K-6, will be administered on an age appropriate basis, in the classroom, and in the physical education program through the use of any method available, such as lecture, speakers, printed information and audio or video materials. The objective of each program is to educate the student in methods of resisting peer pressure, consequences from possession and use, including legal, social, and health hazards.

In grades 7-12, it will be the obligation of all staff members to include the above methods in any and all subject areas but primarily the areas of Health, Physical Education, and Sociology, which will teach complete units on illegal drugs, utilizing any available source. In collaboration with local law enforcement agencies, the district may utilize resources available, which may include K-9 units, and drug awareness and prevention programs.

The use of illicit drugs and unlawful use of alcohol, or their possession will not be tolerated by the Nebraska Unified District #1. Because these drugs, and alcohol, may become addictive, and because their possession is illegal, and may create a severe health problem to you the student. The school will investigate all incidents involving drugs and alcohol.

Nebraska Unified District #1 students are therefore prohibited from possession or use of these drugs at any school function or on any school property. Penalty for violation of possession or use of alcohol and/or illicit drugs may include any or all of the following: Suspension or expulsion from school, suspension or expulsion from activities, completion of an approved drug and alcohol abuse class.

Any student found to be in possession of, or use of any illicit drug or alcohol will be provided information about, location of, and assistance for entry into a rehabilitation program. This information will be available through the school counselor.

Parents and students at all age and grade levels will be given a copy of standards, conduct, and statement of disciplinary action as listed above, at the start of every school year. Parents and students will also be notified that compliance with these standards are mandatory according to Federal Statute, public law 101-226 which amends the Drug Free School and Communities Act of 1986.

5126 **PER DIEM POLICY**

The Nebraska Unified District #1 will pay the following per diem to teaching staff and/or activity sponsors when travel is directly related to school business and when requests for travel expenses are approved by the Site Based Administrator prior to the activity.

MILEAGE: The current federal mileage rate to and from activities shall be paid for private vehicle use if school transportation is not available. School vehicles shall be used whenever possible.

MEAL ALLOWANCE: Meals for teaching staff and/or activity sponsors will be reimbursed when receipt is received and approved by the Site Based Administrator.

REGISTRATION FEES: Registration fees will be paid when attendance is required by State or Federal regulations or when administrative staff requires staff member attendance.

LODGING: Lodging will be paid when attendance is required by State or Federal regulations or when approved by the Site Based Administrator.

Adopted: 8/99, Revised 6/14

5127 **CONTAGIOUS AND COMMUNICABLE DISEASES**

A. Communicable Diseases

It is the intention of the Board of Education to prevent the spread of contagious diseases, spread by general and incidental contact.

When a child shall show symptoms of any contagious or infectious disease, the guardian shall immediately be notified and the student sent home. The student shall be excluded from school until communicability no longer exists.

In chronic cases re-infestation, the school district shall contact those city and state officials that have jurisdiction in matters of sanitation and disease control.

Regulations Governing the Control of Communicable Diseases

School personnel shall report all suspected communicable diseases to building principals and/or school health personnel.

Suspected cases shall be examined by the school nurse, Principal, or Superintendent.

A student found to have a suspected communicable disease shall be temporarily excluded from school with notification to guardians explaining treatment and procedures for returning to school. Students may return to school at such time that it is determined communicability no longer exists.

B. Contact Communicable Diseases: Head Lice, Mites, Skin Disease & Other Infestations

It is the intent of the school district to handle cases of communicable infestations in such a manner as to protect the safety of the individual student, other students and staff with whom the individual may come in contact. In such cases, the school district may act immediately to temporarily exclude students who are carriers of infestations that are communicable by contact and association. Control of such infestations depends upon prompt detection, proper administration, effective treatment, and spread prevention.

1. Students temporarily excluded from school shall have completed the treatment outlined by school personnel and may be required to a reexamination before reentry. Students that are found free of infestation shall be readmitted to school.
2. In cases where infestations are confirmed, school health personnel shall examine all children in the classroom to determine further infestations. Children from the same families in the school shall also be examined. Depending upon the number of infestations identified, it may be necessary to examine all students of the school.
3. In cases where re-infestation of the same student occurs, the student shall again be excluded until such time that the treatment procedures have been completed. In cases of re-infestation, the following special rules apply:
 - 3.1 The student will be readmitted to school upon certification by a school nurse, physician, or other practicing health professional that all treatment procedures have been completed, and students are free of all mites and casing.
 - 3.2 Upon returning to school, the child shall be reexamined periodically, at least once a week until such time that health personnel determine that the infestation is under control.

3.3 Re-infestation shall result in the reporting of such cases as follows:

3.3.1 City Health Officials

3.3.2 Department of Social Services

4. Building Principals are responsible for determining temporary exclusion or readmission of students as policy dictates. Whenever possible, school health personnel shall be consulted regarding such decisions. It is the responsibility of building Principals to report cases of re-infestation to the Superintendent of schools. In addition, building principals shall report cases whenever substantial numbers of infestations are found.

C. Contagious Diseases

It is the intent of the school district to handle cases of communicable skin diseases and other contagious diseases in such a manner as to protect the safety of the individual student, other students and school personnel with whom the individual may come in contact. In suspected cases, the school district may act immediately to temporarily exclude students for diagnosis and treatment. Control of skin disease and other contagious diseases depends upon prompt detection, effective treatment, and spread prevention.

Students temporarily excluded from school shall be readmitted when they show no signs of communicability or have a physician's permission to return to school.

II. Health & Safety of Students & Staff

A. AIDS Affected Children

The term AIDS Affected Children is defined to include children who have been diagnosed as having Acquired Immune Deficiency Syndrome (AIDS) or AIDS Related Complex (ARC) which is a lesser form of AIDS. Whenever, during the course of this policy the phrase AIDS Affected Children is used, it includes all children diagnosed as having AIDS or ARC.

Decisions concerning the attendance at and participation in regular classroom activities by AIDS Affected Children are made the same as for any other health-risk factor. Decisions regarding the education of AIDS Affected Children will be based upon the behavior, neurological development, and physical condition of the child and the expected type of interaction with others in the setting in which the child will be either attending or participating.

B. AIDS Regulations

*AIDS - Acquired Immune Deficiency Syndrome

*ARC - AIDS Related Complex

**Medical diagnosis & information must be provided by a physician

The Nebraska Unified District #1 recognizes that it has a responsibility to assure that the public school provides a safe environment for everyone in the school community, while safeguarding the rights of all students, including those afflicted with AIDS*/ARC*, to an appropriate free public education, and the rights of its staff to be employed in a safe healthy environment.

The first consideration for making any decision regarding a student or staff member with AIDS*/ARC* must be the well being of others in the school community.

The Board of Education will continue to monitor the information made available through the Federal Center of Disease Control, and the Nebraska State Department of Health, relative to the treatment and transmission of AIDS. These regulations and the procedures to implement them will be modified if appropriate, based upon the best new medical information provided by the above sources.

A student with a diagnosis of AIDS*/ARC* shall be provided a program of services in accordance with state law and local policy. The decision as to the educational program and placement of each AIDS*/ARC* student is to be made individually on the basis of the most recent information from the above sources, the most recent diagnosis and recommendations, and the Superintendent's educational judgment.

Procedures are to place restrictions on the individual with AIDS*/ARC* only to the extent necessary to prevent the transmission of the disease, offer maximum protection for the health of others, and offer maximum possible protection of the health and rights of privacy of the afflicted individual.

The Board of Education will provide an educational program designed to inform all students, parents and staff about AIDS*/ARC*.

C. AIDS Procedures

The following procedures are established to protect the safety of the school environment and to safeguard the rights of all students and employees.

I. Procedures: Employees

Continuing Employment & Placement of Employees with AIDS/ARC

1. In order to protect the health of others, it is expected that employees will inform the Superintendent if they are diagnosed as having AIDS/ARC.
2. If, in the absence of such voluntary notification, there is reasonable cause to believe that an employee has AIDS/ARC, the Superintendent

may require the employee to submit to a physical examination to be performed by a physician selected by the school system, the results of which will be reported to the Superintendent; such examination shall be at the Board's sole expense. (A choice of two or more physicians, at least one of each gender, shall be made available to the employee.)

3. Employees diagnosed as having AIDS or ARC will be given leave of absence with pay pending the recommendation of a Medical Advisory Panel which will include the employee's personal physician, the School Medical Advisor, and a physician selected by the Board of Education. Others who may be present as non-voting attendees include the employee and/or designee, the school principal (or designee) if applicable, or an appropriate staff member designated by the Superintendent.
4. The panel will consider whether the employee's presence would pose any health risk to others in the school community, and whether the employee, from a medical standpoint, can carry out his or her customary duties. Factors to be considered by the Medical Advisory Panel in making a recommendation will include: current medical condition and prognosis and the most recent information and advice from the Federal Center of Disease Control and the State Department of Health.
5. As soon as is feasible, the Medical Advisory Panel will make a written recommendation to the Superintendent, based on the opinion of a majority of the Medical Advisory Panel, with minority opinion, if any, reported. The report may include statements by the non-voting attendees.
6. The Superintendent will promptly make a recommendation to the Board of Education, based on the recommendation of the Medical Advisory Panel and on the Superintendent's educational judgment, make in consultation with other appropriate administrators, as to whether the individual can effectively carry out his or her customary duties. The Board of Education will make the final determination and the Superintendent will promptly notify the employee, by certified mail, of the Board's decision.
7. If the decision is that the employee's presence poses no risk to others and that the employee can effectively discharge his or her duties, the employee will resume his or her customary assignment.
8. If the decision is that the employee's condition precludes resumption of his or her customary assignment, he or she will be placed on medical leave by the Superintendent in accordance with his or her employment agreement, or, if feasible and medically appropriate, will be offered an alternative assignment, until the employee's condition is such that he or

she can effectively discharge regular and customary duties and/or poses no risk to others.

9. Employees have the right to appeal decisions of the Board of Education in accordance with grievance procedures established by Board policy.
10. Any return to work of an employee formerly on medical leave or on an alternative assignment shall require medical documentation that the employee is able to discharge his or her customary duties and/or that the health risk to others no longer exists.
11. No employee shall be required to work with another employee with AIDS/ARC unless it is determined that the latter employee poses no health risk to others.

Confidentiality

1. The right to privacy of AIDS/ARC employees and their families will be respected. Confidentiality will be maintained at each step of the review procedure.
2. Identification of the employee and information about the employee's condition will be restricted to the Superintendent and those present at the meeting of the Medical Advisory Panel.

Other Procedures

- a. The School Medical Adviser shall keep the Superintendent informed of emerging medical information about AIDS/ARC and shall advise the Superintendent if the policy or procedures ought to be modified.
- b. Routine procedures (as recommended by the State Department of Health Services) for the handling of body fluids in school are to be implemented by all employees of the district.

D. AIDS & Other Sexually Transmitted Diseases

The Nebraska Unified District #1, Board of Education, adopts the following policy for education students known to have a chronic infectious disease. (i.e. AIDS/ARC, CHV, hepatitis B, herpes simplex) and for ensuring a safe and healthy school environment for all students.

1. All children in Nebraska have a constitutional right to a free, suitable program of educational experiences.
2. As a general rule, a child with a chronic infectious disease will be allowed with the approval of the child's physician and a committee composed of the

school's nurse, its appointed medical advisor, and the building principal. This committee will then be responsible to the Superintendent of Schools. This child will attend school in a classroom setting and will be considered eligible for all rights, privileges, and services provided by law and existing policy of Nebraska Unified District #1.

3. The school nurse will function as (a) the liaison with the child's physician, (b) the child's advocate in the school (i.e. assist in problem resolution, answer questions) and (c) the coordinator of health services provided by other staff.
4. The school will respect the right to privacy of the individual; therefore, knowledge that a child has a chronic infectious disease will be confined to those persons with a direct need to know (i.e. principal, school nurse, child's teacher). Those persons will be provided with appropriate information concerning such precautions as may be necessary and should be aware of confidentiality requirements.
5. Based upon individual circumstances special programming may be warranted. Special programs will be provided if determined to be necessary by a planning and placement team.
6. Under certain circumstances a child with a chronic infectious disease might pose a risk of transmission to others. If any such circumstances exist the school nurse in consultation with the child's physician, must determine whether a risk of transmission exists. If it is determined that a risk exists, the student shall be removed from the classroom.
7. A child with a chronic infectious disease may be temporarily removed from the classroom for the reasons stated in #6 until an appropriate school program adjustment can be made, and appropriate alternative education program can be established, or the physician determines that the risk has abated and the child can return to the classroom.
 - a. Removal from the classroom will not be construed as the only response to reduce risk of transmission. School personnel should be flexible in developing alternatives and should attempt to use the least restrictive means to accommodate the child's needs.
 - b. In any case of temporary removal of the student from the school setting, state regulations, and school policy regarding home bound instruction will apply.
8. Each removal of a child with a chronic infectious disease from normal school attendance will be reviewed by the school nurse in consultation with the student's physician at least once every month to determine whether the condition precipitating the removal has changed.
9. A child with chronic infectious disease may need to be removed from the classroom for his/her protection when other communicable diseases (i.e.

measles or chicken pox) are occurring in the school population. This decision will be made by the child's physician and parent/guardian in consultation with the school nurse.

II. Significant Exposure Report form for Infectious Diseases

The school district is considered a “provider agency” that provides school district employees the same protection as public safety workers. Policy and/or procedure impacts as well as a financial impact, will be followed:

- a. An employee who has a significant exposure incident, may complete and submit an HHS exposure report form.
- b. Infectious Disease Procedures. Written infectious disease procedures, Bloodborne Pathogen Compliance Plan, has been adopted by our school district.
- c. Financial Impact. Our school district is responsible for paying for diagnostic tests only if the tests were requested by the school district to determine whether the student has an infectious disease.

5128 SEXUAL HARASSMENT (for Students & Employees)

The Verdigre Board of Education is committed to providing an environment free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by/of Verdigre Public Schools employees and students is prohibited.

It shall be a violation of School District policy to harass another employee sexually, to permit the sexual harassment of an employee by an employee or a non-employee, or to harass or permit the harassment of a student sexually. Sexual harassment may take many forms, including, but not limited to:

1. Verbal harassment or abuse including unwelcome sexually oriented communication;
2. Subtle pressure or requests for sexual activity;
3. Unnecessary touching of an individual, E.G., patting, pinching, hugging, repeated brushing against another person's body;
4. Requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or student's status;
5. Requesting or demanding sexual favors accompanied by implied or overt promise of preferential treatment with regard to an individual's employment or student status; or sexual assault.

Any person who believes he or she has been subjected to sexual harassment should follow these procedures:

1. An aggrieved person should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.
2. If an aggrieved employee or student does not wish to communicate directly with the person whose conduct or communication is offensive or if direct communication with the offending person has been ineffective, the employee or student should contact his or her Site-Based-

Administrator or supervisor or the offending person's Site-Based-Administrator or supervisor.

A student may contact any teacher or other adult in the school system he or she trusts.

3. An aggrieved person alleging (1) sexual harassment by anyone with supervisory authority or (2) the failure of a supervisor to take immediate action on the complaint should communicate with the superintendent of schools.

Allegations of sexual harassment shall be investigated and if substantiated, corrective or disciplinary action taken, up to and including dismissal from employment if the offender is an employee, or suspension and/or expulsion, if the offender is a student. The determination of the legality of a particular action will be made from the facts, on a case-by-case basis.

Pursuant to this policy, forms for filing a sexual harassment complaint are on file in the superintendent's office.

5129 **REPORTING CHILD ABUSE**

The board of education directs the superintendent of schools or his or her designee to develop administrative procedures to advise staff members of their responsibilities and procedures to be followed as described by statutes relating to child abuse.

Abuse or neglect shall mean knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter or care;
4. Left unattended in a motor vehicle, if such minor child is six or younger;
5. Sexually abused;
6. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or

engage in prostitution, public indecency, or obscene or pornographic photography films or depictions.

All school employees shall report to the building principal or superintendent of schools, or call directly (call may be anonymous) any instance where they have reasonable cause to believe or suspect that a child has been subjected to abuse, or instance where they observe a child being subjected to conditions or circumstances which reasonably would result in abuse. The employee and/or administration will then report the possible abuse to the proper authorities (Department of Health & Human Services, the County Attorney, or the County Sheriff). These incidents will be documented and kept on file.

In cases of investigating of child abuse reports, the decisions as to informing parents or guardians lies in the hands of the investigating authorities.

Legal Reference:

§28-710 - §28-717 Child Abuse, Reports, Investigation, Liability

Adopted: 08/07

5202 **BUS SUPERVISOR**

1. Act as liaison between bus drivers and site-based principal.
2. Take all complaints from bus drivers.
3. Inspect buses for maintenance repairs.
4. Keep all buses running and help, if needed, to start bus in the morning.
5. Help make school closings during bad weather.
6. Secure drivers for activities trips.
7. Help in arranging routes at the start of school year.
8. Help hire and train bus drivers.
9. Keep watching drivers to assure they obey the laws.
10. Coordinate all repairing of buses with bus mechanic.
11. Bus supervisor will possess a valid bus drivers license.
12. Bus evacuations will be practiced at least 1 time per semester.

Adopted: 8/99

5202.1

BUS DRIVER RESPONSIBILITIES

1. Possess a valid bus drivers license
2. Inspect bus before and after bus routes
3. Keep the bus clean and in good running condition
4. Report maintenance repairs to the bus supervisor
5. Maintain positive student discipline by requiring all students to abide to the posted rules and procedures
6. Report discipline concerns to the site-based administrator
7. Report complaints to the bus supervisor
8. Conduct bus evacuations at least 1 time per semester
9. Help in arranging bus routes at the start of the school year

Adopted: 07/06

5203.1 DRIVER CERTIFICATION FOR USE OF DISTRICT VEHICLES OR TRANSPORTATION OF STUDENTS

This certification is required for all persons who: (1) drive District-owned or leased vehicles or (2) drive students as part of their employment or (3) provide a pupil transportation service which is sponsored or approved by the District.

Name _____ Operator's License No: _____ License Class: _____

I certify that the following information is true and accurate:

_____ I have a current and valid Nebraska motor vehicle license, current proof of insurance, and the physical and mental ability to properly operate a motor vehicle.

_____ My driver's license is subject to the following restrictions (check the applicable restrictions) and I will comply with all such restrictions:

_____ Corrective Lenses	_____ Outside Mirrors
_____ Automatic Signals	_____ Maximum Speed Rest.
_____ Mechanical Aids	_____ Daylight Only
_____ Restricted Area	_____ 2 Lane, 2 Way Only
_____ Automatic Trans.	_____ No Interstate Driving
_____ No One Way Streets	_____ Other: _____

_____ I will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants when vehicles are equipped with seat belts and child restraints systems.

_____ I have been given instruction on emergency evacuation procedures, first aid and other instruction applicable to the group of pupils being transported.

_____ I certify that I am of good moral character and I will not engage in conduct or use language inappropriate for children.

_____ I certify that I have a satisfactory driving record. I agree to immediately notify my supervisor or the Superintendent upon the occurrence of any of the following events:

- Suspension, revocation, withdrawal or expiration of my driver's license;
- Any ticket or accident while in a District-owned vehicle or while engaged in school business;
- Any ticket or accident which could result in the suspension, revocation, or withdrawal of my driver's license while in any vehicle at any time;
- Any circumstance which may result in any of the responses on this Driver Certification not continuing to be completely accurate or which may indicate that I should not be driving a school vehicle or transporting students.

Dated this _____ day of _____, 20__.

Adopted: 06/10

5203.2 **TRANSPORTATION – Use of Cell Phones**

The use of cell phones, while transporting students, is prohibited with the exception of emergency.

5204 **KITCHEN EMPLOYEES**

The kitchen employees shall follow the use of Federal Guidelines when performing their duties of selection, preparation, and serving of food.

The Head Food Service Manager/Cook will be required to attend the state sponsored school on cafeteria management at least once every two years. All expenses incurred will be paid by the school district.

5204.1 **SECRETARY**

The secretary, subject to the rules and regulations of the Unified Board of Education, and under the direction of the Site-based Administrator, shall supervise and coordinate the activities of the clerical help in the main office.

5207 **GROWTH IN JOB SKILLS**

All classified employees shall be encouraged to grow in job skills and shall be encouraged to take additional training that will improve these skills on the job.

5209 **OVERTIME PAY**

A. Definition

For all classified employees, forty hours shall be considered as a standard work week. Overtime shall be paid on time worked over forty hours per week, less any paid holidays. Time worked above the eight hours in any one working day will be paid at the overtime rate.

B. Rates of Overtime and Holiday Pay

All overtime work, over a 40 hour work week, shall be paid at the rate of one and one-half times the employees regular hourly rate.

C. Authorization for Overtime

All overtime performed must have prior approval by either the Central Administration or the Site-based Principal. The only exception to this ruling is when an unforeseen emergency arises and it is not possible to obtain approval.

Adopted: 8/99, Rev: 6/06

6000 **POLICIES RELATED TO STUDENTS**

6000.1 **ATTENDANCE**

Approved Dismissals

No pupil is to be excused from school before the close of the session without a request from the parent and the approval of the Site-Based-Administrator or Superintendent.

Errands

Pupils are not to be sent off the school grounds on errands of any type without permission of the Superintendent or Site-Based-Administrator.

Dismissal of School other than the Normal Dismissal Time

Parents are to be notified any time school is dismissed earlier or later than the normal closing time.

Road Conditions

If buses are unable to pick up students because of road conditions, the students will not be counted absent.

6000.2 **ABSENTEES**

Parents must notify the school office the morning of their child's absence. Please telephone 668-2275 and the secretary will notify his/her teacher. In some cases, the school may phone parents when children are absent. Make-up work will be sent home with brothers or sisters, or parents may pick it up if needed.

ASSIGNMENTS FOR PUPILS WHO ARE ABSENT

If a student (7 - 12) has an excused absence, he/she will be required to make up the work missed and credit will be given. One day for each day missed will be allowed to make up the work. In the case of an unexcused absence, the student is required to make up the work and no credit will be given for the work.

Elementary assignments for students will be made up on a schedule approved by the instructor. Assignments for abnormally lengthy absences may or may not be issued to students in K-12.

Absences are best held at a minimum in order that the student can keep up with his classmates.

Please refer to your student handbook regarding student absences.
(see policy # 6103, 6103.2 and 6103.3)

6100 CHILD FIND NOTICES

Nebraska Unified School District #1 is requesting that any parent wishing to enroll their child in kindergarten for the next school year contact the school office. This information is needed so that plans can be made for the first day of school. State law specifies that a child must be five years old on or before July 31 of the current year to be eligible.

Nebraska Unified School District #1 is seeking to identify children in the district who may be eligible for education services, but not yet receiving them. By Nebraska law, Nebraska Unified School District #1 provides educational services for special needs children from birth or date of diagnosis through the school year of the child's 21st birthday. If you have concerns about a child's speech, visual, hearing, mental or physical needs, please contact Verdigre Public School in Verdigre, 201 S. 3rd Street, 402-668-2275, Clearwater/Orchard Public School in Orchard, P.O. Box 269, Orchard, NE, 402-893-3215 or Clearwater/Orchard Public School in Clearwater, P.O. Box 38, Clearwater, NE 68726, 402-485-2505.

Adopted: 06/11 Rev: 06/12

6101 AGE OF INITIAL ENTRANCE INTO THE SCHOOL SYSTEM

Admission of children; kindergarten or beginner grade; age; evidence of physical examination; when; exception.

(1) Except as provided in subsection (2) of this section, the school board or board of education of any school district shall not admit any child into the kindergarten or beginner grade of any school of such school district unless such child has reached the age of five years or will reach such age on or before July 31 of the current year.

(2) The board may admit a child who will reach the age of five between October 16 and February 1 of the current school year if the parent or guardian requests such entrance and provides an affidavit stating that (a) the child attended kindergarten in another jurisdiction in the current school year, (b) the family anticipates relocation to another jurisdiction that would allow admission within the current year, or (c) the child has demonstrated through recognized assessment procedures approved by the board that he or she is capable of carrying the work of kindergarten or the beginner grade.

(3) The board requires a birth certificate prior to entrance of a child into the beginner grade and shall require evidence of a physical examination by a physician, physician assistant, or nurse practitioner within six months prior to the entrance of a child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade of the local school, except that no such physical examination shall be required of any child whose parent or guardian

objects in writing. The cost of such physical examination shall be borne by the parent or guardian of each child who is examined.

(4) students enrolling in Kindergarten or transferring from out of state must have a visual evaluation. The cost of the visual evaluation shall be borne by the parent or guardian of each child who is examined.

DISCONTINUATION OF THE ENROLLMENT OF STUDENTS YOUNGER THAN SIX YEARS OF AGE

It is the policy of Nebraska Unified School District No. 1 to allow any person with legal or actual charge or control of a child younger than six years of age who is enrolled in the school district to discontinue the enrollment of such child according to the following parameters:

1. The student's parent(s) or legal guardian shall submit a complete and accurate application form prescribed by the school board for discontinuation on enrollment. The application form shall be made available during regular business hours at the administrative offices of the district. The application shall be accompanied by a copy of the student's birth certificate issued by the state in which the child was born or other reliable proof of the child's identity and age, (i.e. naturalization or immigration documents showing the date of birth or official hospital birth records).

2. Within three (3) days after the submission of the application, a conference shall be held between the superintendent or the superintendent's designee, the student's parents(s) or guardian, and any other school district employee whose presence is requested by the superintendent or the superintendent's designee. The purpose of the conference shall be to address the parties' reasons, questions, and/or concerns regarding the request to discontinue the student's enrollment.

3. After the conference and verification by the board or its designee that the child is younger than seven years of age on or before October 15 of the current or upcoming school year and enrolled at Nebraska Unified School District No. 1, the application for withdrawal shall be approved and become effective by resolution at the next board meeting following the submission of the application form. If the child is not younger than seven years of age on or before October 15 of the current or upcoming school year or not enrolled at Nebraska Unified School District No. 1, the application shall be rejected.

4. Nebraska Unified School District No. 1 will provide written notification to the parent(s) or legal guardian of the student by whether the application has been accepted or rejected. If the application is rejected, the rejection notice will state the reason(s) for the rejection. If accepted, the parent(s) or legal guardian shall be provided with a copy of the board resolution stating such acceptance. A copy of the resolution shall also be available during regular business hours at the administrative offices of the district.

5. The district shall inform the student's parent(s) or legal guardian of the student's right to re-enroll at any time in the school, if qualified under law.

APPLICATION FOR THE DISCONTINUATION OF THE ENROLLMENT OF
STUDENTS YOUNGER THAN SIX YEARS OF AGE
NEBRASKA UNIFIED SCHOOL DISTRICT NO. 1

Student's Name _____ Date of Birth _____

Address _____

Grade Level _____ Teacher _____

Parent or Guardian's Name _____

Address _____

I hereby request that my child's enrollment at Unified School District No. 1 be discontinued. I certify that I am the parent, guardian, or person with the legal or actual charge or control of the above named student. I further certify that my child is or will be younger than six years of age on or before October 15 of the current or upcoming school year. To the best of my knowledge, the attached birth certificate or other attached documentation verifying my child's age is accurate, correct and unaltered copy.

Parent(s) or Guardian's Signature

Date

SUBSCRIBED AND SWORN to before me this _____ day of

_____ ,

Notary Public

6101.1 **ADMISSIONS POLICY FOR INITIAL ENTRANCE**

Student Admission. The following notices to parents are required related to student admission:

- a. Notice of Waiver Rights: “At the time the parent or guardian of any child is notified that such child must have a physical examination and a visual evaluation... or immunizations... the parent or guardian shall also be notified in writing of 1) his or her right to submit a written statement refusing a physical examination, a visual evaluation, or immunization for his or her child.”
- b. Notice of Free or Reduced-Cost Visual Evaluations: “At the time the parent or guardian of any child is notified that such child must have a ... visual evaluation... the parent or guardian shall also be notified in writing of ...2) a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.”
- c. Notice of Immunization Requirements: “Each school district shall make diligent efforts to inform families prior to the date of school registration of the immunization requirements.”

Adopted: 6/06

6102

ADMISSIONS POLICY

All students entering school for the first time shall present their birth certificate or a bona fide copy thereof. Students also will be required to show evidence of a completed physical and submit updated health records.

Immunization Statute 79-221 & Physical Exam Statute 79-220 will be enforced.

Students 7-12

Students who enter Nebraska Unified District #1 prior to the tenth grade will be placed in the appropriate grade level according to age and/or achievement. Grade placement for those who enter the tenth grade or subsequent grade will be determined by having passed course work commensurate with Nebraska Unified District #1 requirements. Proof of satisfactory course completion must be from a state approved institution otherwise the student must display academic competency with testing generated by the Nebraska Unified District #1, Nebraska State Rules and Regulations will apply.

Students K-6

Elementary students will be placed according to age and/or achievement. Recommendations from previous teachers and their class records will be taken into consideration. Proof of promotion and/or grade placement from a state approved institution will be necessary, otherwise the student must display academic competency with testing generated by the Nebraska Unified District #1. Nebraska State Rules and Regulations will apply.

The following notices to parents are required related to student admission:

- a. Notice of Waiver Rights: “At the time the parent or guardian of any child is notified that such child must have a physical examination and a visual

evaluation...or immunizations...the parent or guardian shall also be notified in writing of (1) his or her right to submit a written statement refusing a physical examination, a visual evaluation, or immunization for his or her child.”

- b. Notice of Free or Reduced-Cost Visual Evaluation: “At the time the parent or guardian of any child is notified that such child must have a...visual evaluation...the parent or guardian shall also be notified in writing of...(2) a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.”
- c. Notice of Immunization Requirements: “Each school district shall make diligent efforts to inform families prior to the date of school registration of the immunization requirements.”

Adopted : 8/99 Rev. 07/06

6102.1 WITHDRAWAL FROM SCHOOL

If it becomes necessary to withdraw from school, students should do the following:

- 1. Report the intention to withdraw to the Site-Based-Administrator's office.
- 2. All books and supplies must be returned, all fines and bills must be paid.
- 3. Parents or guardian should sign a form requesting the transcript of grades to be sent to the school in which the student will enroll.
- 4. No transcript of credits will be sent to schools, armed forces, or anyone else requesting such unless the above conditions have been fulfilled.

6102.2 PART-TIME ENROLLMENT POLICY

Nebraska Unified District #1 and Verdigre Public Schools shall allow the part-time enrollment of students who are residents of the school district pursuant to subsection (1) of section 79-215 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 and shall establish policies and procedures for such part-time enrollment.

Students will 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 section 79-611. Nothing in this section shall be construed to exempt any student from the compulsory attendance provisions of sections 79-201 to 79-207.

Adopted: 07/06 Rev: 07/07

6102.3 POLICY FOR JUNIOR HIGH PARTICIPATION BY HOME SCHOOL STUDENTS

Nebraska Unified District #1 will allow home school students to participate in junior high activities in accord with conditions included in this document. Each

student that requests this privilege must be approved by the board of education. In addition, the child's parent or guardian shall sign a statement outlining any requirements or information pertinent to the child's participation.

1. Parent (or guardian) must provide proof of medical insurance for their child.
2. parent (or guardian) must provide a copy of the child's birth certificate.
3. The child must have a current physical form completed by his/her physician clearing the child for participation.
4. It is understood that when the child becomes eligible to be a freshman in high school, she/he will be ineligible to participate unless she/he is enrolled in, and completes, at least 20 semester hours of credit (as per NSAA regulation).
5. It is understood that the participant is not covered by the school catastrophic insurance policy. This is the responsibility of the participant's family.
6. The participant will use school district transportation to and from junior high activities.
7. The participant will adhere to the rules set forth by the school and activity sponsor while involved in this activity. Violation of these rules and/or any issues of discipline may result in termination of all activity participation.
8. Parents and participants must sign the district's school activity policy.

We are aware of the points listed above and agree to comply with these items.

Parent Signature: _____ Date: _____

Participant Signature: _____

Adopted 07-07

6103 Unified School District 7-12 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. Circumstances of 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

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 designee 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.

3. 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 Nebraska Unified #1 Public Schools or resides in the Nebraska Unified #1 Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

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

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 five (5) unexcused absences 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 meeting, the principal shall place documentation of such refusal in the child's attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

a. 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 twenty (20) absences per year. 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.

Legal Reference: Neb. Rev. Stat. " 79-201 and 79-209 Adopted:

Attendance Improvement Plan

This collaborative plan has been developed as a result of a meeting or meetings held on the following dates: _____.

Those in attendance included: _____

The attendees considered the following actions to reduce barriers to improve regular attendance:

1. Illness related to physical or behavioral health of the child:

___ It was determined that the physical or behavioral health of the child is not a barrier to improve regular attendance.

___ The child's physical or behavioral health poses a barrier to regular attendance.

The following actions will be taken in response: _____
 _____.

2. Educational counseling (e.g. curriculum changes):

___ It was determined that educational counseling is not needed to reduce barriers to improve regular attendance.

___ Educational counseling ___ has been ___ will be provided, consisting of the

following: _____
_____.

3. Educational evaluation:

___ It was determined that an educational evaluation is not needed to reduce barriers to improve regular attendance

___ An educational evaluation ___ has been ___ will be conducted to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism. The evaluation will include: _____
_____.

4. Referral to community agencies for economic services:

___ It was determined that economic services are not needed to reduce barriers to improve regular attendance

___ The family ___ has been ___ will be given information about community agencies which may have economic services available to the family, which includes: _____
_____.

5. Family or individual counseling:

___ It was determined that family or individual counseling is not needed to reduce barriers to improve regular attendance.

___ The family ___ has been ___ will be given information about family or individual counseling that is available pertaining to: _____
_____.

6. Assisting the family in working with other community services:

___ It was determined that assistance in working with community services is not needed to reduce barriers to improve regular attendance.

___ The family ___ has been ___ will be given assistance in working with community services pertaining to: _____
_____.

Other actions to be taken:

Action	Responsible Person	Date to Complete
_____	_____	_____
_____	_____	_____
_____	_____	_____

Plan completed by:

Signature (title)

Signature (title)

1. Absentees will be kept by period. Any student who is absent from any one period will be considered either excused or unexcused by the Site-Based-Administrator. Unexcused absences may require time to be made up after school.
2. Absences from class for school related reasons such as athletic participation, field trips, job shadows, etc., etc., will not be recorded as absences. In-school suspensions will not be counted as an absence.
3. Juniors and Seniors may be allowed up to four (4) days cumulative to visit college campuses. These days will not be counted as absences but they must be cleared with the counselor and scheduled with the college in advance. These days are to be used to tour the college, meet with an advisor, visit with professors, register for classes, etc.
4. Any student who misses more than nine (9) periods in one class per semester may be required to submit a licensed Medical Doctor's note for any periods missed after they have reached the nine (9) period limit. Absences after reaching the nine (9) period limit may have to be made up minute for minute. In certain circumstances when verification of illness or absences may be deemed necessary, the Site-based Administrator may require the student to be examined by a fully licensed Medical Doctor or Psychologist selected by and for the District. The cost of the examination may be borne by the District.
5. Following each absence, the student must report to the office with a written excuse signed by his/her parent or guardian. The excuse should be dated and state when and why the student was absent.

The school requests that students do not schedule doctor or dentist appointments during the last week of school. Final tests and checkout is almost impossible if students are absent.

Teachers shall not dismiss any student from class or early from school without prior administrative approval. Unless notified by the office, or approved by the office, teachers shall not dismiss student from school or from class.

The Site-based Administrator will decide all other aspects of an attendance center's attendance policy.

The attendance centers of Nebraska Unified School District #1 will abide by Nebraska statute regarding Article 2 - Compulsory Education beginning with section 79-201.

1. LEAVING SCHOOL DURING SCHOOL HOURS

Students wishing to leave school during the day, between the hours of 8:00 a.m. and 4:00 p.m., must have written consent from their parents or be dismissed to their parents.

Students should bring their written excuse to the office and have the Site-Based-Administrator give them a pass. Any student skipping a class or part of the school day shall be subject to disciplinary action.

Excuses from the parents will be kept on file in the office.

- **Attending School Activities during the day:**

Students will be excused to attend school activities held during the school day when school is in session if the following conditions are met:

- 1) The student has a brother or a sister participating in the activity and a note of request signed and dated by the parent/guardian is submitted to the office one school day prior to the activity.
- 2) The student is not on the current ineligible list.
- 3) The student is not under any disciplinary action.
- 4) The student will be under the direct supervision of his or her parent/guardian at all times during the activity whether the activity is at home or away.
- 5) The parent/guardian must pick the student up at school and take him/her to the activity unless the time of the activity will not allow for this. In this instance, the Site-Based administrator may allow other arrangements.
- 6) A make up slip covering missed assignments has been picked up, has been completed and has been turned in to the office before the student leaves.
- 7) The leave will be recorded towards one of the allowable days as the Unified Attendance Policy requires.(see Unified Attendance Policy)

The administration reserves the right to deny any student from going to any school activity. K-12 classes will not be excused to observe these activities. Regular classes will be held. Students will not be allowed to drive to any school activity which is held during the day whether it be at home or away.

EXCESSIVE ABSENTEEISM

A student who is absent from school for five (5) consecutive days without a doctor's permission or absent from school for more than 20 days per school year will be considered excessively absent.

The administration, upon notification of excessive absenteeism, will cause an investigation by an attendance officer. The County Attorney will be responsible to conduct such service, but not limited to: (1) One or more meetings between a school attendance officer, school social worker or other person designated by the school administration if such school does not have a school social worker, the child's parent or guardian, and the child, if necessary, to report and to attempt to solve the truancy problem, unless the officer or worker has documented the refusal of the parent or guardian to participate in the meetings; (2) Educational counseling to determine

whether curriculum changes, including, but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child, would help solve the truancy problem; (3) Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed; and (4) Investigation of the excessive absenteeism problem by the school social worker, or if such school does not have a school social worker, by another person designated by the administration, to identify conditions which may be contributing to the problem. If such services for the child and his or her family are determined to be needed, the school social worker or other person performing the investigation shall meet with the parent or guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the attendance problem.

If the child continues to be or becomes habitually truant, the attendance officer shall serve a written notice to the person violating section 79-201, warning him or her to comply with its provisions. If within one week after the time such notice is given such person is still violating the section, the attendance officer shall file a report with the county attorney of the county in which such person resides. All school districts shall have a written policy describing notification of excessive absenteeism to the county attorney. The number of absences in the policy shall not exceed twenty days cumulative per year or the hourly equivalent. School districts may use excused and unexcused absences for the purposes of the policy. The county attorney may file a complaint against such person before the judge of the county of the county in which such person resides charging such person with violation of section 79-201. If after such notice has been sent to any person violating such section such person again violates the same section, no written notice shall be required but a complaint may be filed at once.

6103.1 **NeSA/MAPs Rewards 7th -12th**

NeSA rewards

- Any student who earns a NeSA score considered to be an “Exceeds the Standards” score on any of the subject area assessments will earn one-half day of release time per subject, not to exceed one full day of release time from school.
- Any student who earns a NeSA score considered to be a “Met” score on any of the subject area assessments will earn one-fourth day of release time per subject, not to exceed one full day of release time from school.

MAPs rewards

- Students whose MAPs RIT scores improve in two subject areas will earn .25 reward day. Students can earn up to .5 reward day. The improvement must be in Fall to Fall comparison.
- Total NeSA and MAPs reward time cannot exceed one full day.

- Students earning release time must fill out a pink/predestined slip, signed by their parents and filed with the office designating the day or half day they plan to be gone from school. Students must take release time in half day or full day increments.
- Students will not be counted absent during the release time.
- Students may not take release time during scheduled NeSA or MAP testing windows nor during the last two weeks of a semester.
- All work must be made up before students can take release time.
- Release days may not be carried over into the next school year.
- Days cannot be taken if it would cause the student to miss a school activity that the student is involved in.

Rvvd 06/16.

6103.2 STUDENT TARDINESS

Student tardiness is defined as any unexcused absence of a student beyond the scheduled time that a class or home room begins, through the first 15 minutes of the class period. After class has been in session 15 minutes, students will be considered absent for that class period. Tardies will be handled by the Site-Based-Administrator. However, a student detained by another teacher will not be considered tardy provided that teacher gives the student a written pass to enter his next class.

There are 2 minutes between classes so it will be necessary to plan your movement from one class to another. Tardiness to classes will be handled by the Site-Based-Administrator.

DETENTIONS

Detention can be issued to any student by any school employee at their discretion. One day's notice is required so students can arrange transportation. All detentions will be served after school. A minimum of 30 minutes time is mandatory. Staff members issuing detentions will keep students in their room after notifying the Site-Based-Administrator. Students serving detentions are required to bring homework and use the time assigned for study. Tardy detentions will be handled by the Site-Based-Administrator

Any student tardy to class more than three (3) times in any nine (9) week period will be given a 30 minute detention for each excess tardy. Excessive tardies will be dealt with in a separate manner.

6103.3 **ASSIGNMENTS FOR PUPILS WHO ARE ABSENT**

If a pupil is absent for three days or more, parents may request that assignments be sent home. The teacher is notified of such a request and the assignments should be sent to the student.

Pupils away from school on family trips are considered absent, and while we cooperate in sending home assignments to children who are absent (ill), we shall not feel obligated to prepare advance assignments for those who are to be away on family trips. If a pupil going on a trip wishes to talk about going ahead in the textbook, that is permissible, but no written assignments will be given or mailed to parents or students.

6103.6 **FIVE DAY ATTENDANCE RULE**

The 5-day rule is used as an inducement to get 7-12th grade students to attend school regularly. It rewards good attendance in school. For 5-Day Rule purposes, absences will be calculated on an hourly/period basis, with each class period constituting an hour (8 periods = 1 day).

Policy:

If a student misses more than five total days of school they must take a semester exam in each class they have. If they miss five days or less, they do not have to take any semester exams. Junior High will take semester exams in their four core subjects.

A student cannot take more than four semester tests per day on semester test days without advance approval by the administration. Students will be required to be in school for 4 periods on each test day. We will have tests in periods 1-4 on the first day and in periods 5-8 on the second. Students have the class time to complete the test. Students are released before lunch. Tests can be taken in an instructor's room, if it is arranged in advance. Semester tests count as 5% of the students' final semester grade.

The expectation level of the tests must be the same for all tests. Students who request to take the tests have the option of applying or not applying the grade received.

Medically cleared absences will be exempted from the Five-Day Rule. These are absences that are verified with a doctor's note. Examples of this might include major surgery, long-term illness or a medical condition. Phone consults will not be accepted. Court ordered absences may also be declared exempt. A student who has five or more exempted absences will be considered as having used up any future Five-Day Rule personal absences, i.e. if John was gone five days because of surgery he cannot miss another day to go deer hunting. **Adopted 08/13*

6104 **EXPULSION OF PUPILS**

The Superintendent shall have power to expel students in accord with appropriate due process for sufficient reason and shall report such action to the Board of

Education. State Statute will be followed.

Adopted: 8/99 Rev: 6/00

6104.1 **SUSPENSION FROM ATTENDANCE**

The Site-Based-Administrator shall have power to suspend students in accord with appropriate due process for sufficient reason and shall report such action to the Superintendent.

6105 **GUN - FREE SCHOOLS POLICY**

It shall be the policy of the District that pursuant to the Elementary and Secondary Education Act of 1965, Amended March 31, 1994, that any student in grades Kindergarten through twelve (K-12) who knowingly and intentionally possessed, used, or transmitted a firearm or weapon on school grounds, in a school owned vehicle being used for school purposes, or a school sponsored activity or athletic event, shall be expelled for a period not less than one (1) year.

Such cases involving any student shall be referred to the criminal justice or juvenile delinquency system.

Data regarding the number of students expelled and the types of weapons concerned will be maintained in the superintendent's office.

For purposes of this section, firearm means a firearm as defined in 18 U.S.C.921.

In special situations the superintendent may modify the expulsion requirement on a case-by-case basis.

6105.1 **NOTICE REGARDING CONCEALED HANDGUN LAW**

The concealed handgun law does not allow people to carry concealed handguns at school. Section 15 of the law lists the following places where handguns may not be carried: "school, school grounds, school-owned vehicles, or school-sponsored activities or athletic events."

A notice, posted on the school door, at entrances to athletic events, etc. will assure employees, students, and parents that no one will be permitted to carry a handgun at their school notwithstanding the new law and to make sure permit holders understand they are not to carry their handgun to school.

Adopted: 07/06

6106 **SCHOOL CENSUS**

The Superintendent shall appoint a qualified person to take the school census each year.

Adopted: 8/99

6107

BAD WEATHER POLICY

“Late starts” or “No school” announcements due to inclement weather will be announced on KBRX and via the district’s mass notification system. No practices or activities will be held after school is dismissed due to inclement weather. If contracted contests between schools are scheduled, they may be held if approved by the Administration.

6108

STUDENT RECORDS

Cumulative Records

A cumulative record shall be maintained for each student from his entrance into school through the twelfth grade. Provisions may be made for including the following:

1. Personal and family data including certification of name and date of birth,
2. Test date, including aptitude, interest, personality, and social adjustment ratings,
3. All achievement records, as determined by tests and teacher evaluations,
4. Other records which may contribute to understanding of the child,
5. Post-School records
6. Other data that may be required by law

Permanent Records

Transcripts

ACT

Attendance Records

Immunization Records

ASVAB, ASPIRE, PSAT, NeSA Testing and MAPS Testing

Adopted: 8/99 Rev: 6/00 Rev: 6/01 Rev: 6/04 Rev: 06/11

6108.1

REPORTING TO PARENTS (GRADES & REPORT CARDS)

Grading

The following grading system will be used: The reporting of grades shall be made in percent form. Each teacher will inform their classes as to the procedure they follow in arriving at each student’s final quarter and semester grade.

A= 93-100

B= 85-92

C=77-84

D=70-76

F= below 70

I = Incomplete

6109 **REQUIREMENTS FOR GRADUATION**

Fine Arts	10
Vocational	10
Business	20
Math	30
Science	30
English	40
Social Studies	40
Health / Physical Ed	10

240 Units required for graduation. 180 Required units and 60 Elective units.

Each School may determine specific course requirements. Specific Classes for each discipline are to be listed in local attendance center’s handbooks.

Special Education students who meet the requirements of their I.E.P.’s will be awarded a diploma.

Every student must attend eight semesters of school.

Math **30 total credits required**

English **40 total credits required**

Required Classes: (A MATH CLASS IS REQUIRED IN THE JUNIOR YEAR) Adopted 08/15

Algebra I or Applied Math I.....	10 credits
Algebra II or Applied Math II.....	10 credits

Electives..... 10 credits

Science **30 credits required.**

Required Classes:

Science - 9.....	10 credits
Biology.....	10 credits

Electives..... 10 credits

E. Business 20 credits required.

Required Classes:
Information Processing 10 credits

F. PE & Health 10 credits required.

Required Classes:
PE/Health 10 credits

G. Vocational 10 credits required.

H. Fine Arts 10 credits required.

I. Electives 60 credits required.

All students shall be required to carry a class load of 7 classes per semester as a minimum. These seven courses shall be selected from among required and elective courses, but the following procedure shall be followed.

Each year courses are offered in 4 core areas: Math, Science, English, and Social Studies. Each semester each student must take 3 core courses unless special considerations approved by the guidance counselor and the principal waive this rule.

All students must have attended high school for at least eight semesters and must have achieved at least 240 semester hours of credit to receive an academic diploma. Any student not meeting the above requirements and meets the attendance requirements of the administration will receive an attendance certificate.

COURSE REQUIREMENTS FOR THE ABOVE DISCIPLINES MAY BE SELECTED FROM THE FOLLOWING:

FINE ARTS:

ART I, II, III, BAND CHOIR

VOCATIONAL:

AG 9, 10, 11, 12, DRAFTING, MEDICAL TERMINOLOGY, INTRO. TO HEALTH.

BUSINESS:

COMPUTERS I, II, ACCOUNTING I, II

MATH :

ALG I, GEOMETRY, ALG II, TRIGONOMETRY, PRE-CALCULUS, MATH 10, MATH 11 AND NECC'S APPLIED MATH

SCIENCE:

SCIENCE 9, BIOLOGY I, II, CHEMISTRY, PHYSICS

ENGLISH:

ENGLISH 9/SPEECH, 10, 11, 12, (ENGLISH COMP/BRITISH LITERATURE, ENGLISH COMP/PRACTICAL ENGLISH, CREATIVE WRITING)

SOCIAL STUDIES:

WORLD HISTORY, GEOGRAPHY, SOCIOLOGY, AMERICAN HISTORY, AMERICAN GOVERNMENT

HEALTH/PHYSICAL ED.:

P.E./HEALTH I, II

ELECTIVES:

SPANISH I, II, APPLIED COMMUNICATIONS

Minimum hours needed to become a member of a class:

Sophomore - 60 Junior - 120 Senior - 180

This credit system will be strictly enforced.

Every student must attend eight semesters of school.

6109.04 PROMOTION, RETENTION (GRADES K-6)

When a student's scholastic performance and all other factors considered cause the retention of a student to be deemed advisable for the student's welfare, the parents shall be informed at the earliest possible opportunity. Parental consent and encouragement for such a procedure should be solicited. If there is room for doubt, and it is the student's first experience in such a situation, parental desire shall be the determining factor. In cases where the student is unquestionably unprepared for promotion and if the parents still oppose retention, the Administration may still require retention based on a combination of factors

- 1 Standardized test results
- 2 Teacher/Psychologist recommendations
- 3 Perceived "best course of action" for student progress
- 4 SAT Team recommendations

Individual cases may be reviewed by the Site-based Administrator, Guidance Counselor, and the Classroom instructor. It is strongly recommended if retention is to be considered, it be done in the lower primary grades when possible.

6109.05 PROMOTION REQUIREMENTS FOR JUNIOR HIGH

In order for a student to be promoted from grade 7 or grade 8, the student must pass six of the eight semesters taken each year in the following classes: English, science, social studies, and math. A student may not fail two semesters of English, science, social studies, or math in the same year. For example, a 7th grader might pass 2 semesters of English, 1 semester of science, 1 semester of social studies, 2 semesters of math and be eligible for promotion. Another junior high student might pass 2 semesters of English, 2 semesters of science, and 2 semesters of math, but fail 2 semesters of social studies and not be eligible for promotion.

Special Education students must be successfully completing their Individualized Education

Program. ELL students may receive modification. Individual cases may be reviewed by the Site-Based-Administrator, Guidance Counselor, and the classroom instructor.

6109.1 **REPORTING TO PARENTS**

STUDENT PROGRESS

Parents are encouraged to access the district’s PASS system to check on their student’s progress. Teachers will update their PASS reports on a weekly basis.

DETERMINING FINAL GRADE

Teachers are to determine the final school grades for each student. The passing mark for both report periods and examinations is 70%. Final grades for each semester will be calculated and entered on the grade reports and on the permanent records, which are kept in the Counselor's office.

Issuance of Transcripts

The Site-Based-Administrator will be responsible for supplying the official transcript of grades from the permanent record files for students transferring to another school or seeking admission to college.

The transcript of grades will be sent directly to the school or college. No transcripts will be supplied to individuals or non-educational institutions unless approved by the student, parent or guardian.

6109.2 **VALEDICTORIAN AND SALUTATORIAN**

The Valedictorian and Salutatorian honors will be chosen by the following method. For Seniors all academic classes will be averaged by adding all grades, take these grades times the number of credits in each course and divide by the number of credits the student has earned. (Example: A course that meets five times a week will receive five credits, and a course that meets three times per week will receive three credits. A student taking the following courses and receiving the following grades would be averaged as follows:

Example: <u>Class</u>	<u>Credits</u>	<u>Grade</u>	<u>Factor</u>
Driver's Ed	5	87	435
Business	5	87	435
Math	5	90	430
English	5	70	350
History	5	55	275
Science	<u>5</u>	85	<u>425</u>

2,370.00 divided by 30 = 79.00% GPA

Courses not averaged in are Band, Chorus, Physical Education, Health and Athletics.

**The Valedictorian and Salutatorian will be expected to give the graduation speeches. The students in the Senior class receiving an overall academic average of 90% will be recognized as the honor group at graduation.

Beginning with the Freshman class of 1993, (graduating 1997) the selection of the Valedictorian and Salutatorian shall be as follows: All classes taken for credit will be counted and included in the calculation of the GPA. The following exceptions will be followed:

Art - accept 2 years @ 5 days per week.
 P.E. - accept 2 years @ 4 days per week.
 Health - accept 1 year @ 1 day per week.
 Band - accept 2 years @ 3 days per week.
 Chorus - accept 2 years @ 2 days per week.

The best grade/s for number of years allowed will be used.

Example:	<u>Class</u>	<u>Grade</u>	<u>Credits/days</u>	<u>Factor</u>
	Algebra I	87	5	435
	Band	90	3	270
	Band	92	3	276
	Geometry	89	5	445
	Health	91	1	91
	Choir	90	2	180
	Choir	87	<u>2</u>	<u>174</u>
			21	1,871

GPA = 1871.00 divided by 21 = 89.10%

**The Valedictorian and Salutatorian will be expected to give the graduation speeches. The students in the senior class receiving an over all academic average of 90% will be recognized as the honor group at graduation.

6109.3

HONORS

Valedictorian and Salutatorian will be recognized and deliver the graduation speeches and recognition be given to those highest students who are judged to be "Honor Students".

6109.4

AWARD OF ACHIEVEMENT

Honor Roll

Students receiving no grade below an 86% (B) will be eligible for the Honor Roll. Students with all A's (93% or above) will be eligible for the "A" Honor Roll. The honor roll will be published at the end of each nine week grading period. A semester honor roll will also be published at the end of each semester.

ACADEMIC AWARDS PROGRAM

I

ACADEMIC EXCELLENCE AND ACADEMIC ACHIEVEMENT AWARDS

BEGINNING IN THE 92-93 SCHOOL YEAR, AWARDS FOR "**ACADEMIC EXCELLENCE**" (94% AND ABOVE) AND "**ACADEMIC ACHIEVEMENT**" (90% TO 93%) WILL BE AWARDED TO STUDENTS IN GRADES 7-12.

FOR THESE AWARDS, 7-8 GRADE STUDENTS WILL RECEIVE A CERTIFICATE. STUDENTS IN GRADES 9-12 WILL RECEIVE CHENILLE LETTER AWARDS. CHENILLE LETTER AWARDS WILL BE GIVEN TO STUDENTS IN THE YEAR THE AWARD IS ATTAINED. BAR PINS, TO BE ATTACHED TO THE LETTER WILL BE GIVEN TO IDENTIFY EACH YEAR THE AWARD IS WON.

II

AWARDS FOR HIGHEST GPA

MEDALS WILL BE AWARDED TO STUDENTS IN EACH GRADE 7-12 WHO ACHIEVE THE HIGHEST GPA IN THEIR CLASS

III

HIGHEST OVERALL GPA

A SPECIAL MEDAL WILL BE AWARDED TO ONE (1) STUDENT IN JUNIOR HIGH (GRADES 7-8) AND ONE MEDAL WILL BE AWARDED IN SENIOR HIGH (GRADES 9-12) WHO ATTAINS THE HIGHEST OVERALL GPA.

IV

METHOD FOR DETERMINING GPA

GPA'S WILL BE DETERMINED USING CUMULATIVE GRADE AVERAGES.

GRADE	QUARTERS USED	
7TH	3	(1 SEMESTER & 1 QUARTER)
8TH	7	(3 SEMESTERS & 1 QUARTER)
9TH	3	(1 SEMESTERS & 1 QUARTER)
10TH	7	(3 SEMESTERS & 1 QUARTER)
11TH	11	(5 SEMESTERS & 1 QUARTER)
12TH	15	(7 SEMESTERS & 1 QUARTER)

SEMESTER AVERAGES PLUS THE LAST QUARTER WILL BE USED TO DETERMINE

THE PERCENTAGES NECESSARY TO MEET REQUIREMENTS. COURSES THAT WILL NOT BE AVERAGED IN ARE BAND, CHORUS, PE., HEALTH, ATHLETICS, JUNIOR HIGH BLOCK CLASSES, 7TH GRADE KEYBOARDING, 8TH GRADE KEYBOARDING, AND OTHER CLASSES WHICH DO NOT MEET 5 DAYS PER WEEK.

6110 EXTENSION COURSES

Students needing credit courses to graduate, due to having failed a class offered by the District, may take extension courses approved by the Site-Based-Administration. The student will pay for all costs incurred.

6110.1 ENRICHMENT COURSES

If the school cannot offer a course, a student has spoken to the guidance counselor, and the guidance counselor feels this course is necessary and would be beneficial to the student, an enrichment course would be set up and paid for by the school. Enrichment courses offered at school expenses will necessitate a deposit of tuition plus costs. This deposit will be refunded to the student upon successful completion of a course. Students will have the option of including grades for these courses in their GPA calculation. If a student takes a course for college credit, the student will be responsible for tuition, the cost of the textbook and/or course materials. If a student requests a valid course of study which is not offered in the school's curriculum and cannot be coordinated with the distance learning lab, an available enrichment course may be arranged. Administrative approval for the course is mandatory. Approval will be dependent upon the student's academic history and the difficulty level of the course being equal to or above the standards set by the Unified District. The student will be reimbursed the cost of the enrichment course following the successful completion of the class.

Rev: 06/16

6110.2 DUAL CREDIT/PROJECT CHALLENGE COURSES

If a student takes a course for college credit, the student will be responsible for tuition, the cost of the textbook and/or course materials. Students will have the option of including grades for these courses in their GPA calculation.

Adopted: 6/16

6111 STUDENT DRIVING

Pupils driving cars to school are not permitted to drive during school hours or during the noon hour except with permission of the Site-based Administration or his/her designee. Students will not be allowed to go to their vehicles without administrative permission. Adopted: 8/99

6112 **DRUGS, TOBACCO, ALCOHOL**

No student may possess, use, or consume drugs, tobacco, and/or alcohol in or on school property or at a school sponsored function.

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

This policy will apply at all times whether school is in session or not.

Adopted: 8/99 Rev: 6/00 Rev: 6/14

6112.1 **EXTRA CURRICULAR ACTIVITIES DISCIPLINE POLICY**

In addition to the penalties provided in the Uniform Controlled Substances Act, any person under nineteen years of age who is a student at any public elementary, secondary, or postsecondary educational institution in this state who possesses, dispenses, delivers, or administers anabolic steroids as defined in section 28-401 in violation of the Uniform Controlled Substances Act may be prohibited from participating in any extracurricular activities for not more than thirty consecutive days for the first offense. For the second or any subsequent offense, the student may be barred from participation in such activities for any period of time the institution deems appropriate pursuant to this section shall be in accordance with a written policy of the institution. The institution shall post the written policy in a conspicuous place and shall make a copy of the policy available to any student upon request.

Adopted: 07/06

6113 **STUDENT DISCIPLINE**

6113 **Student Discipline (Replaced old 6113)**

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.
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 or will cause any negative impression or image on the reputation of the school.

The following process will apply to short-term suspensions:

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

school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

- e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

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

- 3. Expulsion:

- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

- b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
 - d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
 - e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
 - f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
4. 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, or will cause any negative impression or image on the reputation of the school, with any school function activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
 2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
 3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
 4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
 5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.

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

substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

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

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

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

- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

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

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
 - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
 - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” or that would damage property (e.g. cleats).
 - e. Head wear including hats, caps, bandannas, and scarves.
 - f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
 - g. Clothing or jewelry that is gang related.
 - h. Visible body piercing (other than ears).

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

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or

students who are representing the school as part of an extracurricular activity program.

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

2. Academic Integrity.

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

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

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

(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book"

tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

- (iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
 - (iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - (ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time

and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions.

(1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

(2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

(i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or

(ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other

- person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
- (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in

school activities that are open to the public; (g) “sexting;” or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school’s main office to be identified, placed in a secure area, and returned to the student and/or the student’s parent/guardian in a consistent and orderly way.

(i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school’s main office and retrieves the electronic device.

(ii) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student’s parent/guardian personally comes to the school’s main office and retrieves the electronic device.

(iii) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student’s parent/guardian personally comes to the school’s main office and retrieves the electronic device.

(3) Penalties for Prohibited Use of Electronic Devices: Students who receive a “sexting” message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any “sexting” message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

(i) Students found in possession of a “sexting” message shall be subject to a one (1) day suspension from school.

(ii) Students who send or encourage another to send a “sexting” message shall be subject to a five (5) day suspension from school.

(4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

- e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students’ electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

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

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

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

F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Students are expected to bring all books and necessary materials to class. This includes study halls.
4. Assignments for all classes are due as assigned by the teacher.
5. Students are not to operate the mini-blinds or the windows.
6. 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.
7. Students are to be in their seats and ready for class on the tardy bell.
8. 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.
9. 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.
10. 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.

G. Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
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.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - (a) Knowingly possessing illegal drugs or alcohol.
 - (b) Aggravated or felonious assault.
 - (c) Vandalism resulting in significant property damage.
 - (d) Theft of school or personal property of a significant nature.
 - (e) Automobile accident.
 - (f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

When 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.

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

Adopted: 08/07

It shall further be the policy of Nebraska Unified School District # 1 in order to comply with the Student Discipline Act of 1994 to ensure that students receive fair treatment consistent with their constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process, prior to being subject to emergencies exclusions, short term or long term suspensions, expulsions, or mandatory reassignments. Such disciplinary action, therefore, will be made in accordance with the following procedures:

I. DEFINITIONS:

Superintendent means Superintendent or his/her lawful designee.

Site-Based-Administrator means Site-based Administrator or his/her lawful designee.

II. RIGHT TO NOTICE:

It shall be the duty of the Site-based Administrator to provide clear notice to each student and his or her parent or guardian of all rules and standards concerning student conduct that have been established or which will be established and promulgated by the Board of Education. Such rules or standards which form the basis for discipline shall be distributed to each student and his or her parent or guardian at the beginning of each school year. The Site-based Administrator shall also be responsible for posting in a conspicuous place within each school building during the school year such rules or standards. In the event there are changes in the rules and standards, such changes shall not take effect until the Superintendent has made a reasonable effort to distribute the text of such changes to each student and his or her parent or guardian. This handbook shall be the vehicle for this transmission.

III. INFORMAL CONFERENCES:

Before any student is excluded, suspended, expelled, or mandatory reassigned for a violation of the districts code of student conduct, such student will attend an informal conference with the Site-Based-Administrator. During this conference, the Site-Based-Administrator will inform the student orally or in writing of the charges against him/her, including an explanation of the evidence relating to such charges. If the student denies or disputes the charges he/she will be given the opportunity to give his/her version of the events relating to the charge.

IV. SHORT TERM SUSPENSION:

A. Informal Conference.

Before deciding whether a student should be subjected to a short term suspension, the Site-Based-Administrator shall hold an informal conference with the student, at which the student shall be confronted with the charges, and be provided with an explanation of the charge or charges if requested. The student shall also be provided an opportunity to present his or her version of the facts relating to the charge. The Site-Based-Administrator will decide whether the

charges against the student are substantially true and whether suspension is necessary; (1) to help any student, (2) to further school purposes, or (3) to prevent an interference with school purposes. If the Site-Based-Administrator decides that the student engaged in the conduct as charged, the Site-Based-Administrator will impose the appropriate disciplinary action.

B. Notice.

When a student is suspended, the Site-Based-Administrator may 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 reason for the suspension. The Site-Based-Administrator shall provide the student and the student's parent or guardian with the school district's guidelines regarding the student's opportunity to complete any class work missed during the period of suspension. The Site-Based-Administrator shall make a reasonable effort to hold a conference with the student's parent or guardian before or at the time the student returns to school.

V. LONG TERM SUSPENSION, EXPULSION, AND MANDATORY REASSIGNMENT:

A. Written Charge and Written Notice.

If, after the initial conference between the Site-Based-Administrator and the student, the Site-Based-Administrator decides that long term suspension, expulsion or mandatory reassignment is appropriate, on the date of that decision, the Site-Based-Administrator shall file a written charge and a summary of the evidence supporting the charge with the Superintendent. Within 2 days of the decision, the School shall send written notice by Registered Mail or Certified Mail to the student and the student's parent or guardian informing them of their rights under the Student Discipline Act. The written notice shall include the rule or standard of conduct with which the student is charged of violating, a summary of the evidence to be presented against the student, and both the penalty which the Site-Based-Administrator has recommended in the charge and any other penalty to which the student may be subjected. The written notice shall inform the student and the student's parent or guardian that they are entitled to a hearing, upon request, before long term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked. Written notice shall also contain a description of the hearing procedures provided by the Student Discipline Act and the procedures for appealing any decision rendered at such a hearing. The written notice shall also inform the student and the student's parent or guardian that the Site-Based-Administrator, the Legal Counsel for the school, the student, the student's parent, 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, any written statements pertaining to the matter if the school has such statements, and to know the identity of the witnesses which will appear at the hearing and the substance of anticipated testimony from such witnesses. Finally, the written notice shall include a form on which the student, or the student's parent or guardian may request a hearing.

B. Hearing Procedures For Hearings Requested Within 5 Days.

1. Scheduling of the Hearing.

If the student or the student's parent or guardian requests a hearing within 5 days after receipt of the written notice, the Superintendent shall appoint a Hearing Examiner who shall, within 2 days after being appointed, give written notice to the Site-Based-Administrator, the student, and the student's parent or guardian of the time and place of the hearing. The hearing shall be scheduled

within 5 days after it is requested, but it may be postponed by the Hearing Examiner for good cause. Unless all the parties consent in writing, no hearing shall be held upon less than 2 school days actual notice to the Site-Based-Administrator, the student and the student's parent or guardian.

2. Single Hearing for Multiple Students.

When more than one student is charged with violating the same rule and they are charged with acting in concert and if the facts appear to the hearing officer to be substantially the same, a single hearing may be held for such students as a group, if the hearing examiner believes that a single hearing will not prejudice any of the students. If during the pendency or the hearing, the examiner finds that a student will be substantially prejudiced by a group hearing, the hearing examiner may order a separate hearing for that student.

3. Hearing Procedures.

During the hearing, the student and the student's parent or guardian will have the opportunity to present the student's side of the case and to call and question witnesses. No long term suspension, expulsion, or mandatory reassignment hearing will be held unless it is attended by the hearing examiner, the student, the student's parent or guardian, the student's representative, if any, and legal counsel as defined in 79-4, 187 R.R.S. 1943, if the Hearing Examiner or Superintendent deems it advisable. Witnesses shall be present only while they are giving testimony. The Hearing Examiner may exclude the student at times when the student's psychological evaluation or emotional problems are being discussed and may exclude anyone from the hearing when his or her actions substantially disrupt an orderly hearing. The student may speak in his or her own defense and may be questioned on his or her testimony, but he or she may choose not to testify and in such case, shall not be threatened with punishment or be later punished for refusal to testify. During the hearing, the Site-Based-Administrator shall present to the hearing examiner the student's records, and statements, in affidavit form, or any person having information about the students conduct. However, such records and statements will not be accepted by the hearing examiner unless, they had been made available to the student, or the student's parent, guardian or representative prior to the hearing. Nothing in this section shall be deemed to supplant any other procedures required by law or board policy. Such explanation and interpretation as desired by the hearing officer pertaining to student records shall be made prior to or at the hearing by appropriate school personnel.

4. Long Term Suspension, Expulsion, Mandatory Reassignment.

The hearing officer shall make reasonable efforts to compel the attendance of any witness requested by the student his or her parent, guardian or representative. The Hearing Officer may invoke the subpoena procedures of the District and shall in his or her sole discretion issue a subpoena in the name of the Board of Education upon reasonable advance request in writing by the student, parent, guardian or representative seeking the assistance of the hearing officer in obtaining the attendance of a witness or witnesses.

5. Hearing Examiner's Report and Superintendent's Determination.

After the hearing is concluded, the hearing examiner shall within a reasonable time prepare a report of his or her findings with a recommendation of the action to be taken and the reasons of the recommendations of that particular action. The Hearing Examiner's recommendation may range from no action, through the entire field of counseling, to long term suspension, expulsion,

or mandatory reassignment. The Superintendent shall review the examiner's report and may change, revoke, or impose the sanction recommended by the hearing examiner as long as the Superintendent does not impose a sanction more severe than that recommended by the Hearing Examiner. Written notice of the findings and recommendations of the Hearing Examiner and the determination of the Superintendent shall be made by Certified or Registered mail or by personal delivery to the student or the student's parent or guardian and upon receipt of such written notice, the determination of the Superintendent shall take effect immediately.

6. Appeal of the Superintendent's Determination.

The student or the student's parent or guardian may appeal the Superintendent's determination to the School Board or the Board of Education by a written request filed with the Secretary of the Board or with the Superintendent within 7 days of their receipt of the written notice of the Superintendent's determination. If such a hearing is requested, it will be held within a period of 10 school days after such request unless the time for hearing is changed by mutual agreement of the student and Superintendent. The appeal hearing may be held before a committee of the School Board or Board of Education as long as at least three members are present. After examining the record, and if necessary, taking new evidence, the deliberating body may alter the Superintendent's disposition of the case if it finds the decision to be too severe, but may not impose a more severe sanction. If the appeal is heard by a committee of the Board as prescribed by 79-4, 199 R.R.S., such committee shall make a recommendation to the Board of Education which shall at its first regular meeting next following the hearing before the committee consider the committee's recommendation and take such action as the Board may elect, as provided. However, that action may not impose a more severe sanction than that recommended by the Superintendent. Nothing in this policy shall be construed to require a committee of the Board or the Board of Education to receive any new evidence unless the failure to do so would in the judgment of the Board or the committee as applicable cause substantial unfairness in the proceedings. Final acting of the board shall be evidenced by personally delivery or mailing by Certified Mail and copy of the deliberating bodies decision to the student and the students parent or guardian.

C. Hearing Procedures For Hearing Requested After 5 Days But Within 30 Days.

If the student or the student's parent or guardian requests a hearing more than 5 school days but not more than 30 calendar days following actual receipt of written notice, the hearing shall be held, but the imposed punishment shall continue in effect pending final determination, subject to the exceptions provided in the immediately following subsection.

VI. IMMEDIATE REMOVAL BY THE SITE-BASED-ADMINISTRATOR:

The Site-Based-Administrator may suspend a student immediately, regardless of the fact that a hearing was requested within five days of notice of expulsion or long-term suspension by the school, if the Site-Based-Administrator determines that such immediate suspension is necessary to prevent or substantially reduce the risk of; (a) interference with an educational function or school purpose, or (b) personal injury to the student, other students, school employees, or school volunteers.

Although the preferable practice is that the Site-Based-Administrator make such determination in writing, nothing in this policy shall so require. If no hearing is requested, the immediate suspension will continue until the date the long term suspension, expulsion, or mandatory reassignment takes effect. If a hearing is requested, the suspension will continue until the date

the hearing examiner files the report of his or her findings with the Superintendent, if the Site-Based-Administrator has made a determination as above described.

VII. MAXIMUM LENGTH OF EXPULSION:

A. In General.

Except as herein otherwise provided, the expulsion of a student shall be for a period not to exceed the remainder of the semester in which the expulsion took effect. However, if the misconduct occurred within 10 school days prior to the end of the first semester, the expulsion may remain in effect through the second semester. If the misconduct occurred within 10 school days prior to the end of the second semester, the expulsion may remain in effect for summer school and for the first semester of the following year.

B. Expulsion For Causing Personal Injury.

If a student is expelled for the use of force, or causing or attempting to cause personal injury to another individual, the expulsion shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following school year.

C. Automatic Review of Expulsions Which Continue During The First Semester of the Following Year.

Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review and shall be reviewed by the Hearing Examiner before the beginning school year. The review shall take place after the Hearing Examiner has given notice of the review to the student and the student's parent or guardian. The review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. If there is no such evidence the Hearing Examiner need not provide a hearing in order to complete his or her review. The Hearing Examiner may make a recommendation that the student be re-admitted for the upcoming school year. The student may be re-admitted by action of the Superintendent unless the School Board or Board of Education took the final action to expel the student. Under such circumstances, the student may be re-admitted only by action of the board.

VIII. SUSPENSION OF THE ENFORCEMENT OF EXPULSION:

Once a student has been expelled, the school district may suspend the enforcement of such expulsion as long as such suspension does not extend beyond the end of the full semester after the semester in which the expulsion took effect. During the period of time that the expulsion is suspended, the school district may assign the student to a school, class, or program which it deems appropriate for rehabilitation of the student. This district is by the policy herewith authorized to join together with another district or districts as the Superintendent may decide in providing such rehabilitation. This district may, by agreement with another district, send its suspended or expelled students to any school, class, or program operating in the other district. The rehabilitation program if offered may be 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, or 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 of credit towards graduation. If, at the

end of the period of suspension of enforcement, the student has satisfactorily participated in rehabilitation program, the district shall permit the student to return to the school of former attendance or to attend other programs offered by the district. However, if the student's conduct has been unsatisfactory, the district shall enforce the expulsion action. If the student is reinstated, the district by its Superintendent may also take action to expunge the record of the expulsion action.

Nothing in this section shall be construed to require the District or the Administration to suspend the enforcement of any expulsion nor to require the District to enter into any contract or other arrangement with another school district or districts to provide any programs as are described in this section of the policy.

IX. REPORTS TO LAW ENFORCEMENT:

In the event the Site-Based-Administrator knows or suspects that a violation of the Nebraska Criminal Code has been violated on school property or off school property at a school function, and when such act consists of any unlawful acts described in 79-4, 180, the Site-Based-Administrator shall notify the county sheriff or city law enforcement authorities, as appropriate. Before making such a report, the Site-Based-Administrator shall undertake reasonable efforts to ascertain the truth or falsity of any event upon which the making of a report to law enforcement would be based. Nothing in this section shall be construed to require the reporting of any law violation by the Site-Based-Administrator except if the criminal act to be reported occurred on the school grounds of the district or during an educational function or event in which the district is involved, but off school grounds.

X. RELEASE TO PEACE OFFICER:

Consistent with any other lawful policy of the district, when a Site-Based-Administrator or other school official releases a minor student to a sheriff, coroner, jailer, Marshall, police officer, state highway patrol officer, during periods of emergency, or any other person with similar authority to make arrests, the Site-Based-Administrator 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 such officer. The Site-Based-Administrator shall inform the parent, guardian, or responsible relative of the place to which the minor is reportedly being taken unless the minor has been taken into custody as a victim of suspected child abuse in which case, the Site-Based-Administrator or school official shall provide the authority by whom the minor has been taken into custody with the address and telephone number of the minor's parent or guardian or other responsible relative.

XI. COORDINATION WITH OTHER DISTRICT POLICIES:

Nothing in this policy shall be construed to modify any of the district's existing policies on student privacy, student records, or policies pertaining to the district's role in dealing with the Department of Social Services, law enforcement officials, or other authorities who seek information from the school about a student when such knowledge is or may be privileged or private by applicable law.

XII. STUDENT CONDUCT:

The following student conduct shall constitute grounds for short-term suspension, long-term

suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, when such activity occurs on school grounds or during an educational function or event off school grounds:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a School volunteer or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor;
7. Public indecency as defined in section 28-806, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assault which occur off school grounds not at an educational function or event. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
9. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
10. A repeated violation of any rules and standards validly established pursuant to the normal operations of the school.

ANY STUDENT REGARDLESS OF GRADE OR AGE WHO BRINGS LIVE AMMUNITION, GUNS OR ANY WEAPON TO SCHOOL WILL BE EXPELLED FOR A PERIOD NOT LESS THAN ONE YEAR.

ALCOHOLIC BEVERAGES, DRUGS, NARCOTICS, SMOKING, CHEWING TOBACCO

ALL of the above are forbidden during school and school sponsored activities. This shall include but not be limited to the unlawful possession, selling, dispensing or use of an illicit drug, alcohol

or tobacco in any form on school property during or after school hours, at school activities and functions on or off school property during or after school hours during the school year. Violation of this rule may result in suspension and/or expulsion. (See activities rules also.)

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of these rules.

SCHOOL POLICY ON PREVENTION OF, AND EDUCATION CONCERNING ILLICIT DRUGS

There is no way to justify legally, socially, or for health reasons, the possession or use of illegal or illicit drugs. It will be the duty of the staff of Verdigre Public Schools to educate the students of the community of the dangers and the risks of possession and use of these drugs. This will be accomplished through programs of instruction in grades K-6 and 7-12.

The program objective is to educate students in methods of resisting peer pressure and the consequences of possession and use which will include legal, social, and health hazards.

The elementary program will be administered on an age appropriate basis in the classroom and in the physical education program through the use of any available method. This will include but, is not limited to lecture, use of speakers, and the dissemination of printed, audio or visual materials.

In grades 7-12 it will be the obligation of all staff members to include the above methods in any and all subject areas but primarily in the areas of Health, Physical Education, and Sociology, which will teach complete units on illegal drugs utilizing any available source.

The use of illicit drugs and unlawful use of alcohol or their possession will not be tolerated by the Verdigre Public School system because these drugs and alcohol may become addictive and because their possession is illegal and may create a severe health problem.

The school will investigate all incidents involving drugs and alcohol.

Verdigre Public School students are therefore prohibited from possession or use of these drugs at any school function or on any school property. Penalty for violation of possession or use of alcohol and/or illicit drugs may include any or all of the following: Suspension or expulsion from school, suspension or expulsion from activities, and completion of an approved drug and alcohol abuse class.

Any student found to be in possession of, or use of any illicit drug or alcohol will be provided information about location of and assistance for entry into a rehabilitation program. This information will be available through the school counselor.

Parents and students at all age and grade levels will be given a copy of standards, conduct, and statement of disciplinary action as listed above at the start of every school year. Parents and students will also be notified that compliance with these standards are mandatory according to Federal Statute, public law 101-226, which amends the Drug Free School and Communities Act of 1986.

6113.1 ELECTRONIC DEVICES

Student Guidelines for Cell Phone Use:

The use of cell phones by students during the class time is prohibited except as an educational tool at the discretion of the classroom teacher.

When not in use, phones should be shut off or silenced. Students will be required to store phones in a classroom basket during class.

Phones may be confiscated by the teacher and/or administrator if use is deemed inappropriate.

Formal Consequences are as follows:

1st offense: phone is confiscated.

2nd offense: 30 minute detention.

3rd offense: 1 day in-school suspension.

Students should not expect to have cell phone access during testing.

Cell phones and other personal mobile devices shall be classified as computers and therefore fall under the rules pertaining to “Acceptable use of computers.”

Additionally, the use of cell phones shall only be permitted on the bus to contests or activities with the consent of the coach or sponsor.

Faculty and Staff Guidelines for Cell Phone Use:

Cell phones should only be used during class time professionally and as an educational tool.

Students should not see adults using their phones in a way that is inconsistent with the rules students are expected to follow.

Cell phones that have the capability to take photographs or to record audio or video shall not be used for such purposes while on district property or while a student or staff is engaged in school-sponsored activities, unless expressly authorized in advance by the site based administrator or designee.

Laptop computers and other digital devices brought to school shall be restricted to classroom or instructional-related activities. Students shall comply with the guidelines set by the classroom teacher or school officials for the educational use of digital devices

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the site based administrator or designee, or when use is provided for in a students’ individualized educational program (IEP).

Students using these items in violation of school policy may have them confiscated and be subject to detention and/or suspension.

Adopted: 8/12 , Revised 08/15.

6113.2 INTERNET USE

P-1: Policy on Internet Use

It is the policy of Nebraska Unified School District #1 that access to the Internet provided by Nebraska Unified School District #1 is expected to be used as an educational and/or work-related resource and that such access shall be made available subject to such rules and regulations as may be established, provided that no use shall be permitted which, in the judgment of Nebraska Unified School District #1, is in any way prejudicial to the best interest of the unit or in conflict with the Nebraska Unified School District #1. Nebraska Unified School District #1 reserves the right to refuse access to the Internet by Nebraska Unified School District #1 to anyone when it deems it necessary in the public interest.

P-2: Access to Internet by Minors

Minors accessing Internet services provided by Nebraska Unified School District #1 when working as an employee or volunteer of Nebraska Unified School District #1; when attending training's, meetings, conferences, or other events sponsored at a facility owned or leased by Nebraska Unified School District #1 or at a facility of which Nebraska Unified School District #1 has otherwise been granted primary custody; or when accessing Nebraska Unified School District #1 Internet services with remote access connections shall be subject to the following rules and regulations:

1. Minors shall not access material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational or work related uses.
2. Minors shall not use Nebraska Unified School District #1 technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
3. Minors shall not engage in any illegal activities on the Internet.
4. Minors should only use electronic communications for purposes related to education within the context of a school-related assignment activity or for purposes related to work.
5. Minors shall not disclose personal identification information on the Internet.
6. The online activities of minors shall be monitored by the school.

P-3: Access to Internet by Adults

Adults accessing Internet services provided by Nebraska Unified School District #1 when working as an employee or volunteer of Nebraska Unified School District #1; when attending training's, meetings, conferences, or other events sponsored at a facility owned or leased by Nebraska Unified School District #1 or at a facility of which Nebraska Unified School District #1 has otherwise been granted primary custody; or when accessing Nebraska Unified School District #1 Internet services with remote access connections shall be subject to the following rules and regulations:

1. Adults shall not access material that is obscene, pornographic, or otherwise inappropriate for training or work-related uses.
2. Adults shall not use Nebraska Unified School District #1 technology

resources to engage in unauthorized hacking or attempts to otherwise compromise any computer or network system's security.

3. Adults shall not engage in illegal activities on the Internet.

P-4: Nebraska Unified School District #1 reserves the right to correct any network activity which compromises or potentially compromises the Nebraska Unified School District #1 network through insecure or illegal network use as well as non-educational or inappropriate network use.

P-5: All school computers sending e-mail must relay their mail through a Nebraska Unified School District #1 approved e-mail server. No other Nebraska Unified School District #1 based computer will be allowed to send mail directly to any Internet mail server.

Rationale: Due to the widespread problems associated with e-mail viruses it is prudent to enforce this policy. In order to protect the integrity of the Nebraska Unified School District #1 network this policy forces all mail through a managed e-mail gateway relay server. This policy not only protects computers on our network from e-mail viruses, but it ensures that Nebraska Unified School District #1 infected computers do not infect non Nebraska Unified School District #1 Internet computers. Many of the new e-mail viruses turn desktop computers into their own e-mail servers so that they are better able to infect Internet mail servers; this type of activity cannot be allowed.

Implications: The only implication for this policy is that school client computers will not be able to use any other relay server other than servers designated by the school or the service unit as safe and reliable e-mail servers. This does place a restriction on the outbound and inbound servers which people configure in their Eudora, Outlook or other POP and IMAP e-mail clients. For instance, AOL and YAHOO now allow the relaying of mail from their servers. Under this policy this will not be allowed. Please note: This does not mean staff and students cannot check their Yahoo or Hotmail mail. Use of a web based e-mail client for this purpose allows for this type of e-mail transaction.

P-6: All Nebraska Unified School District #1 school computers are allowed to use IMAP and POP mail retrieval clients with Nebraska Unified School District #1 approved mail servers. All non Nebraska Unified School District #1 approved mail retrieval servers will be blocked.

Rationale: The automated design of IMAP and POP clients makes the retrieval of mail easy. However, the inherent user friendly design also allows for easier virus transmission to a school site. The implications for infected e-mail and the associated hacking exist by not following this policy.

Implications: Staff using school client computers are not allowed to download mail from a non Nebraska Unified School District #1 Internet service providers via their IMAP or POP client. Since Hotmail and Yahoo mail now have POP and IMAP client services, staff and students will not be able to use these protocols for ISPs who offer this service. This policy does not stop the end user from checking their mail from a web browser and downloading it to a school computer should their ISP have web e-mail functionality. However, it is highly suggested that schools make their own policy which only allows staff

the ability to use a Nebraska Unified School District #1 approved mail server for the downloading of any mail.

P-7: The casual listening to Internet based streaming media is prohibited. This includes all voice, video and interactive gaming.

P-8: Downloading any video or other types of streaming media which has no educational relevance is prohibited.

Rationale: Internet bandwidth is very expensive and precious. It does not make sense to use bandwidth for casual listening of music, the casual viewing of full motion pictures or the playing of non-educational interactive gaming on the net.

Implications: The casual listening of music or viewing of movies is prohibited. It is very difficult to identify this music, but all schools should coach their users on the limited amount of bandwidth available. Upon special request streaming sessions will be allowed only if the site administrator or site contract deems the streaming media of curricular importance.

P-9: Unauthorized Peer to Peer Networking will not be allowed.

Rationale 1.4: Peer to Peer networking programs such as Kazza, Imesh, Yahoo Instant Messaging, AOL etc. all have components that are designed to allow for open transfer of files from remote Internet machines. Many of the music sharing software use the FastTrack protocol to make connections. This protocol is specifically designed for the purposes of neutralizing network security. A computer on a network with this type of activity will not be allowed for any season. Not only do these programs offer a conduit for the transfer of viruses and the introduction of hacking onto the local network, but some allow for the illegal sharing of music and video files between Internet based machines. This type of activity is in direct violation of the US copyright laws. As such, it subjects the Nebraska Unified School District #1 schools to legal action from the film and music industry. The legal ramifications alone are cause for the schools to strictly prohibit this type of activity.

Implications 1.4: This does not mean that instant messaging will be shut down, but the sharing of files between computers with Instant Messaging programs such as Yahoo and AIM is prohibited. An increasing favorite activity for staff is to open up a share with their school computer to their home based computer via instant messaging; this type of activity should be prohibited. Additionally, Staff or students interested in downloading or sharing files should contact their site administrator for alternative methods.

P-10: Remote shell access is allowed only from approved Nebraska Unified School District #1 based computers or computers that have been approved by Nebraska Unified School District #1 to connect to servers for support reasons.

Rationale: Telnet and SSH are two protocols used to access and control network devices remotely. The only people that should have access to this type of service are Nebraska Unified School District #1 technicians or school staff with a legitimate reason to do so.

Implications: There is no reason for any school to deploy services on a computer that will allow a connection to another network device off the school local area network.

P-11: Software tools used to gather network information are prohibited.

Rational: Port scanning software is one type of software that is used to remotely gather information about network computers. Since it is a favorite technique by hackers searching for weak computer systems it is easy for network administrators to construe this type of activity as a precursor to hacking activity. As such, Nebraska Unified School District #1 schools who utilize network information gathering software may be subject to unwanted legal action should these tools be used inappropriately.

Implications: Port scanning and other network information software are extremely valuable tools for troubleshooting purposes and will only be used when approved by Nebraska Unified School District #1. Schools should be keenly aware of anyone on their site performing port scans. These tools are extremely easy to use, but their inappropriate use has legal ramifications. These tools are the same tools used by hackers to flood Internet sites and perform denial of service attacks which render a remote site useless.

P-12: No Nebraska Unified School District #1 School Based Computer will be allowed to accept initiated connections from any site without Nebraska Unified School District #1 approval.

Rationale: Opening up any school based computer for access from Internet based computers is a large security risk. Procedures must be in place for updating these services and security on the school based computer. The unplanned deployment of services such as a web or mail server is a conduit for viruses and an invitation for hacking.

Implications: Special servers such as mail, web, ftp, file servers etc. need to be identified and protected against all outside connections. This means there must be a plan in place so that the service software is constantly updated and the service is well protected with firewall rules. Also, an increasingly favorite activity is for schools to employ outside computer vendors who would like to terminal service into the school file server for support reasons. It is very important that schools check with their Nebraska Unified School District #1 tech rep and devise a plan for this type of remote onsite support. Under no circumstances should a school expose VNC or terminal services on any computer to the Internet at large. Schools need to restrict client access to a school network from the outside.

P-13: Policy Violations

Any violation of this policy may result in the loss of access to the internet. Schools in violation of these policies will be warned and, if deemed necessary to protect the network, will be shutdown until the problem is fixed.

Adopted: 6/05

6113.3

EXTRA CURRICULAR ACTIVITIES DISCIPLINE POLICY

In addition to the penalties provided in the Uniform Controlled Substances Act, any person under nineteen years of age who is a student at any public elementary,

secondary, or postsecondary educational institution in this state who possesses, dispenses, delivers, or administers anabolic steroids as defined in section 28-401 in violation of the Uniform Controlled Substances Act may be prohibited from participating in any extracurricular activities for not more than thirty consecutive days for the first offense. For the second or any subsequent offense, the student may be barred from participation in such activities for any period of time the institution deems appropriate pursuant to the written policy of the institution. Any sanction imposed pursuant to this section shall be in accordance with a written policy of the institution. The institution shall post the written policy in a conspicuous place and shall make a copy of the policy available to any student upon request.

Adopted: 6/06

6114 **STUDENT CONTACT WITH OFFICERS OF THE LAW**

Before any officer of the law is allowed to interview any student, for other than child abuse cases, the officer must contact the student's parents/guardians and notify them that an interview with the student is about to be scheduled.
Adopted: 8/99 Rev: 6/00

6115 **STUDENT MARITAL & PARENTAL STATUS**

Married and/or pregnant students will not be discriminated against. Pregnant students may be required to provide evidence of doctor permission prior to participation in school activities.

6116 **ACCIDENTS/MEDICAL EMERGENCIES**

Teachers or other staff members who administer first aid should proceed cautiously within the limits of their knowledge of recommended procedures. In certain circumstances parents may be called.

Accidents must be reported to the Site-Based Administration on accident forms furnished.

Adopted: 8/99

6116.1 **MEDICATION ADMINISTRATION**

The Medication Aide Act meets the requirements of Rule 59 and Nebraska Attorney General's Opinion. School staff who administer any type of medication must either be a school nurse or meet the competency assessment requirements.

Adopted: 07/06

6116.2 **STUDENT SELF-MANAGEMENT OF ASTHMA, ANAPHYLAXIS,**

AND/OR DIABETES MEDICATION

A school plan has been developed to follow guidelines of LB 1107 (diabetes) and LB 1148 (asthma, anaphylaxis, and/or diabetes) medication. These laws require that students can be allowed to self manage health conditions.

Adopted: 07/06

6117

SAFETY

“The Occupational Safety and Health Act of 1970 clearly states our common goal of safe and healthful working conditions. The safety and health of our employees continue to be the first consideration in the operation of this business.”

“Safety and health in our business must be part of every operation. Without question it is every employee’s responsibility at all levels.

“It is the intent of this district to comply with all laws. To do this we must constantly be aware of conditions in all work areas that can produce injuries. No employee is required to work at a job he or she knows is not safe or healthful. Your cooperation in detecting hazards and, in turn, controlling them is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.”

“The personal safety and health of each employee of this district is of primary importance. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. To the greatest degree possible, management will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.”

“We will maintain a safety and health program conforming to the best practices of organizations of this type. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and his or her co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved.”

“Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is zero accidents and injuries.”

1. Our safety and health program will include:
2. Providing mechanical and physical safeguards to the maximum extent possible.
3. Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health

hazards, and to comply fully with the safety and health standards for every job.

4. Training all employees in good safety and health practices.
5. Providing necessary personal protective equipment and instructions for its use and care.
6. Developing and enforcing safety and health rules requiring that employees cooperate with these rules as a condition of employment.
7. Investigating, promptly and thoroughly, every accident to find out what caused it and to correct the problem so that it won't happen again.

Meeting Agenda FOR Safety Committee

1. call to order
2. reading/revision of minutes
3. signing attendance sheet
4. reports on past assignments
5. planning of future work
6. delegation of assignments
7. establishing of deadlines
8. discussing accident and illness prevention
9. discussing inspection results
10. at least one meeting will be scheduled during each quarter of the calendar year.

Adopted: 8/99

We, the Safety Committee _____, hereby adopt the following as the Effective Written Injury Prevention Program of the safety committee and recommend that the employer implement this program:

WORKSITE (Location) _____

The Plan will include the following information for each class of worker at each worksite.

1. Methods for identifying, evaluating, and documenting safety and health dangers. How implemented:

2. Methods for timely correction of safety and health dangers identified. How implemented:

3. Methods for emergency response and first aid. How implemented:

4. Initial safety orientation on rules, policies, and job-specific procedures for employees new to the work in a manner that is readily understood by each employer. How implemented:

5. Job-specific training for employees before they perform potentially dangerous work. How implemented:

6. Periodic refresher training/dissemination of information on at least an annual basis for employees regarding the Effective Written Injury Prevention Program on safety rules, policies, and procedures. How implemented:

Employer Representative (s)

Employee Representative (s)

I hereby adopt the preceding program.

Employer

(Date)

6118.1

HOMELESS CHILDREN AND YOUTH

Nebraska Unified #1 School District is committed to educating all students residing in the district. This policy describes the role of Nebraska Unified #1 in educating homeless children and youth who currently reside within the district and/or those who shall take up residence in the district. Our school district will ensure that all children and youth receive a free appropriate public education and are given meaningful opportunities to succeed in our schools. They will be given a full opportunity to meet state and local academic achievement standards and will be included in state and district assessments and accountability systems. Nebraska Unified #1 will also ensure that such children and youth are free from discrimination, segregation, and harassment.

When educating homeless children and youth, the following criteria will be followed:

Students defined in state law as homeless children shall be admitted without payment of tuition.

Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such

transportation is necessary for compliance with federal law. Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the selected school regardless of residency.

*All homeless children and youth are automatically eligible for free meals

*All homeless children and youth are automatically eligible for Title 1 services.

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

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child.

Information regarding this policy will be available to all patrons of the district. School personnel will also inform parents of all educational and related opportunities available to their children and provide parents with meaningful opportunities to participate in their children's education. All parent information required by any provision of this policy must be provided in a form, manner, and language understandable to each parent.

This policy is written in accordance with the laws of the state of Nebraska (NE statute 79-215) and also follows the requirements of federal law, the McKinney-Vento Homeless Assistance Act. (42 US C11431 and 11432)

6118.2

CONCUSSIONS

1. Training.

The Superintendent or designee shall make available training approved by the chief medical officer of the State on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches of school athletic teams.

2. Education.

The Superintendent or designee shall require that concussion and brain injury information be provided on an annual basis to students and the students' parents or guardians prior to such students initiating practice or competition. The information provided to students and the students' parents or guardians shall include, but need not be limited to:

- a. the signs and symptoms of a concussion;
- b. the risks posed by sustaining a concussion; and
- c. the actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

3. Response to Concussions.

a. Removal. A student who participates on a school athletic team shall be removed from a practice or game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.

b. Return-to-Play. A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student: (i) has been evaluated by a licensed health care professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed health care professional, and (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

The coach or administration may require that the student's return to full activities be on a stepwise progression back to full participation, or otherwise establish conditions for return to participation that are more restrictive than those defined by the licensed health care professional if the coach or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is a licensed health care professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school is not required to determine or verify the individual's qualifications.

c. Parent Notification. If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.

d. Return to Learn. The Superintendent or designee shall develop a return to learn protocol for students who have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations,

modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

4. Responsibility of Coaches. Coaches shall comply with this policy and apply their safety and injury prevention training. A coach who fails to do so is subject to disciplinary action, including but not limited to termination of employment.

5. Students and Parents.

It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student's coaches on a timely basis.

Legal Reference: Neb. Rev. Stat. §§ 71-9102 to 71-9106

Concussions: Return to Learn Protocol

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

The school administration of Nebraska Unified District #1 Schools adopts the NDE Guidance entitled "Bridging the gap from concussion to the Classroom," and accompanying Appendix as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

Adopted: 08/14

6118.3 RETURN TO LEARN FROM CANCER

The Superintendent or designee shall make available training approved by the chief medical officer of the State on how to recognize that students who have been treated for pediatric cancer and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff.

A 504 team meeting will be held, as appropriate, to develop individual return to learn accommodations and modifications.

Adopted: 7/15

6119 MULTI-CULTURAL EDUCATION

It is the policy of the Nebraska Unified District #1 system to utilize the resources

of curriculum instruction, in-service, counseling and guidance to reflect the racial, ethnic, language, and cultural heritage of both historical and modern-day United States of America by observing the following objectives:

1. To select materials and methods that will eliminate bias and stereotype in our schools.
2. To conduct in-service programs for our staff that will help them to understand a multi-cultural approach and to reflect in their teaching and administrative duties.
3. To encourage all students to grow in self-esteem and to understand and develop their academic and human potential.
4. To guard against the grouping of students that reflects racial, ethnic, language, or cultural bias.

Adopted: 8/99

Multi-Cultural Education Policy

For the purpose of this policy, core curriculum shall mean a curriculum which includes Language Arts, Social Science, Science, Math, Vocational Education, Foreign Language, Visual and Performing Arts, and Personal Health and Physical Fitness. (Rule 16, section 002.05)

Beginning November 1, 1995 and annually thereafter, Nebraska Unified District #1 will present evidence in a form prescribed by Department of Education, that Multicultural Education is being taught to students in accordance with the multicultural program approved in Rule 16 section 003.01c.

The goals of Nebraska Unified District #1 is to focus on multicultural characteristics and create a perception of learners by investigating lives, cultures, family structure, values and goals. We will stress looking at the strength of each individual or culture. We will reject racism. We will create a vision of unity, in which our students will appreciate themselves as a part of a large multicultural community. Curriculum will critique, question and challenge bias. We will stress that all human beings are created equal, and given the chance, they will prove this.

The Multicultural Education program at Nebraska Unified District #1 will do the following:

- a. The program will show the diversity with in each racial/ethnic background.
- b. The program will use materials/do activities that teach about all children, families, and adults from different racial/ethnic groups throughout the world and different societies, both at work and play.
- c. Teach about women and men of various backgrounds in the work place.
- d. It will teach about various backgrounds of all social/economic levels.
- e. Stress the importance and contributions of the elderly.
- f. Show the diversity in lifestyles of all of the above, and of 1 or 2 parent families, extended families, interracial families, foster or adoptive families,

and low income families.

- g. It will teach that there are many individuals from many different backgrounds who contributes to our lives including participants in movements for peace and justice.

Each individual curriculum will include emphasis on human relations, and sensitivity to all races, ethnic background and gender. It will be included in all grade levels K-12.

Included in each curriculum (but not limited to) will be knowledge about the commonalities of all cultures, history of, and contributions of African American, Hispanic American, Native American, and Asian American, and European American.

Nebraska Unified District #1 will develop and improve training of all certified and non certified staff, which is in line with District goals and will enable each member to maintain an effective multicultural program in their area.

A Committee will select and review appropriate materials twice a year. The committee will consist of 1 administrator, 2 elementary personnel, 2 secondary personnel, and 2 others to be selected from the community. Personnel will change at the end of every year unless a member requests to remain. The Committee will be a cross section of racial ethnic and religious diversity and meet at least twice a year.

When reviewing selection of classroom materials, areas of ethnic background, contributions to society, service to country, customs and tradition, as well as hardships suffered by ancestors will be included in selection.

Each year, the committee will provide a status report to the local board of education, who in turn will provide evidence to the Department of Education. (Beginning November 1, 1995) This multicultural education plan is adopted by the Board of Education of Nebraska Unified District #1.

*Excerpts taken from sources such as Rule 16, and NE project Volume 2 issue 2, spring 1992.

Adopted: 8/99

Each teacher must do 1 each semester and report it.

6120

OPTION ENROLLMENT

It will be the policy of the Nebraska Unified District #1 Board of Education to waive the March 15 deadline for enrollment option applications for students requesting to option in or out of the school district.

The Nebraska Unified School District No. 1 Board of Education reserves the right to provide or not provide busing for option enrollment students upon the discretion of the Central Administration.

Students who are eligible to attend a Nebraska Public School but who are not legal residents of Nebraska Unified District #1 will be admitted if they are enrolled in all regular education classes. All grades and classes have the capacity to serve additional students.

Students requiring Level I Special Education services will be admitted only if classroom space is available and service providers that contract with the district have enough allowable time to serve the student's needs.

Level II Special Education students will not be admitted. As of September 1, 2005, the special education service department had full time teaching loads and no further time is available for students.

Level III Special Education students will not be admitted to Nebraska Unified District #1 because the district is unable to serve these students.

Who May Make a Transfer?

Any parent/guardian of a student in grades K-12 may file a request. The following option may be used to transfer a student between education centers:

Option 1. All transfer requests filed prior to March 15 for the following school year will be granted upon completion of the Transfer Form.

Option 2. All transfer requests filed after March 15 for the following school year may be granted upon completion of the “Transfer Form Requesting Transfer after the March 15 Deadline.”

How Transfers are Made:

All transfers must be filed in writing with the Site-Based Administrator on a Transfer Form. To obtain a Transfer Form, call or visit the Site-Based administrator. Three (3) copies are needed; one for the school record, one for the person making the request, and one for the Site-Based administrator. Transportation will be the responsibility of the transfer student’s parents. The student may meet the bus at the closest pick-up point. Upon request students may return to their original district, but all future transfer requests will be denied.

The Required Steps in Requesting a Transfer After March 15 Deadline:

Given the wide variety of reasons for a request to transfer, the procedures will remain the same, but specific circumstances may change the final decision. Regardless of the situation the following procedures shall be followed:

Step 1. The person who is requesting a transfer shall file a written request with the Site-Based Administrator. A meeting shall then be arranged between the person making the request, the Site-Based Administrator, and other persons involved in the reasons for the transfer, to discuss the reason(s) and/concern(s) that prompted the request to transfer. The administrator will try to work with the parent and student to set up an action plan that can be implemented to help all parties involved.

Step 2. After Step 1 and Step 2 have been applied and the Advisory Boards have been informed, the Superintendent and Site-Based Administrators will meet with the parent and all involved parties, to inform them of the administration’s recommendation in handling this specific situation. This decision will be considered final, unless the decision is appealed to the Unified Board for further consideration.

Step 3. In the event that the parent and/or parties involved in the request to transfer, are dissatisfied with the recommendation put forth by the administration, such party may request that the matter be submitted to the Unified Board of Education for further consideration. The matter will require a written request be submitted to the Unified board of Education at least forty-eight (48) hours prior to the board meeting where it is to be considered. The Board shall not be bound by formal due process procedures in regard to handling complaints under this policy.

The Board will refuse to hear any matters involving requests of transfer, unless Steps 1, 2, and 3 have been exhausted.

All transfer requests for the following school year may be granted upon completion of the Transfer Form. The Board reserves the right to deviate from this policy.

Adopted 5/01 Rev: 6/02 Rev: 6/04

6121

TEXTBOOK LOANS TO CHILDREN ENROLLED IN CERTAIN PRIVATE SCHOOLS IN NEBRASKA

1. Policy Statement

The board of education of this school district will purchase and loan textbooks to certain students attending certain private schools to the extent that funds are provided for the purchase and loan of such textbooks by the Nebraska Department of Education in accordance with 79-4,118, R.R.S., and Nebraska Department of Education Title 92, Chapter 4. The superintendent or the superintendent's designee will be responsible for implementing this policy in accordance with Nebraska Statutes and State Department of Education regulations.

2. Textbook List

Annually, on or before December 1, 1989, and each year thereafter, the superintendent or superintendent's designee shall prepare a list of textbooks designated for use in this school district during the current year and any new textbooks that this school district has determined by December 1 shall be used during the next school. Textbook or textbooks for purposes of this policy shall mean a book which is designated for use in classroom instruction as the Site-Based-Administrator source of study material, in kindergarten through twelfth grade in this school district and which is distributed to all students in a classroom. Library books, workbooks and other similar material are not to be considered a textbook or textbooks. The word "textbook" used in the singular herein also may mean the plural, and the "textbooks" used in the plural herein also may mean the singular.

A copy of the list shall be available for inspection at the school office and at such other places as the superintendent designates. Reproduction of the list may be provided upon request and payment of ten cents per page.

3. Applications for Textbook Loan

Applications by a parent or legal guardian for the loan of textbooks shall be made on the department of Education's designated form, annually, on or before January 15th for the following school year, and shall be made on behalf of each individual child designated on the form. A separate form must be filed for each individual child. Properly executed forms must be received by and filed with the superintendent's office on or before January 15th to be considered for the following school year. Applications may be made and will be processed where the child resides in this school district or the child is a secondary student (grades 9-12) who resides in a Class I school district in the county of this school district which has designated this school district as a "designated district" pursuant to Department of Education rules and regulations, and the child is enrolled in kindergarten through grade twelve of a private school which is approved for continued legal operation under Title 92, Nebraska Administrative Code (NAC), Chapter 10.

4. Funding Request and Funding

The superintendent or the superintendent's designee, before February 15th preceding the start of classes for the school year for which the application has been made, shall file with the Department of Education on its designated forms a request for funding for the requested textbooks.

Annually, on or before March 15th, the school district shall receive from the Department of Education its distributive share of available funds.

5. Textbook Purchase

The superintendent or the superintendent's designee, after receiving distribution of funds from the Department of Education, will arrange for the purchase from the funds available of textbooks for which applications have been made. In the event the Department of Education does not fund the entire request, the Superintendent shall elect which textbooks shall be purchased exercising the Superintendent's best judgment. In the event that there are not enough textbooks of a particular class, subject and grade level to fill all of the individual requests, then such textbooks shall be distributed on the basis of a random drawing.

6. Textbook Distribution and Restrictions

The superintendent or the superintendent's designee shall, at least ten days prior to the beginning of public school classes, notify in writing the parent or legal guardian of each private school student at the address specified in the application, who is to receive a textbook, where and when textbooks will be made available. The superintendent or the superintendent's designee shall require a parent or legal guardian of each such student to sign a receipt at the time the textbooks are picked up on a receipt form designated by the Department of Education. A parent or legal guardian of a student receiving a textbook shall return textbooks to the superintendent's office within fifteen days after the close of the public school year classes. If a parent or legal guardian fails to return a textbook or returns a textbook damaged beyond ordinary wear and tear, they shall be responsible for reimbursing this school district for the loss of the non-returned or damaged parents or legal guardians

who have failed to reimburse this school district for lost or damaged textbooks. The superintendent may limit the loan of textbooks each year in accordance with Department of Education rules and regulations.

7. Inventory and Accounting

The superintendent or superintendent's designee shall establish and maintain a separate inventory list of textbooks for loan to private school students. Textbooks purchased with funds from the Department of Education shall be made available to private school students so long as the textbooks remain on the list of textbooks designated for use in this school district and are not lost, stolen, or damaged beyond repair. Any amounts recovered from students or retained in a separate account and shall be used to offset the amount claimed in future years for distribution to this school district from the Department of Education.

6122 **POLICY ON HIGH ABILITY LEARNERS**

Nebraska Unified District #1 is cognizant of our responsibility as educators to meet the needs of every child. Our High Ability Learner Program is designed to meet those needs by assisting and supporting classroom teachers and by periodically grouping “like students” together.

Belief Statement

Our educational programs for high ability learners are based on the beliefs that:

1. High Ability Learner capabilities are evidenced in all races, creeds, origins, genders, physical abilities & economic stratus.
2. All learners with high ability should have an education free from economic and cultural bias.
3. Individuals with high abilities have unique learning needs.
4. High Ability Learners come from many different economic & cultural settings.
5. Educators have a responsibility to be adequately trained to meet the needs of learners of high ability.
6. Parents are valued partners in the education process
7. High Ability Learners require a large variety of challenging experiences
8. A commitment of financial & human resources will be necessary to meet our student’s needs.

Definition of High Ability Learner

Nebraska Statute identifies a Learner with High Ability as a student who displays evidence of high performance capability in such areas as intellectual, creative, or artistic capacity or in specific academic fields and who requires accelerated or differentiated curriculum programs in order to develop those capabilities fully.

Program

The program of activities will provide enrichment and/or acceleration that is horizontal rather than vertical in direction. The primary objective of this program is to challenge students to

think, create, analyze, and evaluate. The Program is designed to build over time. Nebraska Unified District #1 High Ability Learner Program will begin with grades 1-6 & eventually include junior high & high school students. Since our school district is made up of 3 schools, site specific programs may vary somewhat because of schedules and student curriculum interest levels. The instructional model may incorporate both a pull-out program as well as an inclusionary program.

Goals

The Goal of the High Ability Learner Program are:

1. To provide an environment that nurtures higher level of thinking
2. To provide activities that motivate students to participate and achieve in school in a way that correlates with their abilities.
3. To provide appropriate educational programs for each student and to make their school experience more meaningful.
4. To guide students toward greater awareness of other cultures and their heritage.
5. To help students become more aware and more sensitive to their total environment.
6. To assist and support classroom teachers with resources who are responsible for high ability learners.

Procedure For Identification

To gain entry into the program a student in grades 3-11 must meet one of these criteria from numbers one and two. Students in grades 1-2 must meet both criteria from number two:

1. A student must perform in the 90th percentile or above in one area of the MAP test for the last testing period of the previous school year or receives a perfect score on at least one area of the NeSA Test.
2. A student must demonstrate academic excellence in the classroom with a 93% GPA OR receive a nomination from his/her teacher.

Students will be identified for the High Ability Learner Program early in the fall semester each school year. If a student qualifies in his/her junior year, then he/she remains identified for his/her senior year.

Evaluation & Future Planning

The Principal, Counselor, and an identified Selection Committee are responsible for determining which students meet the set criteria and will re-evaluate student qualifications for participation in the program each school year. Additional information may be requested from the Student Assistance Team, Multi-Disciplinary Team, or School Psychologist.

Criteria For Remaining In The Program

Students must exhibit appropriate behaviors in the classroom and must maintain an appropriate level of academic performance, as determined by Unified District #1 High Ability Learner Criteria #3.

If a student's behavior and/or academic performance becomes a concern, the Principal and Counselor will arrange a meeting with the student's parents, classroom teacher(s), and if appropriate, the student. The purpose of the meeting will be to determine what steps would be taken to correct the problem. Ultimately the decision to place a student in the program or to remove him/her from the program lies with the Principal.

Continuum of Programming Services, Options, & Strategies

The following is a list of possible services, options, & strategies that may be incorporated:

1. Curriculum Enrichment Activities (Math Counts, Quiz Bowl, Aspiring Young Authors, Geography Bee, & Inclusionary Classroom Activities, etc.)
2. Compacting Curriculum Strategies
3. Long Distance Learning Consortium will be used to improve class offerings.
4. Dual Credit Offerings & LDL Early Bird Courses (7:00 am. College Classes)
5. Accelerated Reading & Mathematics Program
6. Computer-Assisted Contests & Curriculum Offerings (Independent Study, Computer-Assisted Courses, & Knowledge Master Testing, etc.)

Staff Development Support

Staff Development opportunities will become necessary for the success of our High Ability Learner Program. During the school year, the school district will try to schedule staff development opportunities to staff members who are educating students who have been identified as "high ability learner."

District Plan

Communicating our educational plan to parents and the public will educate everyone of the importance of our High Ability Learner Program. The use of outside resources, such as booster clubs, foundations, grants, & private donations may be used to help finance the program.

Adopted: 8/99 Rev: 6/02 Rev: 6/12 Rev: 6/13 Rev 6/16

6123

ALTERNATIVE EDUCATION

The Nebraska Unified District #1 recognizes that a student may require an alternative education option in order to meet his/her high school graduation requirements.

As the result of severe infractions of school policy, a student who is under

expulsion and/or long-term suspension will be required to complete all school work at home. The student will be responsible to pick up all assignments and return all school work to the Office of the Site-based Administration by 12:00 on Friday of each week. All assignments will be graded according to the attendance center grading policy.

Students who are being educated through the Alternative Education Plan will be ineligible to participate in all extra-curricular or curricular activities sponsored by the Nebraska Unified District #1.

It will be the responsibility of the student to check his/her academic progress. In situations where a student requests help from a teacher, a 24 hour notice will be required. If the student meets the graduation requirements set forth by the Nebraska Unified District #1 Board of Education, he/she will be allowed to participate in graduation exercises with the senior class. All school policies will be in effect and enforced for any student who is in the Alternative Education Policy.

6124

INTERNET FILTERING POLICY

Nebraska Unified District #1, with education centers at Clearwater, Orchard, & Verdigre, will make available to the employees and students the internet system and tele-computing in general. The primary purpose of the internet system is to enhance research, education, and communication. Internet users will be able to conduct searches for purposes of Internet users will be able to conduct searches for purposes of research, download software, and exchange electronic mail throughout the world.

The Nebraska Unified District #1 internet systems or computers are not to be used for illegal activities of any nature, transmission of copyrighted materials (software/inaccurate) objectionable materials, child pornography, visual depictions harmful to minors or obscene/profane materials.

In addition, Nebraska Unified District #1 in accordance with federal legislation requiring the operation of a technology protection measure in order to qualify for Universal Service Funds, will filter internet access on Nebraska Unified District # 1 computers.

Staff members are responsible for any and all activity on their computer and staff members supervising students are responsible for appropriate use of the internet by their students.

The use of the internet is a privilege, not a right, and inappropriate use may result in the termination of those privileges. The Nebraska Unified District # 1 Technology Committee reserves the right to refuse access to the internet to anyone when it deems it necessary in the public interest. The technology protection measure that blocks and/or filters internet access may be disabled by

an authorized staff member for bona fide research purposes with permission of the immediate supervisor of the staff member requesting said disabling or with the permission of the site-base administrator of Nebraska Unified District #1.

An authorized staff member may override the technology protection measure that blocks and/or filters internet access for a minor to access a site bona fide research or other lawful purposes during which time the minor will be monitored directly by the authorized staff member or his/her designee.

Any violation of this policy may result in the loss of access to the internet by Nebraska Unified District #1 employee's. Additional disciplinary action may be determined in accordance with existing procedures and practices, both administrative and as stipulated in Nebraska Unified District # 1 board policy, and including applicable law enforcement agencies when necessary.

Adopted 5/01

6125

STUDENT FEE POLICY

The board of education acknowledges that the Public Elementary and Secondary Student Fee Authorization Act authorizes school districts to charge student fees for certain student activities and requires the school districts to adopt a policy addressing student fees. Further, the board recognizes the fact that there are expenses relating to educational and extracurricular programs and activities that may require financial participation by students and their parents or guardians. In order to provide the district's students and their parents or guardians with guidance regarding the district's position on student fees, the board of education enacts the following Student Fee Policy. It is the intent of the board to provide equal access for students to all programs while complying with the laws of Nebraska and the rules and regulations of the Nebraska Department of Education.

A. DEFINITIONS

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades and in which participation is not otherwise required by the school district;
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary education. For a course in which students receive both high school and postsecondary education credit, the course shall be offered without charge except for tuition and other fees associated with obtaining credits from a postsecondary education institution.
3. For a course in which students receive a course as part of a prepared accelerated or differentiated curriculum the course shall be offered without charge for tuition, transportation, books or other fees if the student passes the class.

B. FEES AUTHORIZED Except as provided otherwise herein, the district may require and collect fees or other funds from or on behalf of students or require students to provide specialized equipment or specialized attire for any of the following purposes:

- (1) Participation in extracurricular activities;
- (2) Admission fees and transportation charges for spectators attending extracurricular activities;
- (3) Postsecondary education costs;
- (4) Transportation pursuant to Neb. Rev. Stat §§ 79-241, 79-605, and 79-611.
- (5) Copies of student files or records pursuant to Neb. Rev. Stat. § 79-2, 104;
- (6) Reimbursement to the district for school district property lost or damaged by the student;
- (7) Before-and-after-school or pre-kindergarten services offered pursuant to Neb. Rev. Stat § 79.1104;
- (8) Summer school or night school;
- (9) Breakfast and lunch programs;
- (10) Any other fee authorized by law.

C. PERSONAL OR CONSUMABLE ITEMS

The district shall require students to furnish minor personal or consumable items for specified courses and activities, including, but not limited to, pencils, paper, pens, erasers, crayons, scissors, basic clothing, notebooks, calculators, and similar personal or consumable items.

D. NONSPECIALIZED ATTIRE (CLOTHING).

Students shall be required to furnish and wear the following non-specialized attire meeting the following general written guidelines for the specified courses and activities:

1. Compliance with student dress code during the school day
2. Compliance with student dress code as defined by a teacher, coach or sponsor for a particular activity e.g. ties on game day, dress clothes for a concert, and gym attire for P.E.

E. COURSE PROJECT MATERIALS

Students shall be required to furnish the materials for the following course projects:

Vocational Agriculture, Family & Consumer Science, Art, Industrial Technology Projects and any other specific course or class projects that become the property of the student upon completion of the project.

F. MUSICAL INSTRUMENTS AND ACTIVITIES

Students shall be required to furnish musical instruments for participation in optional music courses that are not extracurricular activities except that musical instruments shall be provided without charge for any student who qualifies for free or reduced-price lunches under United States Department of Agriculture child nutrition programs. The district shall not be obligated to provide a particular type of musical instrument for any student,

The following music courses are extracurricular activities: K-8 Band, Swing Choir, & Jazz Band

The fees for musical instruments, specialized attire, and other specialized equipment shall be as follows: The non-fee waiver students will be required to pay for instruments and their upkeep and maintenance, and shoes. Fee waiver students will be required to pay for reeds, oils and other materials.

G. NON-MUSIC EXTRACURRICULAR ACTIVITIES

Students shall be required to furnish the following specialized equipment or attire for the following non-music extracurricular activities:

1. Football shoes, wrestling shoes, and track spikes
2. Golf equipment

Students shall be required to pay the following fees for the following non-music extra-curricular activities: Physical examination for grades 8-12 sports (Kindergarten and 7th grade physicals required by the state are the parents/guardians responsibility). Participation fees as may be established by local attendance centers.

H. POSTSECONDARY EDUCATION

Students shall be required to pay the following fees for postsecondary education: (See definition 2)

I. TRANSPORTATION COSTS

Pursuant to Neb Rev, Stat. §§ 79-241, 79-605, and 79- 611, students shall be required to pay the following transportation costs: Mileage to and from a Job Coop, and to a Job Shadow unless the Job Shadow is required for graduation.

J. SCHOOL STORE

If the district shall operate a school store in which students may purchase food, beverages and personal or consumable items. Said purchases shall not be subject to any fee waiver.

Some examples of these personal or consumable items would be: flowers for parents night, T-shirts sold as a souvenir when a team qualifies for state, and equipment not required for extra-curricular activities such as shooting shirts.

K. STUDENT RECORD COPY CHARGES

No fee shall be charged to students, their parent(s), and/or their guardian(s) for copies of a student's files or records, provided pursuant to Neb. Rev. Stat. § 79.2,104.

L. BEFORE AND AFTER SCHOOL/PREKINDERGARTEN

The district does not currently offer before-and-after-school or pre-kindergarten services.

M. SUMMER AND NIGHT SCHOOL

Students needing credit courses to graduate, due to having failed a class offered by the District, may take extension courses approved by the Site-based Administration. The student will pay for all costs incurred.

N. BREAKFAST AND LUNCH PROGRAM

Lunch fees as established by local attendance centers.

O. DRIVER'S EDUCATION

Driver's Education fees as established by local attendance centers.

P. GRADUATION ITEMS

Items required for graduation will be paid for by the senior class fund.

Q. OTHER ITEMS

Charges for yearbooks, class rings, letter jackets, and similar items are sold as a convenience to students and are not fees and are not covered by this policy. Fines for overdue library books, abuse of school parking privileges, and other school rules, regulations, and policies developed for the safe and efficient operation of the school are not student fees.

R. PUBLIC HEARING

On or before August 1, 2002, and annually each year thereafter, the school board shall hold a public hearing at a regular or special meeting of the board on a proposed student fee policy, following 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 prior school year. The student fee policy shall be adopted by a majority vote of the school board and shall be published in the student handbook. The board shall provide a copy of the student handbook to every student at no cost to the student. The student fee policy shall include specific details regarding those items required by law. In the event that the district would like to consider offering a service or materials for a fee which is not offered at the time this policy is adopted or if the district would like to consider charging a fee for services or materials currently provided at no charge to the students or their parents, or if any other change is desired, a public hearing shall be held at a regular or special meeting of the board on the proposed changes to the student fee policy before any changes to the policy are adopted. If changes are made to the policy after the public hearing, written notice shall be provided to the students and their parents as soon as is practicable.

S. STUDENT FEE FUND

The district hereby establishes a student fee fund. The student fee fund shall be comprised of all money collected from students from: (1) participation in extracurricular activities, 2) Driver's Education, and 3) Student Activity Passes. No other money shall be deposited in the student fee fund, whether from other student fees or taxes, and the money shall be expended for the purposes for which, it was collected from the students

T. FEE WAIVER

Students who qualify for free or reduced priced lunch under the United States Department of Agriculture child nutrition programs shall have the opportunity to waive any fees to be charged or materials required to be provided for the following:

- 1) Participation in extracurricular activities.
- 2) Admission fees and transportation charges for spectators attending extracurricular activities at the attendance center.
- 3) Specialized equipment or specialized attire for participation in extracurricular activities.
- 4) "Course project materials" unless the student elects to take the project home. The instructor must be notified of this before the project is started.
- 5) Musical instruments both for participation in optional music courses that are not extracurricular activities and for participation in extracurricular activities.

All Fee Waiver Forms can be picked up at the Principal's Office. The Waiver Form shall be completed & returned to the Principal's Office before the fee is due & the activity begins. (i.e. waiver for football or volleyball must be completed & returned before the first day of practice.) The student will be responsible for completing & returning the Waiver Form for each activity he/she wishes to have fee's waived.

U. PENALTIES. Students who fail to pay overdue student fees may be subject to administrative penalties including, but not limited to exclusion from graduation and commencement ceremonies or related activities, exclusion from prom, withholding of the yearbook or annual, etc. Students shall not be denied a diploma, transcript, or credit for course work completed for failure to pay student fees.

V. FUND-RAISING. Students may be required to partake in fund-raising activities in order to participate in extracurricular activities. If fund-raising is required for a particular extracurricular activity, any student participating in said activity shall be expected and required to participate equally and share equally in whatever funds are raised.

W. SEVERABILITY CLAUSE If any section or part of this policy is declared invalid or unconstitutional, the declaration will not affect the validity or constitutionality of the remaining portions.

Adopted: 7/02

6126

ANTI-BULLYING POLICY

One of the missions of the District is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are to be encouraged in the educational program and are required of all staff. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and students and all staff are required to avoid such behaviors. Strategies and practices are to be implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

Adopted: 6/04

Anti-Harassment/Bullying Complaint Form

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser or bully: _____

Date and place of incident(s): _____

Description of misconduct: _____

Name of witness (if any): _____

Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

Anti-Harassment/Bullying Witness Disclosure Form

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of incident witnessed: _____

Any other information: _____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

6126.1

CONDUCT

Students shall conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, for the educational purpose underlying all school activities, for the widely shared use of school property, and for the rights and welfare of other students.

All professional employees of the district shall share responsibility for supervising the behavior of students and for seeing that they meet the standards of conduct which have been or may hereafter be established by the Board or its agents.

In each instance in which an employee acts to help a student conduct himself properly, emphasis shall be placed upon the growth of the student inability to discipline himself.

STUDENT DISCIPLINE CODE

FURTHER:

Students will be expected to act at all times in a manner which encourages the best learning situation. This includes all aspects of school, including the school day, school sponsored activities (at home and away) and at any time in the school building or upon school grounds. By board policy, the following regulations will be instituted:

1. **Fighting:** Both or all Parties
 - a. First offense - 1 day suspension
 - b. Second offense - 5 day suspension
 - c. Third offense - Recommend expulsion

2. **Removal from class**
 - a. First offense - Teacher, student, parent, Site-Based-Principal conference, and 1 day suspension
 - b. Second offense - Teacher, student, parent, Site-Based-Principal conference, and 3 day suspension
 - c. Third offense - Recommend expulsion

3. **Vandalism**
 - a. First offense - 5 day suspension, pay for the damage
 - b. Second offense - Recommend expulsion, pay for the damage

If the cost of repair or replacement is more than \$100.00, suspension is automatic, less than \$100.00, punishment is to be administered by the administration.

4. **Use of tobacco and alcoholic products**

Students are not permitted to possess or use any tobacco or alcoholic products on school grounds during the time when school is in session, on the buses, or in the buildings. This applies to school sponsored activities at home and

away.

Tobacco

- a. 1st Offense - 3 day suspension
- b. 2nd Offense - 5 day suspension
- c. 3rd Offense - Recommend expulsion

Alcohol

- a. 1st Offense - 3 day suspension
- b. 2nd Offense - 5 day suspension
- c. 3rd Offense - Recommend expulsion

A suspendable offense is left to the discretion of the Site-Based-Administrator and may include but is not limited to:

- 1. Uncontrollable behavior within the classroom
- 2. Refusal to follow rules set forth by the classroom teacher
- 3. Verbal abuse used or applied to a staff member or another student
- 4. Physical abuse of a staff member or another student

6127

Student Dating Violence Policy

Nebraska Unified District #1 strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy “dating violence” means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District’s authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District’s dating violence policy.

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

The administration will be responsible for ensuring that this dating violence policy is published in the school district’s student-parent handbook or an equivalent such publications. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information. Adopted: 0 6/10

USE OF RESTRAINTS AND SECLUSION

This policy sets forth the requirements, restrictions and procedures related to the use of physical restraints and seclusions at Nebraska Unified #1 Public Schools.

1. **Definitions**

A. **Physical Restraint.** Physical restraint means one or more persons using a physical hold to restrict a student's freedom of movement as a response to student behavior. A light touching of a student while conducting a physical escort or a touching to provide instructional assistance is not a physical restraint for purposes of the Guidance.

B. **Seclusion.** Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving as a response to student behavior. Seclusion is distinguishable from an in-school suspension, in which other students or adults may be present. While students are required to remain in the in-school suspension area, the students are not physically prevented from leaving.

2. **Physical Restraint**

A. **When Physical Restraint May be Used.** Physical restraint may be used in the following circumstances:

- To prevent a student from completing an act that would result in injury to the student or others when there is a substantial risk that the student would commit the act.
 - A verbal threat by a student does not present a substantial risk that a student would commit an aggressive act unless the student also demonstrates the ability and intent to carry out the threat.
 - Destruction of or damage to property does not present a substantial risk of personal injury unless personal injury would be caused as a result of the destructive act (for example, throwing sharp or heavy objects when others are present, or the person whose property is about to be destroyed is likely to react physically if the person's property were destroyed). (Note: If a student is about to destroy or damage property, the act of grasping the student's arm or leg solely to prevent the striking, throwing or kicking of the item is not prohibited).
- To move a student to a seclusion room, or to remove a student to another location because the student is creating a substantial disruption to others, in circumstances where the student is unable to be moved or removed without the use of physical restraint; and
- In circumstances where the student's IEP or Behavioral Plan provides for the use of physical restraint in circumstances other than the foregoing. If

it is anticipated that physical restraint may need to be used with a special education student, the IEP team is to discuss and include use of physical restraint in the student's IEP if the IEP team determines use of physical restraint to be appropriate. (Note: IEPs or Behavioral Plans should not provide for such physical restraint except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Physical restraint may not be used:

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

B. Conditions. Use of physical restraint shall take into consideration the safety and security of the student.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the staff shall consider the potential for injury to the student, the student's privacy interests, and the educational and emotional well-being of the other students in the vicinity.

If physical restraint is imposed upon a student whose primary mode of communication is sign language or an augmentative mode, the student shall be permitted to have his or her hands free of restraint for brief periods, unless staff determines that such freedom appears likely to result in harm to the student or others.

C. Timeline. Physical Restraint is to be used only as long as necessary to resolve the reason for which it was initiated.

D. Training. Physical restraint shall be applied only by individuals who have received systematic training that includes all the elements described below. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two (2) years.

Training with respect to physical restraint may be provided either by the School District or by an external entity and shall include, but need not be limited to:

- Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship-building, and the use of alternatives to restraint;
- A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;

- The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
- Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
- Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
- Demonstration by participants of proficiency in administering physical restraint.

An individual may provide training to others in a particular method of physical restraint only if he or she has completed training in that technique that meets the foregoing requirements within the preceding one-year period.

3. Seclusion

A. When Seclusion May be Used. Seclusions may be used in the following circumstances:

- When a student's behavior is so out of control that the student's behavior creates a risk to the student or others;
- When a student's behavior is so out of control that the student is causing a substantial disruption to school activities and there is no other technique and no other place the student may be moved to prevent continued disruption;
- When a student's behavior is so out of control that the student is unable to engage in educational activities and there is no other technique that could reasonably be employed to allow the student's emotions to cool down and engage in appropriate behaviors and educational activities; and
- The student has an IEP or behavioral Plan which provides for the use of seclusion in circumstances other than the foregoing. If it is anticipated that seclusion may need to be used with a special education student, the IEP team is to discuss and include use of seclusion in the student's IEP if the IEP team determines use of seclusion to be appropriate. (Note: IEPs or Behavioral Plans should not provide for use of seclusion except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Seclusions may not be used:

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

B. Conditions. Use of seclusion shall take into consideration the safety and security of the student.

Enclosures used for seclusion, other than enclosures used on a temporary basis shall:

- Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student.
- Be constructed of materials that cannot be used by students to harm themselves or others, be free of electrical outlets, exposed wiring, and other objects that could be used by students to harm themselves or others, and be designed so that students cannot climb up the walls (including walls far enough apart so as not to offer the student being isolated sufficient leverage for climbing).
- If an enclosure used for isolated time out is fitted with a door, the door shall either be a steel door or a wooden door of solid-core construction. If the door includes a viewing panel, the panel shall be unbreakable.
- Be designed to permit visual monitoring of and communication with the student sufficient to ensure the student's safety and security. For students who do not communicate verbally, arrangements shall be made to permit the student to periodically communicate the student's needs.
- If a locking mechanism is used on the enclosure, the mechanism shall be constructed so that it will engage only when a key, handle, knob, or other similar device is being held in position by a person, unless the mechanism is an electrically or electronically controlled one that is automatically released when the building's fire alarm system is triggered. Upon release of the locking mechanism by the supervising adult, the door must be able to be opened readily.

The procedures for use of seclusion include:

- An adult who is responsible for supervising the student shall remain within close proximity of the enclosure.
- The adult responsible for supervising the student must periodically check on the student visually if possible.

C. Timeline. A student shall not be kept in seclusion for more than 20 minutes after the student ceases presenting the specific behavior for which isolated time out was imposed or any other behavior for which isolated time out would be an appropriate intervention.

D. Training. Orientation will be provided to staff members who are anticipated to be involved in the use of seclusion. The orientation shall cover the procedures contained in this Guidance.

4. Documentation and Evaluation

A. Documentation of Use of Physical Restraint or Seclusion. A written record of each use of seclusion or physical restraint shall be prepared and maintained in the student's temporary record. The student's case manager, if any, shall also maintain a copy of each such record. Each such record shall include:

- The student's name;
- The date of the incident;
- The beginning and ending times of the incident;
- A description of any relevant events leading up to the incident;
- A description of any interventions used prior to the implementation of physical restraint or seclusion;
- A description of the incident and/or student behavior that resulted in implementation of physical restraint or seclusion;
- A log of the student's behavior during physical restraint or seclusion, including a description of the restraint techniques(s) used and any other interaction between the student and staff;
- A description of any injuries (whether to students, staff, or others) or property damage;
- A description of any planned approach to dealing with the student's behavior in the future;
- A list of the school personnel who participated in the implementation, monitoring, and supervision of physical restraint or seclusion;
- The date on which the parent or guardian was notified.

The record shall be completed by the beginning of the school day following the use of seclusion or physical restraint.

B. Notification of Administration. The Superintendent or Superintendent's designee shall be notified of the incident as soon as possible, but no later than the end of the school day on which it occurred.

Notification of Parent or Guardian. Within 24 hours after use of seclusion or physical restraint, the Superintendent or Superintendent's designee shall send written notice of the incident to the student's parents or guardians, unless the parent or guardian has provided the District a written waiver of this requirement for notification. The parent or guardian shall inform the parent of the date of the incident, a description of the intervention (physical restraint or seclusion) used, and who at the school may be contacted for further information.

Evaluation. An evaluation shall be conducted whenever a physical restraint exceeds 15 minutes or results in physical injury, whenever a seclusion exceeds 30 minutes, or use of physical restraint or seclusion is repeated with an individual student during any three-hour period:

A certified staff person trained in the use physical restraint, or knowledgeable about the use of seclusion, as applicable, shall evaluate the situation.

The evaluation shall consider the appropriateness of continuing the procedure in use, including the student's potential need for medication, nourishment, or use of a restroom, and the need for alternate strategies (e.g., assessment by a mental health crisis team, assistance from police, or transportation by ambulance).

The results of the evaluation shall be committed to writing and copies of this documentation shall be placed into the student's temporary student record and provided to the Superintendent or Superintendent's designee.

Adopted 12/09

6133 CONDUCT ON THE SCHOOL GROUNDS

Noon Hour Procedures

During fair weather elementary students will be allowed use of the playground. The lavatories in the elementary will not be used by lunch students unless necessary.

No student should be in any part of the building without a pass.

LUNCH PERIOD

The lunch period is divided into three sections. Grades K-3 will eat from 11:15 to 11:45 p.m. Grades 4-6 from 11:45 to 12:15. Grades 7-12 will eat from 12:37 to 1:07 p.m. Students eating school lunch must eat in the lunchroom. Those who bring a sack lunch must eat in the lunchroom as well. Food is not allowed in the Gym or High School building during lunch hour. This includes the Ag and Art rooms.

Students may go to their own home to eat lunch by bringing a note from home. If you plan to go home daily or often you may bring one note for all year. You may eat downtown with your parents if they pick you up. Students will not be allowed to drive over the noon hour without special permission granted by the Site-based-Administrator.

During the lunch period 7-12 students will not be allowed in the high school building, Ag, or Art rooms unless supervised by a teacher. After eating lunch, 7-12 students must report to the gym where supervision will be provided.

School Regulations for the Lunchroom

NO BEVERAGES or **FOOD** of any kind are allowed in the lunchroom to supplement a school lunch. This includes pop, water, sport drinks, juice, chips, fruit, candy, etc.

Sack Lunches: Sack lunches are permissible but they must be eaten in the lunchroom. Chips are allowed but the entire bag must be finished or the rest of the bag be disposed of in the lunchroom trash. Chips can be a meal but again they must be finished before you can leave the lunchroom. Beverages are allowed in your sack lunch. Your beverage must be finished in the lunchroom or discarded before you leave.

Any food items brought in to the lunchroom may not be shared with another student.

Carry in Lunch: A parent may bring lunch from downtown to their child only. (This is a regulation that is set by the State.) The parent must bring the lunch to the lunchroom. Once again this meal cannot be shared with another student.

School Lunches: No food is to be taken out of the lunchroom. Please finish your meal in the lunchroom before you go to the gym.

Students with special dietary needs should bring a note from their doctor to be on file in the office. This note should be updated yearly.

Consequences

Violation of any of the above rules will result in the following minimum consequence:

Washing dishes in the lunchroom:

1st offense-2 days

2nd offense-5 days

3rd offense-10 days

4th offense-lose lunchroom privileges as decided by the administration

NATIONAL SCHOOL LUNCH PROGRAM

This explains what to do if you believe you have been treated unfairly. "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

6134 STUDENT DRESS

While attending school and school sponsored activities, all students will dress and be groomed in an appropriate manner for the event or activity that is taking place (see activity handbook).

6135 SOCIAL EVENTS

School activities include; dances, banquets, parties, etc. All school sponsored functions must have at least one faculty sponsor present.

No activity will be held beyond 12 o'clock midnight. The exception is Homecoming and Prom dances which must be over by 1:00 A.M.

Each class or organization may sponsor one activity per year.

All activities must be scheduled on the master calendar at least two weeks in advance.

Students will not be allowed to leave the school building during a social activity. Any student leaving the building during a social activity shall not be allowed to re-enter.

Homecoming Dance- admission charged, 7-12, alumni, and dates open to Verdigre and Niobrara students

Prom - No charge to guests and dates. Only 9-12 students may attend the Prom
Proper manners are expected at all social events . Loud, boisterous behavior, food throwing and other impolite actions will cause cancellation of the entire affair.

The dances are closed - Once out you will not be allowed back in to the dance. All other rules for student conduct as outlined in your student handbook are in effect.

These activities are planned for your enjoyment. A proper atmosphere must be upheld for a memorable evening for you.

6141 LOCKERS

Lockers will be furnished to each student 7-12 for his/her use upon receiving a damage deposit of \$5.00. This deposit will be refunded at the end of the students senior year or upon leaving the school permanently provided no damage has occurred to his/her locker other than normal wear. Each student is responsible for his/her locker.

6143 LOST AND FOUND

Articles which are found should be turned in to the office and inquiries to these articles may be made there.

7000 OTHER

7100 SCHOOL CALENDAR

1. In a regular scheduled business meeting, the Unified Board of Education shall adopt the school calendar for the ensuing school year. The Superintendent of schools shall submit a proposed calendar to the Board in advance of the meeting. 2. A school activity calendar is located in the Site-Based-Administrator's office.

A. All class and school activities must be placed on the calendar at least ten days before the event is held.

B. The activity must be cleared with the Site-Based-Administrator.

C. Activities scheduled first will have priority on the calendar with the exception of State and District contests whose dates are set by the State and Conference associations.

Any changes in scheduled activities must be cleared through the Activity Director and or the Site-Based-Administrator. (VHS)

7101 INSTRUCTIONAL HOURS

The Nebraska Unified District #1 school year will consist of a minimum of 1080 hours of instruction for junior and senior high school students and a minimum of 1032 hours of instruction for elementary students. The instructional hour for secondary will consist of a minimum of 51 minutes. The school year will consist of a minimum of 1080 and 1032 instructional hours exclusive of interruptions for traveling to, traveling from, and participation in interscholastic sports, clubs, and contests.

Learning experience away from the school site may be defined as field trips, school-work experience, homebound tutoring, activities and/or contests that are extensions of regular classroom instruction, correspondence courses, educational programs with cooperating institutions, and make-up work required as a result of absences.

The time scheduled for passing time between classes is not considered instructional time. The time scheduled for eating lunch, co-curricular activities (see previous paragraph), student absences for which the school does not assume sponsorship, staff development activities, staff meetings: parent-teacher conferences, weather related dismissals, playground activities before school, during noon break and after school, and other general student body dismissals shall not be included in the computation of the minimum instructional hour.

Kindergarten will be required to be in attendance a minimum of 1032 instructional hours.

Instructional time required by the State Department of Education of Accreditation as an accredited school will be met.

Adopted: 8/99

7102 THE SCHOOL DAY

Teachers are to be on duty from 8:00 a.m. to 4 p.m.

After School

All students who are not supervised by a staff member should be out of the building by 4:00 p.m.

Adopted: 8/99

7103 DRILLS FOR EMERGENCIES

1. Fire Drills . One fire drill shall be conducted each month including one that shall be the first two weeks of school. Escape routes are marked in each room and students should become familiar with each room.

2. Tornado Drill. A tornado drill will be conducted in the fall and spring.

3. Bus Evacuation Drills. One bus evacuation drill will be held each semester of school.

Adopted: 8/99 Rev: 6/00 Rev: 6/01 Rev: 6/05, Rev: 6/06, Rev: 08/15.

7104 CEREMONIES AND OBSERVANCES

Constitution Day will be held on September 17 of each year, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

Adopted: 07/06

7106

EXTRA-CLASS ACTIVITIES

Junior-Senior High School

1. The activity offerings shall be of sufficient variety and number to meet the wide range of interests and needs of our students.
2. Activities which are for public view are to be kept to the minimum necessary for their educational value. Public performances for activities are to be supervised in order to prevent excessive time and effort expenditures by students. Such performances may not be held for purposes which contribute to private gain or advantage.

Extra-Class Activities

Regulations for participation in athletics, plays and musical programs cheerleading, student managers, data, speech, drama, FFA, FCCLA, Art Club, National Art Honor Society, Spanish Club, V-Club, student council, flag team, National Honor Society, and any other students organizations which may become a part of extra curricular activities will be drawn up by the sponsor and the Administration and will become a part of the activity handbook guidelines.

Membership to the organization shall be on a voluntary basis and members may withdraw. If a member withdraws or is dismissed from an organization or activity, the Site-Based-Administrator should be notified immediately.

7107

INTERSCHOLASTIC ATHLETICS

Verdigre High School offers interscholastic athletics on both a Junior and Senior High level. Senior High Boys may participate in football, basketball, wrestling and track. Senior High Girls may participate in volleyball, basketball, and track. Senior High Boys and Girls may participate in Cross Country and Golf.

Junior High boys may participate in basketball, track, and football. Junior High girls may participate in basketball, volleyball, and track.

All students are also governed by the rules of the Nebraska School Activities Association.

7108

EXTENDED CLASSROOM EXPENSES

The Unified Board may pay the cost of over-night expenses such as motel rooms for the students. This will take prior Unified Board approval for an exception to this policy. For Unified purposes, expenses may be paid for extended classroom opportunities as specified in policy # 7111 (Field Trips)

7111

FIELD TRIPS

A teacher wishing to take a field trip must obtain written approval before proceeding with the plans. Procedures are outlined in the teacher's handbook. All arrangements are the teacher's responsibility, including making reservations to visit museums, historical sites, etc., chaperone, and waivers. Private cars should not be used unless approved. After complete arrangements are made, the date of the trip should be entered on the school calendar.

Expenditures from
Activity Account

Activity trips
Athletics
Music
Drama
Speech
Student Council
School Sponsored Clubs
Cheerleading
Dance Club

Expenditures from
Unified General Fund

Academic Contest Fees
Music Contest Fees
Drama Contest Fees
Speech Contest Fees
Industrial Arts Contest Fees
Art Show Fees
Mock Trial Fees
School to Career Fees
Elementary Field Trips
Secondary Field Trips

(FFA will have their own travel budget lines in General Fund)

7113

DROPPING/ADDING A CLASS

Students may take a number of electives besides the courses required to graduate. Changes in classes must be made during the first two days of each semester. Dropping a class after the deadline without special permission will result in an "F" grade for that course.

7114

ASSEMBLIES

At Verdigre High School, Assemblies will be held from time to time. These assemblies are both educational and entertaining, but provide for an additional learning experience. All students and faculty will attend every assembly.

Teachers are responsible for conduct of students passing to and from the gym, as well as during the program.

Students will sit by class, sponsors must be present with their group or class.

Any disorderly conduct will be treated as forfeiture of attendance; furthermore, disciplinary action will be left to the discretion of the Site-Based-Administrator.

7115**TEXTBOOKS AND WORKBOOKS**

Each student is responsible for textbooks and materials issued to him during the year. At the outset, teachers will check the text and note their condition. Should the book be damaged or lost, the following will apply:

1. Lost book---new unit cost
 2. Writing in book---\$1.00 per page up to price of new book
 3. Torn page or pages---\$1.50 per page up to price of new book
 4. Missing pages or broken binding---\$5.00 and up to replacement cost
- If a student drops a course, the book must be returned to the teacher.

7119**LIBRARIES (SELECTION OF MATERIALS)****A. Objectives of Selection**

1. Provide teachers and pupils with reference and supplementary materials which will support and enrich the curriculum;
2. Enable and encourage pupils to further develop their full potential as creative and responsible individuals by meeting and stimulating the greatest possible diversity of interests;
3. Provide easy access to a centrally cataloged and comprehensive selection of a variety of materials at appropriate levels.
4. Seek to teach the student to use his leisure time wisely and evoke a love of reading, viewing, listening, and learning which will assure a continuing self-education and fruitful source of recreation and personal enjoyment.
5. Develop reading, viewing, and listening skills, literary and aesthetic taste, and discrimination in choice of materials.
6. Encourage pupils to locate, examine, and evaluate as much reading and reference or multi-media material as possible on opposing sides of controversial issues so that they may develop the practice of critical examination and thinking.
7. Fairly represent the many religious, ethnic, and cultural groups and their contribution to our American Heritage and to world relationships.
8. The materials will be based toward making the individual's mind mature, both mentally and emotionally.
9. Provide practical instruction in the use of the media centers and their resources at whatever grade level this instruction may be needed.

B. Procedure for Handling Complaints

Individuals or groups having objections to material in the library will be offered copies of the written board policies together with a prepared questionnaire requesting clarification of their objections and the course of action they recommend.

A faculty committee composed of the media specialist, a senior high instructor, and an elementary instructor, will be appointed by the Superintendent of Schools to review the complaints and make recommendations to the Board of Education.

Re-evaluation of the materials in question is necessary before recommendation is made.

Provision For Recognition and Handling of Complaints:

The procedure for the handling of complaints on the media collection is as follows:

1. Make administration aware of any complaints
2. Have the dissatisfied person fill out a formal form (Citizen's Request for Reconsideration of Media Material)
3. Pull the material from circulation, at least temporarily
4. Research the material
5. If the complaint still persists, form a media committee to research the material, preparing a written report
6. File a copy of the report in the media center and administrator's office
7. Let the committee and administrator handle the complaint

Adopted: 8/99

CITIZEN'S REQUEST FOR RECONSIDERATION OF MEDIA MATERIAL

Title _____

Author _____ Hardcover _____ Paperback _____

Publisher (if known) _____

Request initiated by _____

Telephone _____ Address _____

City _____ Zip Code _____

Complaint represents _____
(Him/Herself, Name of Organization, Identify Other Group)

1. To what do you object? (be specific, cite pages)

2. What do you feel might be the result of this media?

3. For what age group would you recommend this media?

4. Is there anything good about this media?

5. Did you use the entire media?

What parts?

6. Are you aware of the judgment of this media by literary critics?

7. What do you believe is the theme of this media?

8. What would you like your school to do about this media?

_____ do not assign it to my child

_____ withdraw it from all students as well as from my child

_____ send it back to the department office for re-evaluation

9. In its place, what medium of equal literacy quality would you recommend that would convey as valuable a picture and perspective of our civilization?

7121 **ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION**

Notwithstanding section 444(a)(5)(B) of the General Education Provisions Act and except as provided in paragraph (2), Nebraska Unified District #1 shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school student's names, addresses, and telephone listings.

A secondary school student or the parent of the student may request that the student's name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.

Nebraska Unified School District #1 shall provide military recruiters the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of those students.

7123 **CULTURALLY AND EDUCATIONALLY DEPRIVED CHILDREN**

Identification Procedure

The identification of culturally and educationally deprived children is the responsibility of the superintendent or a delegated staff member based on the above Definition, Paragraph A.

Complete and appropriate records shall be maintained by the school system for all students placed in the program approved by the State Board of Education for the culturally and educationally deprived.

Classification Procedure

Eligibility for the program shall be determined by procedures established by the State Department of Education which shall also involve teachers, pupil, personnel specialists, counselors, or others who are familiar with the aptitude and potential of the student. In addition to the Definition, Paragraph A, to be eligible for a program for the culturally and educationally deprived, a student shall meet at least one of the following criteria:

1. Kindergarten - Be judged to be in need of special instructional activities or services by a committee composed of the superintendent or delegated staff member, kindergarten teacher, and other related personnel after 1 semester of work.
2. First Grade - Score at or below the fortieth (40th) percentile based on the composite score of an appropriate standardized readiness test using national forms.
3. Second Grade - Score at least one-half year below grade level based on the composite score of an appropriate standardized test using national forms.
4. Third Grade through Twelfth Grade - Rank at or below the thirtieth (30th) percentile on the composite score of an appropriate standardized test using national forms.

Educable developmentally disabled are not eligible for programs under section 8 of LB 448.

Programs funded with other State or Federal money will not be eligible for payment under this section.

Size, Scope, and Quality

The program must be of the size, scope, and quality as to meet the special educational needs of culturally and educationally deprived children. This would require that:

1. The special program for culturally and educationally deprived children shall be identifiably different from that provided either students in the school.
2. Each child shall spend enough time in the program to profit from the instructional activities or services offered.
3. The average achievement level for all of the children who are placed in the programs for the culturally and educationally deprived within a school system shall show measurable progress and improvement each year in order for the program to be approved by the State Board of Education for the following school year. Such evidence shall be based on the composite score of appropriate standardized tests using national forms.

4. The program budget will reflect the expenditures necessary to provide a special educational program for these students enrolled in the programs.

Professional Personnel

Staff members who work in the program shall be chosen on the basis of their interest, ability, and special training in this area.

7124

CONFIDENTIALITY

The Advisory Board of Education of Verdigre Public School will assure the handicapped student and the handicapped student's parents or guardian the protection and confidentiality of any personally identifiable data, information, and records collected or maintained regarding that handicapped student. This assurance shall include the right of access to information of information gathered, the right to require consent prior to the release of information gathered, the right to procedural safeguards protecting its usefulness, the right of students to assume all rights of confidentiality upon reaching emancipated majority, and the right of notification of parents regarding identification, evaluation, and placement of the child, including the use of a native language, if such is necessary to convey such information.

7125

COMPREHENSIVE SYSTEM OF PERSONNEL DEVELOPMENT

It is the policy of Nebraska Unified School District #1 to develop and implement a comprehensive system of personnel development which shall include (a) the in-service training of general and special educational instructional and support personnel, (b) detailed procedures to assure that all personnel necessary to carry out the purposes of the policy are appropriately and adequately trained, (c) effective procedures for acquiring and disseminating to teachers and administrators of programs for handicapped children significant information derived from educational research, demonstration, and similar projects, and (d) to adopt, where appropriate, promising educational practices and materials developed through such projects.

Adopted: 8/99

7126

HANDICAPPED CHILDREN

The Nebraska Unified School District #1 Board of Education wishes to reaffirm its position that all children in the Unified School District, regardless of the handicapping condition, are entitled to an equal opportunity for education according to the individual's needs. The Board assumes the responsibility of providing for or contracting for program services for all resident handicapped children who will benefit from such programs. These programs shall include but not be restricted to the development of self-realization, social awareness, economic usefulness, and civic responsibility as required by law. To avoid expensive duplication, every effort will be made to utilize established programs in

cooperation with all contracting agencies approved by the Department of Education.

The right to an appeal of an educational placement of a handicapped child shall be available to the parents and/or guardians of all children who have handicapping conditions.

Such an appeal may include the child for whom Nebraska Unified School District #1 personnel have recommended placement.

Updated policies and procedures will be available in the office of the Superintendent or his designee.

Adopted: 8/99

7129

REPORTING PERFORMANCE

The school district is committed to providing its students with a quality education. Because of this commitment, it is appropriate that the parents and the patrons of the school district be periodically provided with statistical information relative to students and their school performance. It is felt by the Board of Education that the reporting of student and school performance will provide assurance to the patrons and parents that the school district is effectively providing community children with a quality education.

The Superintendent of schools will annually prepare and distribute to the Board of Education and to the general public a report which describes the schools success in meeting local educational goals. This report will include a summary of results of assessments or studies which are required by the State Department of Education Rule 10: Regulations and Procedures for the Legal Operations of Schools.

The assessments and studies shall include a standardized norm referenced assessment instrument given at specified grade levels, mathematics, and a follow-up of the school districts high school graduates done at least every three years.

In addition, the Superintendent shall develop a plan for the period reporting of a learning climate assessment, the financial information relative to the school district and demographic information related to the school district.

In conjunction with the reporting of test scores all scores shall be kept confidential and no identification of individual students shall be made in the report. In addition, if there are fewer than five students in any grade being reported, a grade level report will not be provided for that grade. (Legal Reference: State Department of Education Rule 10: Regulations and Procedures for the Legal Operations of Schools).

EXTRACURRICULAR ELIGIBILITY RULE

In order to be eligible for extra-curricular activities a student must meet the following standards:

1. Must meet eligibility rules of NSAA.
2. Must not be failing (below 70%) in one or more classes for two consecutive weeks. Grades will be turned in at noon each Friday or the last school day of the week throughout the quarter beginning the third week of that quarter. Eligibility will be determined through the last day of each quarter. Any student failing more than one class at the end of the week will be ineligible for the next calendar week beginning on Sunday, and any student who is failing one or more classes for two consecutive weeks will be ineligible for the next calendar week beginning on Sunday.
3. Must abide by all training rules set forth by coaches or sponsors. (Training rules set forth by coaches or sponsors and approved by athletic director and administration will be backed by the Board of Education.)
4. Must be in school the entire day of an activity/practice to participate in said activity/practice unless special conditions and advanced notification indicated this rule should be waived. Only the principal or athletic director can grant waiver.
5. All students participating in activities must ride to activities by means of approved school transportation (that transportation approved by the administration). Students may ride home from the activity with their parents only, and with written permission, which is given personally from the parent to the activity sponsor. The activity sponsor must give the parental permission slips to the activity director the day following the activity. The principal or athletic director may waive this rule in special situations.
6. Must abide by all school rules and regulations to maintain eligibility. Disciplinary problems may result in ineligibility. Suspension from school means immediate suspension from activities. This means no practice and the student cannot ride school transportation to the activity.
They cannot be with the team at the activity. Students who are in-school suspended are allowed to practice but not participate in competition vs. other schools.

7. If a student is observed using or in possession of tobacco or electronic cigarettes products by a sponsor or certified staff member, or admits to using or possessing tobacco products, he/she shall be declared ineligible for a period of three weeks and at least one activity. If they are not currently involved in any activities, they will be ineligible for the very next activity they are involved in. Upon the second offense, the student shall be declared ineligible for a period of six weeks. Upon the third offense, the student shall be declared ineligible for the remainder of the school year.
8. If charges are filed against a student for the consumption or possession of alcohol, is observed consuming or possessing alcohol by a sponsor or certified staff member, or admits to consuming or possessing alcohol, the student shall be declared ineligible for a period of three weeks and at least one activity. If they are not currently involved in any activities, they will be ineligible for the very next activity they are involved in. Upon the second offense, the student shall be declared ineligible for a period of six weeks. Upon the third offense, the student shall be declared ineligible for the remainder of the school year.
9. A student may self-report a first offense violation of the tobacco and alcohol policy and receive a reduction from three to two weeks ineligibility with a minimum of one activity to be missed.
10. If charges are filed against a student for using or possessing a controlled substance, observed using or possessing a controlled substance by a sponsor or certified staff member, or admits to the use or possession of a controlled substance the student shall be declared ineligible for a period of three weeks and at least one activity. If they are not currently involved in any activities, they will be ineligible for the very next activity they are involved in. Upon the second offense, the student shall be declared ineligible for the remainder of the school year.
11. Students shall not violate any local, state, or federal law (other than laws dealing with motor vehicles, laws of the road, snowmobiles, or all-terrain vehicles, wildlife preservation, water navigation regulations, fishing, hunting, and other related licenses which are classified as misdemeanors). When the school has reasonable cause to believe that a student has violated this rule, the student shall be suspended from activities for a period of three weeks and at least one activity. If they are not currently involved in any activities, they will be ineligible for the very next activity they are involved in. Reasonable cause may be defined as the county attorney pressing charges or admission of guilt. Upon the second offense, the student shall be declared ineligible for a period of six weeks. Upon the

third offense, the student shall be declared ineligible for the remainder of the school year.

12. All students who appear on the weekly ineligibility list two consecutive weeks, whether or not they are participating in activities, may be required to attend a tutoring session after school for one-half hour each day they are considered ineligible.

Ineligibility is defined as not being allowed to participate (students will be allowed to practice) in the following activities: 1) Athletics 2) Music 3) Drama 4) Speech 5) Student Council 6) School Sponsored clubs 7) Cheerleading 8) Those extensions of the classroom that are not considered a part of the regular classroom curriculum. This shall include but is not limited to Jazz Band, Swing Choir, small music groups and ensembles, solos, and One-Act Play. 9) Those extensions of the classroom that are considered part of the regular classroom curriculum include but are not limited to speech contest, pep band, concert band, choir, contests, concerts, clinics, scholastic contests, art shows and industrial art shows.

“Soap/Pop scrimmages” and one-act public performances are considered practices and do not fall under the extracurricular guidelines or academically ineligible list.

This policy is intended as a school year policy and is in force from the first day of school or when the Fall season NSAA-sponsored activities begin, whichever starts first, until the end of the school year or the end of the Spring season NSAA-sponsored activities.

Adopted 5/08, Rvsd 6/16.

7202

CONCUSSION AWARENESS

The Nebraska Unicameral has found that concussions are one of the “most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed.”

The School District will:

- a. Require all coaches and trainers to complete one of the following on-line courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury
 - Heads UP Concussions in Youth Sports
 - Concussion in Sports—What You Need to Know
 - Sports Safety International
 - Concussion Wise
 - ACTive™ Athletic Concussion Training for Coaches; and
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - 1 The signs and symptoms of a concussion;
 - 2 The risks posed by sustaining a concussion; and
 - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications. *Adopted on: July 2, 2012*

7217 NATIONAL HONOR SOCIETY

SELECTION PROCEDURES

- (1) 10-12 grade students after first semester with a 90% or better will be considered for National Honor Society.
- (2) Honor Society sponsor will then notify those students of their eligibility and at the same time give each candidate a "student Activity Information Form." This form is required to be filled out to help teachers evaluate the students in regard to service and leadership activity.
- (3) Each teacher and coach within the school will receive a form listing all the eligible students, and a section to write an evaluation of leadership, character, and service. Teachers are given a definition of each of these areas. These forms are turned into the Honor Society advisor.
- (4) The faculty council is made up of five teachers who have been chosen by the principal on a rotating basis. A closed meeting is held with the five faculty council members and the Honor Society advisor. The advisor is a non-voting member and their principle job is to conduct the session and make sure all procedures are followed.
- (5) In the meeting the faculty council members receive the evaluations from the teachers and any student Activity Information Form which have been handed in to the advisor.
 - a) All information is shared and discussed on each student one at a time.
 - b) When all discussion is finished on a student a vote is held with a secret ballot on that student. It takes a majority vote to be accepted for possible induction into Honor Society. All faculty council members and the advisor count the ballots vote.
- (6) When a student has been voted into Honor Society the student is informed at his selection, what the students duties and responsibilities are and whether they wish to be a member.
- (7) If the student accepts, a letter it is sent to the parents and the student of their selection to the Honor Society.

Discipline & Dismissal of Members

- (1) When a member falls below the standards by which the member was selected, the adviser should inform the errant member in writing of the nature of the violation, the time period given for improvement, and provide warning of the possible consequences of non-improvement. If the student does not make the improvement in the specified time, that student is subject to whatever disciplinary measures are considered appropriate by the adviser or the Faculty Council. Disciplinary measures other than dismissal are acceptable for minor offenses. For example, the adviser may suspend certain chapter privileges or request that the student receive special counseling.
- (2) A member is never automatically dismissed for failing to maintain standards. A written notification and pre-dismissal hearing is called for in Article X, Section 4 and must be conducted by the Faculty Council to dismiss a member. Members should understand fully that they are subject to dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as a basis for their selection. They should also be informed that they are allowed limited warnings during their membership, but that in the case of a flagrant violation of school rules or civil laws, a warning is not required for dismissal but a hearing will still be held. The hearing is identified in the constitution as a right of membership, is guaranteed as “due process” as identified by the 14th Amendment of the U.S. Constitution, and requires the chapter to notify the member of the member or the action being contemplated, the reasons for the action, the date and time of the hearing, and the opportunity for the member to respond either in writing or orally.
- (3) Faculty Councils should use dismissal sparingly. If Faculty Council decides that dismissal may be warranted, the member is allowed to present his or her case at a pre-dismissal hearing before the Faculty Council. The Faculty Council should investigate thoroughly before any action is taken. If the council determines that the facts warrant consideration of dismissal, the member should be notified in writing of the violation, the possibility of dismissal, and the need for scheduling a hearing with the Faculty Council. A hearing should then be scheduled. The member should be allowed to appear before the Faculty Council and explain the situation. A parent / guardian may be present with the member to present his or her case.

Post – Dismissal

- (4) If a member is dismissed, written notice of the decision should be sent to the member, his or her parents, and the principal. The member must then surrender the NHS emblem and membership card to the chapter adviser. If the member is unwilling to do this, the matter may be treated as a school disciplinary matter.

Appeals for Dismissal Cases

- 5) The dismissed member may appeal the decision of the Faculty Council, under the local school district’s policies governing disciplinary appeals in the school district. In case of dismissal appeals, the principal is generally the first recipient of the appeal. He or she shall follow the local district appeals process.

A COPY OF THE NATIONAL HONOR SOCIETY NATIONAL GUIDELINES IS
AVAILABLE FROM THE NHS SPONSOR OR THE OFFICE

Adopted 8/11